



**July**



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# July

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



## Back Cover