| **JANUARY** | **2024** | **2025** | **2026** |
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| 4TH QUARTER 941 (10/1-12/31) DUE JANUARY 31ST (NOTES IN PROCEDURES MANUAL) |  |  |  |
| PRINT/SEND OUT W-2’S & 1095C WITH 2ND PAYROLL (OR BY JANUARY 31ST ) – See Checklist from ADS |  |  |  |
| UPLOAD W-2 / W-3 FILE ON BSO WEBSITE BY JANUARY 31ST |  |  |  |
| UPLOAD W-2 / W-3 FILE ON MEETRS (ICESA) WEBSITE BY JANUARY 31ST  |  |  |  |
| UPLOAD 1095C FILE (IF 150+ FORMS BY MARCH 1ST MAIL 1095C (IF 150- FORMS BY FEBRUARY 289TH  |  |  |  |
| CONTACT MSMA (Leslie Carr) FOR OSHA REPORTABLE WORKER’S COMP LOSS RUN REPORT –COMPLETE SURVEYS FROM BUR OF LABOR & LOGS TO BE POSTED IN BLDGS BY FEB 1 – SEE SAMPLE LOG IN FOLDER |  |  |  |
| DECEMBER MSRS REPORT/CHECKS DUE THE 15TH  |  |  |  |
| DECEMBER MSRS GROUP LIFE INSURANCE PAYMENT DUE THE 15TH  |  |  |  |
| DECEMBER BC/BS PAYMENT DUE  |  |  |  |
| JANUARY DENTAL PAYMENT DUE |  |  |  |
| QUARTERLY UNEMPLOYMENT (OCT 1 – DEC 31) – DUE JANUARY 31ST - (Notes in Procedures Manual) |  |  |  |
| RECONCILE ACCOUNTS AFTER EACH PAYROLL EACH MONTH –GL BALANCE SHEET |  |  |  |
| INVOICE PRIOR MONTH FEDERAL FUNDS |  |  |  |
| UPDATE LABOR LAW POSTERS AND SEND COPIES TO ALL SCHOOLS – SEE ATTACHED CHECKLIST – SAVED IN FAVORITES ON GOOGLE CHROME  |  |  |  |
| CHECK ANTHEM INVOICE FOR +26, “AGE-OUT” |  |  |  |

| **FEBRUARY** | **2024** | **2025** | **2026** |
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| JANUARY MSRS REPORT/CHECKS DUE THE 15TH  |  |  |  |
| JANUARY MSRS GROUP LIFE INSURANCE PAYMENT DUE THE 15TH  |  |  |  |
| JANUARY BC/BS PAYMENT |  |  |  |
| FEBRUARY DENTAL PAYMENT DUE |  |  |  |
| RECONCILE ACCOUNTS AFTER EACH PAYROLL EACH MONTH –GL BALANCE SHEET |  |  |  |
| INVOICE PRIOR MONTH FEDERAL FUNDS |  |  |  |
| CHECK ANTHEM INVOICE FOR +26, “AGE-OUT” |  |  |  |
| LIST OF CONTINUING CONTRACT STAFF (TEACHER CBA) TO COLEEN |  |  |  |

