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July

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The following Business processes should be started or in progress:

❑ Finance EOY Process
❑ Moving 11-, 12-, or 13-month Employees from NY Payroll to CY Payroll Checklist

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

Application(s)	Task
Finance	❑ Chapter 41 districts make the sixth payment. ❑ Set up any new grants as approval notifications are received. ❑ File transportation services route services report. (Due August 1st.) ❑ Update budget and template estimates for certified values. (Due by July 25th from CAD.)
Payroll & Personnel	❑ Update leave on service records. ❑ Second quarter payroll reports for 941 and unemployment. ❑ Report new contracts to TRS. ❑ Payoff any terminations. ❑ Update leave on the current year service records if already created.


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