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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	❑ In the second year of each biennium, review the pupil projections in the Foundation School Program. ❑ Continue the audit tasks.
Payroll & Personnel	❑ Continue to work on unique IDs (UID) for employees. ❑ File third quarter payroll reports for 941 and unemployment by the appropriate due dates. ❑ Generate the EEOC-5 report for the pay date closest to October 1 and maintain data for submission at a later time when required. For further information, reference the Federal EEOC Report Overview.

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.