| **MARCH** | **2024** | **2025** | **2026** |
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| FEBRUARY MSRS REPORT/CHECKS DUE THE 15TH |  |  |  |
| FEBRUARY MSRS GROUP LIFE INSURANCE DUE THE 15TH  |  |  |  |
| FEBRUARY BC/BS PAYMENT DUE  |  |  |  |
| MARCH DENTAL PAYMENT DUE |  |  |  |
| EMPLOYEE STATISTICS REPORT DUE TO US DEPT OF LABOR AFTER LAST PAYROLL – NOTES IN FOLDER IN FILING CABINET |  |  |  |
| RECONCILE ACCOUNTS AFTER EACH PAYROLL EACH MONTH –GL BALANCE SHEET |  |  |  |
| MSRS GLI LEVEL FILE – UPLOAD TO MAINPERS BY DATE THAT IS EMAILED ANNUALLY (TCWIN AND P0179A – AFTER LAST PAYROLL POSTED)***After TCWIN File Sent, Open “Raw Data” File and Change TCWIN Column to P0179A, resave and upload again to P0179A – change name to P0179A YYYY Salary Update)- SAME REPORT*** |  |  |  |
| UPDATE MAINEPERS GLI LEVELS IN ERP AFTER LAST PAYROLL IN MARCH IS POSTED – SEE INSERT FOR DIRECTIONS |  |  |  |
| MESUTA QUARTERLY PAYMENT DUE - UPLOAD |  |  |  |
| INVOICE PRIOR MONTH FEDERAL FUNDS |  |  |  |
| PREPARE CONTINUING CONTRACT LIST – SUPT REVIEWS BEFORE SENDING OUT TO ADMINISTRATORS FOR THEIR APPROVAL/DISAPPROVAL – NEED FOR 1ST BOARD MEETING IN MAY |  |  |  |
| CHECK ANTHEM INVOICE FOR +26, “AGE-OUT” |  |  |  |

| **APRIL** | **2024** | **2025** | **2026** |
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| MARCH MSRS REPORT/CHECKS DUE THE 15TH |  |  |  |
| MARCH MSRS GROUP LIFE INSURANCE DUE THE 15TH  |  |  |  |
| MARCH BC/BS PAYMENT DUE  |  |  |  |
| APRIL DENTAL PAYMENT DUE |  |  |  |
| MULTIPLE WORKSITE REPORT FOR 1ST QUARTER DUE APRIL 30TH  |  |  |  |
| E-MAIL ANTHEM BC/BS AND MSMA DENTAL OPEN ENROLLMENT NOTIFICATION TO ALL EMPLOYEES (Include Rates and Plan Information/Comparison/Changes)- LETTER IN FOLDER (MAY 1 – MAY 31)\* |  |  |  |
| RECONCILE ACCOUNTS AFTER EACH PAYROLL EACH MONTH –GL BALANCE SHEET |  |  |  |
| INVOICE PRIOR MONTH FEDERAL FUNDS |  |  |  |
| RUN CHRC EXPIRATION REPORT FOR JUNE |  |  |  |
| CHECK ANTHEM INVOICE FOR +26, “AGE-OUT” |  |  |  |
| LIST OF 1ST AND 2ND PROBATIONARY TO TEACHER STAFF TO COLEEN |  |  |  |
| MSMA DENTAL RATE CHANGE EFFECTIVE JULY 1ST – **(GLOBAL DEDUCTION CHANGE EE AND ER PREMIUM/ DIFFERENCE TO MAY PAYROLLS FOR 10 MONTH PLANS**) \*\* MAKE SURE TO UPDATE CURRENT AND NEXT FISCAL YEAR SO THAT ALL CONTRACTS WILL BE ADJUSTED |  |  |  |

\*BCBS HEALTH AND MSMA DENTAL RATES EFFECTIVE JULY 1ST FOR ALL EMPLOYEES - **CHANGE DENTAL RATES FOR 10 MONTH EMPLOYEES IN TIME FOR MAY PAYROLLS (PRE-BILLED)**

