



ASCENDER GUIDES



September

Table of Contents

September 1

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.



Back Cover