



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 \(July Start LEAs\)](#)
- [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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