
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	❑ In the second year of each biennium, review the pupil projections in the Foundation School Program. ❑ Continue the audit tasks.
Payroll & Personnel	❑ Continue to work on unique IDs (UID) for employees. ❑ File third quarter payroll reports for 941 and unemployment by the appropriate due dates. ❑ 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.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover