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September

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September

The following processes should begin or be in progress:

❑ Human Resources - August Accruals
❑ Finance - Finance EOY Process
❑ Human Resources - First Payroll of the School Year Process

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

Application(s)	Task
Finance	
Human Resources	❑ Verify the accuracy of payroll distribution and program intent codes (PIC). ❑ Work on fall staff unique IDs (UID). ❑ Import or update employee benefits and verify data for the new plan year (Sep-Aug). ❑ Verify the TRS rates and state minimum salaries prior to processing any payrolls. ❑ Report new contracts to TRS.


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