\*BCBS OPEN ENROLLMENT CHANGES AND MSMA DENTAL EFFECTIVE JULY 1ST FOR FISCAL YEAR EMPLOYEES

\*BCBS OPEN ENROLLMENT CHANGES EFFECTIVE SEPTEMBER 1ST FOR SCHOOL YEAR EMPLOYEE

| **MAY** | **2024** | **2025** | **2026** |
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| APRIL MSRS REPORT/CHECKS DUE THE 15TH  |  |  |  |
| APRIL MSRS GROUP LIFE INSURANCE DUE THE 15TH  |  |  |  |
| APRIL BC/BS PAYMENT DUE  |  |  |  |
| MAY DENTAL PAYMENT DUE |  |  |  |
| START WORKING ON PULLING SALARY SCHEDULES / CREATING POSITIONS FROM BUDGET DEVELOPMENT TO PAYROLL FOR FOLLOWING YEAR (CHECK FOR PRO-RATED SALARIES, DOCKS, ETC.)  |  |  |  |
| SEND LETTERS OF ASSURANCE(WAGE AND BENEFIT SUMMARY FOR □ SUPPORT STAFF (ED TECHS, SECRETARIES, FOOD SERVICE/MAINT)– (Check w/Supt to see if anyone shouldn’t receive one) **\*\* Meagan White, re: any fed funded employees before mailing \*\***LETTERS OF ASSURANCE FOR SUBS, (IF NEW SUBS ENTERED AFTER LOA PRODUCED, SEND LOA SEPARATE)CONTRACTS TO TEACHERS, EMPAGR, CENTRAL OFFICE, ADMIN, OT/PT/SPEECH |  |  |  |
| CENTRAL OFFICE/ADMIN/TEACHER CASH-IN-LIEU FORMS (ONLY SEND TO THOSE CURRENTLY RECEIVING – EXPORT LIST FROM ERP/PAYROLL/POSITIONS&PAY) (CENTOFFCIL, ADMINCASH, TCH CASH, SUPPT CASH) – CHANGE EFF JULY 1 FOR NON INST AND ADMIN; SEPT 1 FOR TEACHERS AND SUPPT STAFF \*Do not stop paying if form not returned (serves as reminder, not obligated to notify annually) ***– but continue to do so to verify coverage elsewhere*** |  |  |  |
| RECONCILE ACCOUNTS AFTER EACH PAYROLL EACH MONTH –GL BALANCE SHEET |  |  |  |
| INVOICE PRIOR MONTH FEDERAL FUNDS |  |  |  |
| CHECK ANTHEM INVOICE FOR +26, “AGE-OUT” |  |  |  |

