



May

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May

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 the fourth payment.
- ☐ Update leave on the current year service records if already created.
- ☐ Certify ICR proposal, if required.
- ☐ Complete 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.
- ☐ Update next year payroll for staffing changes.
- ☐ Supply next year payroll data to employees who are working on federal grants. Include salary and full benefit costs.
- ☐ Payoff any terminations.
- ☐ Verify any terminations final date for employee health coverage.
 - Required to offer (at the LEA's same contribution) through August each year if the employee completes the instructional school year. If the employee is going to another LEA, it is recommended to coordinate with the new LEA.



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