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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>❑ Continue the audit tasks. |
| **Payroll & Personnel** | ❑ Continue to work on unique IDs (UID) for employees.<br><br>❑ File third quarter payroll reports for 941 and unemployment by the appropriate due dates.<br><br>❑ 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.