\*CASH IN LIEU EFFECTIVE JULY 1ST FOR FISCAL YEAR EMPLOYEES

\*CASH IN LIEU EFFECTIVE SEPTEMBER 1ST FOR SCHOOL YEAR EMPLOYEES

| **JUNE** | **2024** | **2025** | **2026** |
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| FOLLOW PROCEDURES (ATTACHED) FOR POSITION PAYOFF FOR ANY RETIREE or LUMP SUM PAYMENT REQUEST PRIOR TO LAST PAYROLL IN JUNE (ADMIN, NON INSTR, TEACHER) Increase/Decrease BCBS and/or MSMA Dental Deductions for July and August  |  |  |  |
| ACCRUE PAYROLLS AFTER LAST JUNE P/R, BUT BEFORE 1ST JULY P/R – RUN REPORTS FOR AUDITORS ELECTRONIC AND HARD COPY) - WORK WITH VERNICE ON THIS |  |  |  |
| MAY MSRS REPORT/CHECKS DUE THE 15TH  |  |  |  |
| MAY MSRS GROUP LIFE INSURANCE DUE THE 15TH  |  |  |  |
| MAY BC/BS PAYMENT DUE  |  |  |  |
| JUNE DENTAL PAYMENT DUE |  |  |  |
| BC/BS RATE CHANGE EFFECTIVE JULY 1ST – (GLOBAL DEDUCTION CHANGE EE PREMIUM/ADD DIFFERENCE TO SECOND PAY FOR 10 MONTH PLANS). AFTER SECOND PAYROLL IN JUNE, UPDATE ER TIER CODES (FOR BOTH CURRENT AND NEXT FISCAL YEAR). (SEE E-MAIL AND MEMO IN FOLDER TO STAFF) \*\* MAKE SURE TO UPDATE CURRENT AND NEXT FISCAL YEAR SO THAT ALL CONTRACTS WILL BE ADJUSTED (ALSO MAKE SURE TO ADJUST SELF PAYS) ***– INCLUDE DOMESTIC PARTNER DEDUCTIONS***  |  |  |  |
| MSMA DENTAL RATE CHANGE EFFECTIVE JULY 1ST – (GLOBAL DEDUCTION CHANGE EE PREMIUM/ADD DIFFERENCE TO SECOND PAY FOR 10 MONTH PLANS) \*\* MAKE SURE TO UPDATE CURRENT AND NEXT FISCAL YEAR SO THAT ALL CONTRACTS WILL BE ADJUSTED |  |  |  |
| MULTIPLE WORKSITE REPORT DUE AFTER LAST PAYROLL – REMINDER IS E-MAILED FROM BUREAU OF LABOR |  |  |  |
| SEND OUT SICK BANK DONATION FORMS TO ADMINISTRATORS (Superintendent not Included)ADD 20 SICK DAYS FROM DISTRICT TO ADMINISTRATROR SICK BANK (only for those administrators who donate a day as well – SEE INDIVIDUAL CONTRACTS) |  |  |  |
| CLOSE □ ADMIN / □ CENT OFF –H AND CENT OFF -S / □ SUPPORT STAFF VAC AND PERSONAL DAY ATTENDANCE PLANS EFFECTIVE JUNE 30TH & ACCRUE FOR NEXT CONTRACT YEAR EFFECTIVE JULY 1ST . TRY TO HOLD OFF FOR ALL PRIOR YEAR ATTENDANCE TO BE KEYED AND POSTED **\*\*CAN ENTER FOLLOWING YEAR ATTENDANCE PRIOR TO CLOSING PLAN – IT WILL CARRY OVER \*\***\*\* **If Average Pay School Sec/Admin Asst, Vacation Does not Carry Over – Manually Change BBF to Zero if There is a Balance ie: L Warner, J Rosell, E Dorian** |  |  |  |
| UPDATE SALARY SCHEDULES / ISSUE CONTRACTS FOR ADMINISTRATORS, CENTRAL OFFICE, SCHOOL ADMIN ASST, SCHOOL SECRETARY |  |  |  |
| MSRS GRANT FUNDED RATES EFFECTIVE JULY 1 – WATCH FOR LETTER FROM MSRS OR CHECK WEB-SITE ***(on left hand side, Teacher Rates Tab)*** |  |  |  |
| RECONCILE ACCOUNTS AFTER EACH PAYROLL EACH MONTH –GL BALANCE SHEET |  |  |  |
| DOWNLOAD PR FISCAL YEAR END PROCESSING PROCEDURES FROM SCHOOL ERP PRO |  |  |  |
| INVOICE PRIOR MONTH FEDERAL FUNDS |  |  |  |
| RUN REPORT/RECONCILE POSITION BALANCES – SEE PRINT SCREEN FOR REPORT |  |  |  |
| MESUTA QUARTERLY PAYMENT DUE – UPLOAD |  |  |  |
| UPDATE SPORTS/CO-CURRIC SALARY SCHEDULES IN ADS AND UPDATE GOOGLE DOC BASED ON TEACHER BASE SALARY |  |  |  |
| CREATE A NEW PR WARRANT BINDER – INCLUDE POSITION LISTINGS/BALANCES AFTER FIRST FISCAL YEAR PAYROLL FOR SCHOOL COMMITTEE TO REFER TO WHEN RECONCILING (TRANSFER SUPPORT AND TEACHER LISTS FROM PRIOR YEAR – THESE ARE GOOD THROUGH AUGUST) |  |  |  |
| UPDATE UNEMPLOYMENT RATE IN ADS AND/OR PAYROLL TAX CALCULATION WORKSHEET |  |  |  |
| UPDATE WORKERS COMP RATE IN ADS AND/OR PAYROLL TAX CALCULATION WORKSHEET |  |  |  |
| RECONCILE FISCAL YEAR POSITIONS TO MAKE SURE PAID OUT |  |  |  |
| CHECK ANTHEM INVOICE FOR +26, “AGE-OUT” |  |  |  |
| PAY OUT AS EARNED VACATION BALANCES (SUPPORT STAFF AND COMPUTER TECHS BEYOND 15 DAYS, CENTRAL OFFICE BEYOND 5 DAYS)(BAEHR, MOORE, TUCKER, MITCHELL, ARMSTRONG, DUFOUR, LARRABEE, SIMMONS, SOUZA) |  |  |  |

