

The image is a composite graphic. On the left, there is a black rectangular area containing the Ascender logo, which consists of a stylized 'A' icon followed by the word 'ASCENDER' in a bold, sans-serif font, with the tagline 'ELEVATING TECHNOLOGY SOLUTIONS' underneath. Below this, a green horizontal bar contains the text 'ASCENDER GUIDES' in white, uppercase letters. Underneath the green bar, the Ascender logo is repeated in a smaller size. To the right of these elements is a vertical rectangular image of a tree trunk, rendered in a monochromatic green color. The tree trunk is thick and textured, with some branches visible at the top.

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

ASCENDER GUIDES

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

May

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May

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

- [Budget Process](#)
- [Next Year Payroll Process](#)
- [TRS and Summer School Payments Process](#)
- [Create Service Records \(After May payroll\)](#)

Application(s)	Task
Finance	<ul style="list-style-type: none"> <input type="checkbox"/> Excess Wealth districts make the fourth payment. <input type="checkbox"/> Certify the Indirect Cost Rate (ICR) proposal if required. <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. <input type="checkbox"/> After the May payroll is posted, review the budget to ensure that there are adequate funds for the remainder of the year.
Payroll & Personnel	<ul style="list-style-type: none"> <input type="checkbox"/> Update next year's payroll for staffing changes. <input type="checkbox"/> Supply next year payroll data to employees who are working on federal grants. Include salary and full benefit costs. <input type="checkbox"/> Payoff retirees and other departing staff for early payoff if requested. <input type="checkbox"/> For terminated employees, verify the month that the employee's health coverage will end. If the employee completes the instructional school year, the LEA is required to offer, at the same contribution, through August. If the employee is going to another LEA, it is recommended to coordinate with the new LEA.



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