



The image features a large graphic banner. On the left, there is a black rectangular area containing the Ascender logo, which 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, uppercase letters. To the right of the black and green areas is a vertical image of a tree trunk, rendered in a green color scheme. At the bottom of the banner, centered, is a smaller version of the Ascender logo.

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