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|  | TO DO LIST |
|  | HR/Payroll – End of Year |
| White icon graphic of person walking with shopping bags |

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| --- | --- |
|  | Leave – Verify/Correct Current Year Balances |
|  | Leave Policies – Verify Leave Policies |
|  | Leave Policies- Verify Employees on Correct Policies |
|  | Review Next Year Leave Policy and Update if Needed |
|  | Service Record Report – Verify/Correct Data |

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| White icon graphic of telephone receiver |

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|  | Verify Employee Position/Code/Contract Type/Days/% – Employee Wage Report |
|  | Federal Funded Employees – Check Expense Against Budget and Adjust if Needed |
|  | Benefits – Reconcile Everything! |
|  | Payroll Liabilities – Confirm and Clear |
|  | Payroll Budget/Remaining Expenses/Accrued Wages |

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| White icon graphic of envelopes |

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|  | Non-Returning Employees – Terminate |
|  | Open Next Year Instructional Period (or contract your Admin) |
|  | Set “Do NOT promote” on non-returning positions |
|  | Verify Payroll Begin date on the Contract Type |
|  | Add New Contract Type if needed |

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| White icon graphic of scissors, hammer, and saw |

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|  | Update Pay Scales, if Applicable |
|  | Promote Contract Type |
|  | Promote Positions Types |
|  | Promote Positions |
|  | Verify Employee Wages Report for new year |

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| White icon graphic of file folder, paper, and hand writing with pen |

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|  | Verify New Leave Balances |
|  | Benefit Programs – Add New Programs or Offerings/Update Rates at any time |
|  | Update Workers Comp Policy if Applicable |
|  | Add known Extra Duty Positions |
|  | TRS – Make sure you take any outstanding credits |

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