



December

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

Application(s)	Task
Finance, Payroll	<ul style="list-style-type: none"> <li data-bbox="363 517 1358 555"><input type="checkbox"/> W-2 preparation: balance payroll for each month, quarter, and the year. <li data-bbox="363 589 1107 627"><input type="checkbox"/> Complete your LEA's Payroll calendar year-end tasks. <li data-bbox="363 660 1469 801"><input type="checkbox"/> Complete the time and effort documentation for employees who are paid wholly or partially through federal grants, and who may use semi-annual certifications rather than monthly records of time and effort. Perform any required payroll adjustments. <li data-bbox="363 835 1422 909"><input type="checkbox"/> During the holiday break, monitor incoming mail for unemployment filings in order to allow sufficient time for the LEA to respond.
Finance	<ul style="list-style-type: none"> <li data-bbox="363 916 730 954"><input type="checkbox"/> Continue the audit tasks. <li data-bbox="363 987 1406 1057"><input type="checkbox"/> Begin preparing for the indirect cost rate application if needed. (Note: LEAs claiming SHARS/Medicaid reimbursement will usually need to do this.)



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