



October

Table of Contents

October	i
October	1

October

The following business tasks have been identified for the month of October. Use the checklist below to ensure that the tasks are addressed, if applicable.

Application(s)	Task
Finance, Payroll	<ul style="list-style-type: none"> <input type="checkbox"/> In the second year of each biennium, review the pupil projections in the Foundation School Program. <input type="checkbox"/> Fall PEIMS snapshot date is the last Friday in October. <input type="checkbox"/> Coordinate the timing of the PEIMS fall submission with the PEIMS Coordinator and student campus PEIMS staff. <input type="checkbox"/> Continue the audit tasks.
Payroll & Personnel	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to work on unique IDs (UID) for employees. <input type="checkbox"/> Address the third quarter payroll reports for 941 and unemployment. <input type="checkbox"/> Generate the EEOC-5 report for the pay date closest to October 1 and maintain data for submission at a later time when required.