

The image features the Ascender logo on a black background. The logo consists of a stylized 'A' icon followed by the word 'ASCENDER' in a bold, sans-serif font, with the tagline 'ELEVATING TECHNOLOGY SOLUTIONS' underneath. Below this, a green horizontal bar contains the text 'ASCENDER GUIDES' in white. At the bottom of the black section is a smaller version of the Ascender logo. To the right of the black section is a vertical image of a tree trunk, tinted with a green color, extending from the top of the black section to the bottom of the white section.

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

ASCENDER GUIDES

ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

October

Table of Contents

October 1

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, Payroll	<input type="checkbox"/> In the second year of each biennium, review the pupil projections in the Foundation School Program. <input type="checkbox"/> Fall PEIMS snapshot date is the last Friday in October. <input type="checkbox"/> Coordinate the timing of the PEIMS fall submission with the PEIMS Coordinator and student campus PEIMS staff. <input type="checkbox"/> Continue the audit tasks.
Payroll & Personnel	<input type="checkbox"/> Continue to work on unique IDs (UID) for employees. <input type="checkbox"/> Address the third quarter payroll reports for 941 and unemployment. <input type="checkbox"/> Generate the EEOC-5 report for the pay date closest to October 1 and maintain data for submission at a later time when required.



Back Cover