



ASCENDER GUIDES



January

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January

The following business tasks have been identified for January. Processes that are relevant to your LEA should be initiated or in progress. Use the checklist below to ensure all applicable tasks are addressed.

- ☐ [First Payroll of the Calendar Year Checklist](#)
- ☐ [Process W-2 Forms](#)
- ☐ [Process 1099 Forms](#)
- ☐ [Process 1095 Forms](#)
- ☐ [Budget Process](#)
- ☐ [Next Year Payroll Process](#)

| Application(s) | Task |
|----------------|--|
| Budget | <input type="checkbox"/> Continue developing the budget calendar for the upcoming year. <input type="checkbox"/> Continue preparing the Budget application for the new school year budget. |
| Finance | <input type="checkbox"/> Begin working on 1099-NEC processes. <input type="checkbox"/> Complete the template estimate using first semester data. <input type="checkbox"/> In odd years, begin bank depository contract renewal or prepare for RFP or RFQ. <input type="checkbox"/> Complete indirect cost rate application if needed. (Note: LEAs claiming SHARS/Medicaid reimbursement will usually need to do this.) <input type="checkbox"/> Fiscal agents should send member districts 033 records to use in reviewing final prior year compliance with IDEA-B MOE. |
| Payroll | <input type="checkbox"/> Complete the W-2 filing to the SSA. (Due by January 31st.) <input type="checkbox"/> Begin processes for ACA 1095 reporting. <input type="checkbox"/> Complete fourth quarter payroll reports for 941 and unemployment. <input type="checkbox"/> Compare tax tables to IRS Circular E. After the last December payroll or prior to the first January payroll, upload the new tax tables. <input type="checkbox"/> If under a taxable employer type, update the unemployment rates. If under a reimbursable employer type, it is not necessary to update the unemployment rates. <input type="checkbox"/> Review the limits in payroll tax tables for Social Security and Medicare wages as published in the IRS Circular E. <input type="checkbox"/> Remind employees to file a new W-4 to claim exemption from withholding. |

PEIMS Business Reminders:

- ☐ Complete the Mid-Year PEIMS Submission, which includes only Business records.



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