

The image shows a graphic design for Ascender guides. 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 image of a tree trunk, rendered in a green color scheme, extending from the top of the graphic down to the bottom of the page.

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

ASCENDER GUIDES

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

May

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May

The following Business processes should be started or in progress:

- [Budget Process](#)
- [Next Year Payroll Process](#)

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

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"/> Payoff retirees. (payroll run) <input type="checkbox"/> Service Record Checklist (After May payroll.) <input type="checkbox"/> Update leave on the current year service records if already created. <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 any terminations. <input type="checkbox"/> Verify any terminations final date for employee health coverage. 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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