| **JULY** | **2024** | **2025** | **2026** |
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| MAKE SURE BCBS AND MSMA DENTAL RATES / DEDUCTIONS ARE CORRECT ON 1ST PAYROLL |  |  |  |
| JUNE MSRS REPORT/CHECKS DUE THE 15TH |  |  |  |
| JUNE MSRS GROUP LIFE INSURANCE DUE THE 15TH  |  |  |  |
| JUNE BC/BS PAYMENT DUE  |  |  |  |
| JULY DENTAL PAYMENT DUE |  |  |  |
| FILE PRIOR YEAR INFO (TIMESHEETS, ANNUITIES, ETC) AND MAKE NEW FILES |  |  |  |
| UPDATE AND MAKE PACKETS FOR NEW HIRES  |  |  |  |
| RECONCILE ACCOUNTS AFTER EACH PAYROLL EACH MONTH –GL BALANCE SHEET |  |  |  |
| INVOICE PRIOR MONTH FEDERAL FUNDS |  |  |  |
| CHECK ANTHEM INVOICE FOR +26, “AGE-OUT” |  |  |  |

| **AUGUST** | **2024** | **2025** | **2026** |
| --- | --- | --- | --- |
| JULY MSRS REPORT/CHECKS DUE THE 15TH |  |  |  |
| JULY MSRS GROUP LIFE INSURANCE DUE THE 15TH  |  |  |  |
| JULY BC/BS PAYMENT DUE  |  |  |  |
| AUGUST DENTAL PAYMENT DUE |  |  |  |
| CLOSE AND ACCRUE SEPTEMBER ATTENDANCE PLANS**\*\*CAN ENTER FOLLOWING YEAR ATTENDANCE PRIOR TO CLOSING PLAN – IT WILL CARRY OVER \*\*** |  |  |  |
| RECONCILE ACCOUNTS AFTER EACH PAYROLL EACH MONTH –GL BALANCE SHEET |  |  |  |
| INVOICE PRIOR MONTH FEDERAL FUNDS |  |  |  |
| RECONCILE AVERAGE PAY POSITIONS AFTER LAST PAYROLL TO MAKE SURE PAID OUT  |  |  |  |
| UPDATE SUPPORT STAFF AND TEACHER POSITION LISTINGS/BALANCES AFTER 1ST PAYROLL IN SEPTEMBER FOR P/R WARRANT BINDER |  |  |  |
| CHECK ANTHEM INVOICE FOR +26, “AGE-OUT” |  |  |  |

| SEPTEMBER | **2024** | **2025** | **2026** |
| --- | --- | --- | --- |
| AUGUST MSRS REPORT/CHECKS DUE THE 15TH |  |  |  |
| AUGUST MSRS GROUP LIFE INSURANCE DUE THE 15TH  |  |  |  |
| AUGUST BC/BS PAYMENT DUE  |  |  |  |
| SEPTEMBER DENTAL PAYMENT DUE |  |  |  |
| MULTIPLE WORKSITE REPORT DUE AFTER LAST PAYROLL – REMINDER IS E-MAILED |  |  |  |
| RECONCILE ACCOUNTS AFTER EACH PAYROLL EACH MONTH (SEE LIST IN FOLDER) |  |  |  |
| INVOICE PRIOR MONTH FEDERAL FUNDS |  |  |  |
| MESUTA QUARTERLY PAYMENT DUE - UPLOAD |  |  |  |
| CHECK ANTHEM INVOICE FOR +26, “AGE-OUT” |  |  |  |
| TEACHER CONTRACT AND SUPPORT STAFF CONTRACT SENIORITY LISTS TO KIM DAMON AND MICHELLE URSO - USE POSITION SENIORITY DATE |  |  |  |

