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August

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The following Business processes should be started or in progress:

❑ Moving 11-, 12-, or 13-month Employees from NY Payroll to CY Payroll Checklist
❑ First Payroll of the School Year Process
❑ August TRS Reporting Process

The following business tasks have been identified for the month of August. Use the checklist below to ensure that the tasks are addressed, if applicable.

Application(s)	Task
Finance	❑ Excess Wealth districts make the seventh payment. ❑ Reclassify transportation costs from function 34 to function 11 or 36 if needed. ❑ Make district bond payments by required dates according to the debt schedule. ❑ Submit estimate of tax collections by TEA deadline (usually August 31st) report Sep-Aug or Jul-Jun.
Payroll & Personnel	❑ Pay comp time if applicable. (payroll run) ❑ Report new contracts to TRS. ❑ Update leave on the current year service records if already created. ❑ Accrue salaries through August 31st for 10-month employees who receive their first payment in September. ❑ Communicate/update employees about employee handbook and administrative procedures manual. ❑ Accrue state revenue and set receivables/deferred revenue from the state.
Security Administration	❑ Inactivate/replace security for non-returning employees in Security Administration.


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