

The image features the Ascender logo on a black background. The logo 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. At the bottom of the black area is a smaller version of the Ascender logo. To the right of the black area is a vertical image of a tree trunk, tinted with a green color, extending from the top of the black area to the bottom of the page.

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

ASCENDER GUIDES

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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	<input type="checkbox"/> Verify the accuracy of payroll distribution and program intent codes (PIC). <input type="checkbox"/> Work on fall staff unique IDs (UID). <input type="checkbox"/> Import or update employee benefits and verify data for the new plan year (Sep-Aug). <input type="checkbox"/> Verify the TRS rates and state minimum salaries prior to processing any payrolls. <input type="checkbox"/> Report new contracts to TRS.



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