| **OCTOBER** | **2024** | **2025** | **2026** |
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| SEPTEMBER MSRS REPORT/CHECKS DUE THE 15TH |  |  |  |
| SEPTEMBER MSRS GROUP LIFE INSURANCE DUE THE 15TH  |  |  |  |
| SEPTEMBER BC/BS PAYMENT DUE  |  |  |  |
| OCTOBER DENTAL PAYMENT DUE |  |  |  |
| ORDER W-2 (4-UP), W-3 AND 1095 FORMS  |  |  |  |
| RECONCILE ACCOUNTS AFTER EACH PAYROLL EACH MONTH –GL BALANCE SHEET |  |  |  |
| INVOICE PRIOR MONTH FEDERAL FUNDS |  |  |  |
| CHECK ANTHEM INVOICE FOR +26, “AGE-OUT” |  |  |  |

| **NOVEMBER** | **2024** | **2025** | **2026** |
| --- | --- | --- | --- |
| DUES DEDUCTIONS START ON 1ST PAYROLL UNLESS UNION CHANGES |  |  |  |
| OCTOBER MSRS REPORT/CHECKS DUE THE 15TH |  |  |  |
| OCTOBER MSRS GROUP LIFE INSURANCE DUE THE 15TH  |  |  |  |
| OCTOBER BC/BS PAYMENT DUE  |  |  |  |
| NOVEMBER DENTAL PAYMENT DUE |  |  |  |
| RECONCILE ACCOUNTS AFTER EACH PAYROLL EACH MONTH –GL BALANCE SHEET |  |  |  |
| INVOICE PRIOR MONTH FEDERAL FUNDS |  |  |  |
| CHECK ANTHEM INVOICE FOR +26, “AGE-OUT” |  |  |  |

| **DECEMBER** | **2024** | **2025** | **2026** |
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| NOVEMBER MSRS REPORT/CHECKS DUE THE 15TH  |  |  |  |
| NOVEMBER MSRS GROUP LIFE INSURANCE DUE THE 15TH  |  |  |  |
| NOVEMBER BC/BS PAYMENT DUE  |  |  |  |
| DECEMBER DENTAL PAYMENT DUE |  |  |  |
| MULTIPLE WORKSITE REPORT DUE AFTER LAST PAYROLL – REMINDER E-MAILED |  |  |  |
| MAKE NEW COPIES OF W-4 FOR FOLLOWING YEAR AND COPY TO DISTRICT WEBSITE DOCUMENTS & FORMS FOLDER |  |  |  |
| MAKE COPIES OF FOLLOWING YEAR W-4 AND I-9 (IF CHANGED) FOR NEW HIRE PACKETS |  |  |  |
| SEND FOLLOWING YEAR W-4, WITH LETTER AND COPY OF IRS PUBLICATION 15 TO EMPLOYEES WHO FILED “EXEMPT” IN PRIOR YEAR ***(=6+ EXEMPTIONS)*** |  |  |  |
| RECONCILE ACCOUNTS AFTER EACH PAYROLL EACH MONTH –GL BALANCE SHEET |  |  |  |
| DOWNLOAD PR YEAR END PROCESSING PROCEDURES FROM TYLER TECH |  |  |  |
| INVOICE PRIOR MONTH FEDERAL FUNDS |  |  |  |
| MESUTA QUARTERLY PAYMENT DUE - UPLOAD |  |  |  |
| RUN YEAR END PAYROLL (DETAIL) REPORT – FILE IN ARCHIVE – DO NOT DESTROY |  |  |  |
| CHECK ANTHEM INVOICE FOR +26, “AGE-OUT” |  |  |  |