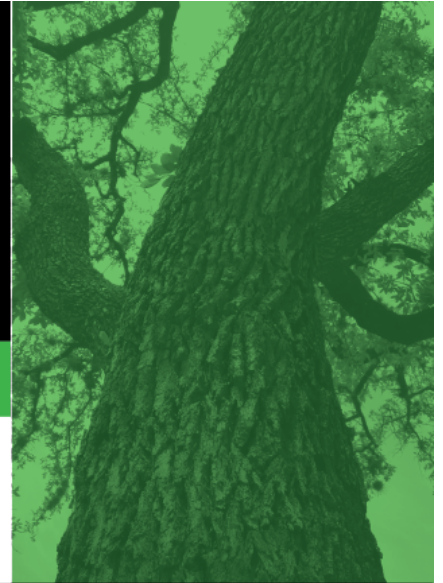




ASCENDER GUIDES



**julyfy**



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# March

From August Year-End Doc →

The following Business processes should be started or in progress:

- ☐ [Budget - Budget Process](#)
- ☐ [Human Resources - Next Year Payroll Process](#)

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

- ☐ Payoff Retirees – payroll run.
- ☐ TxEIS service records (after May payroll).
- ☐ Chapter 41 districts make fourth payment.
- ☐ Update leave to the current year service records if already created.
- ☐ Certify ICR proposal, if required.
- ☐ Complete time and effort documentation for staff paid wholly or partially through federal grants who may use semi-annual certifications rather than monthly records of time and effort; make any payroll adjustments required.
- ☐ Update next year payroll for staffing changes.
- ☐ Supply next year payroll data to staff working on federal grants (include salary and full benefits costs).
- ☐ Payoff any terminations.
- ☐ Verify any terminations final date for employee health coverage (required to offer through August each year if the employee completes the instructional school year, at the LEA's same contribution; recommend coordinating with new school district if employee is going to another district).



## Back Cover