



**August**



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From August Year-End Doc —→

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

- ☐ Fall PEIMS snapshot date is the last Friday in October. Work on UID for staff.
- ☐ Coordinate with the PEIMS Coordinator and student campus PEIMS staff on the timing of the PEIMS fall submission.
- ☐ In the second year of each biennium, review the pupil projections in the Foundation School Program.
- ☐ Address the third quarter payroll reports for 941 and unemployment.
- ☐ Perform a direct deposit audit – print DD advices and send to campuses with signing sheet.



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