

The image contains the Ascender logo, which consists of a stylized 'A' icon followed by the word 'ASCENDER' in a bold, sans-serif font, with the tagline 'ELEVATING TECHNOLOGY SOLUTIONS' underneath. This logo is presented in two instances: a large one on a black background and a smaller one on a white background. A green horizontal bar with the text 'ASCENDER GUIDES' is positioned between the two logos. To the right of the logos is a vertical image of a tree trunk, tinted in a light green color.

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

ASCENDER GUIDES

ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

August

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August

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 \(July Start LEAs\)](#)
- [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	<ul style="list-style-type: none"> <input type="checkbox"/> Excess Wealth districts make the seventh payment. <input type="checkbox"/> Reclassify transportation costs from function 34 to function 11 or 36 if needed. <input type="checkbox"/> Make district bond payments by required dates according to the debt schedule. <input type="checkbox"/> Submit estimate of tax collections by TEA deadline (usually August 31st) report Sep-Aug or Jul-Jun.
Payroll & Personnel	<ul style="list-style-type: none"> <input type="checkbox"/> Pay comp time if applicable. (payroll run) <input type="checkbox"/> Report new contracts to TRS. <input type="checkbox"/> Update leave on the current year service records if already created. <input type="checkbox"/> Accrue salaries through August 31st for 10-month employees who receive their first payment in September. <input type="checkbox"/> Communicate/update employees about employee handbook and administrative procedures manual. <input type="checkbox"/> Accrue state revenue and set receivables/deferred revenue from the state.
Security Administration	<ul style="list-style-type: none"> <input type="checkbox"/> Inactivate/replace security for non-returning employees in Security Administration.



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