

The image shows the Ascender logo and the cover of the Ascender Guides. 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. The cover features a black background with the logo, a green horizontal bar with the text 'ASCENDER GUIDES', and a smaller version of the logo at the bottom. To the right of the cover is a vertical image of a tree trunk with a green tint.

**ASCENDER**  
ELEVATING TECHNOLOGY SOLUTIONS

**ASCENDER GUIDES**

**ASCENDER.**  
ELEVATING TECHNOLOGY SOLUTIONS

# 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
<b>Finance, Payroll</b>	<input type="checkbox"/> In the second year of each biennium, review the pupil projections in the Foundation School Program.  <input type="checkbox"/> Continue the audit tasks.
<b>Payroll &amp; Personnel</b>	<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.

**PEIMS Reminders:**

- Review data for the Fall PEIMS Collection.
- 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.



## Back Cover