

## TO DO LIST

### HR/PAYROLL – END OF YEAR



<input type="checkbox"/>	Verify Payroll Begin field on the Contract Type
<input type="checkbox"/>	Verify Employee Position/Code/Contract Type/Days/% – Employee Wage Report
<input type="checkbox"/>	Federal Funded Employees – Check Expense Against Budget and Adjust if Needed
<input type="checkbox"/>	Benefits – Reconcile Everything!
<input type="checkbox"/>	Payroll Liabilities – Confirm or Clear



<input type="checkbox"/>	Payroll Budget/Remaining Expenses/Accrued Wages
<input type="checkbox"/>	Leave – Verify/Correct Current Year Balances
<input type="checkbox"/>	Leave Policies – Verify Leave Policies
<input type="checkbox"/>	Leave Policies- Verify Employees on Correct Policies
<input type="checkbox"/>	Review Next Year Leave Policy and Update if Needed



<input type="checkbox"/>	Service Record Report – Verify/Correct Data
<input type="checkbox"/>	Non-Returning Employees – Terminate
<input type="checkbox"/>	Set “Do NOT promote” on non-returning positions
<input type="checkbox"/>	Open Next Year General Ledger (or contact your Admin)
<input type="checkbox"/>	Open Next Year Instructional Period (or contract your Admin)



<input type="checkbox"/>	Update Pay Scales, if Applicable
<input type="checkbox"/>	Update Pay Periods (for pay schedules)
<input type="checkbox"/>	Promote Service Records (Contracts)
<input type="checkbox"/>	Verify Position amounts – run and verify Employee Wages by new Instructional Period
<input type="checkbox"/>	Verify New Leave Balances



<input type="checkbox"/>	Employee Contract – Update Positions/Contract Types, if Needed
<input type="checkbox"/>	Run Employee Wages – Update/Verify Wages and Coding – Yes AGAIN!
<input type="checkbox"/>	Benefit Programs – Add New Programs or Offerings/Update Rates at any time
<input type="checkbox"/>	Update Workers Comp Policy if Applicable
<input type="checkbox"/>	TRS Calendar- Add TRS Calendar for New Year