



# October



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# 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
<b>Finance</b>	<input type="checkbox"/> In the second year of each biennium, review the pupil projections in the Foundation School Program. <input type="checkbox"/> Continue the audit tasks.
<b>Payroll &amp; Personnel</b>	<input type="checkbox"/> Continue to work on unique IDs (UID) for employees. <input type="checkbox"/> File third quarter payroll reports for 941 and unemployment by the appropriate due dates. <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.

## PEIMS Business Reminders:

- Begin reviewing Business elements for the Fall PEIMS Submission.
- The Fall PEIMS snapshot date is the last Friday in October.
- Coordinate the timing of the PEIMS fall submission with the PEIMS Coordinator and student campus PEIMS staff.