



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



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