

The image shows the Ascender logo and the cover of an Ascender Guides document. The logo features a stylized 'A' icon followed by the word 'ASCENDER' in a bold, sans-serif font, with the tagline 'ELEVATING TECHNOLOGY SOLUTIONS' underneath. The cover has a black top section with the logo, a green middle section with the text 'ASCENDER GUIDES', and a white bottom section with a smaller version of the logo. To the right of the cover is a vertical image of a tree trunk with a green tint.

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

ASCENDER GUIDES

ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

May

Table of Contents

May 1

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.

Application(s)	Task
Finance	<ul style="list-style-type: none"> <input type="checkbox"/> Chapter 41 districts make the fourth payment. <input type="checkbox"/> Certify ICR proposal, if required. <input type="checkbox"/> 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.
Human Resources	<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 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.



Back Cover