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# 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 |
|---|---|
| **Finance** | ❑ In the second year of each biennium, review the pupil projections in the Foundation School Program.<br><br>❑ Fall PEIMS snapshot date is the last Friday in October.<br><br>❑ Coordinate the timing of the PEIMS fall submission with the PEIMS Coordinator and student campus PEIMS staff.<br><br>❑ Continue the audit tasks. |
| **Payroll & Personnel** | ❑ Continue to work on unique IDs (UID) for employees.<br><br>❑ Address the third quarter payroll reports for 941 and unemployment. |