



# October



# Table of Contents

<b>October</b> .....	i
<b>October</b> .....	1



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

Application(s)	Task
<b>Finance, Human Resources</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> In the second year of each biennium, review the pupil projections in the Foundation School Program.</li> <li><input type="checkbox"/> Fall PEIMS snapshot date is the last Friday in October.</li> <li><input type="checkbox"/> Coordinate the timing of the PEIMS fall submission with the PEIMS Coordinator and student campus PEIMS staff.</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to work on unique IDs (UID) for employees.</li> <li><input type="checkbox"/> Address the third quarter payroll reports for 941 and unemployment.</li> <li><input type="checkbox"/> Perform a direct deposit audit – print DD advices and send to the campuses with the signing sheet.</li> </ul>