

# Classic Checklists

| USAS   | USPS   | EMIS  | EIS   |
|--|--|---|---|
| <ul style="list-style-type: none"> <li>• New Hire Reporting for Independent Contractors Checklist</li> <li>• USAS Month End Closing Checklist</li> <li>• USAS Calendar Year End Closing Checklist</li> <li>• USAS Fiscal Year End Closing Checklist</li> </ul> | <ul style="list-style-type: none"> <li>• Correcting a HSA File with Zero Contribution</li> <li>• Creating a Benefit Upload File for AESOP - Not Using Kiosk</li> <li>• Deceased Employee Final Payment</li> <li>• Reporting Taxable Amounts of Life Insurance Premiums</li> <li>• STRS Advance Post Fiscal Year End Balancing</li> <li>• Updating Insurance Rates</li> <li>• Using the New W4</li> <li>• USPS Quarter End Closing Checklist</li> <li>• USPS Calendar Year End Closing Checklist</li> <li>• USPS Fiscal Year End Closing Checklist</li> </ul> | <ul style="list-style-type: none"> <li>• Five Year Forecast Submission Checklist</li> <li>• Financial (Period H) Submission Checklist</li> <li>• USPS EMIS Staff &amp; Course Collection Checklist</li> </ul> | <ul style="list-style-type: none"> <li>• EIS Fiscal Year End Closing Checklist</li> </ul> |