

# Quarter End Processes

**Please Note:** It is the end of the 1<sup>st</sup> Quarter of 2007, and we will need to perform our usual quarter end tasks.

1. Remember to balance your retirement and verify your **RETIRE** report. After all is balanced, you will need to send for your **QTREND** (before your first pay of the new quarter). **PLEASE** change the dates in your **RUNREPS** (if you haven't already done so). They are :

**XXRETR** (XX = your district)

**XXRETT**

**XXMESC**

2. We will tape 1<sup>st</sup> Quarter Retirement on Thursday, April 5<sup>th</sup>. Please send or fax your MESC to Sherry Williams prior to the 5<sup>th</sup> or let me know if you are not ready to tape on that day.