

The image contains the Ascender logo and a photograph of a tree. The logo is positioned on the left side of the image, featuring a stylized 'A' icon followed by the word 'ASCENDER' in a large, bold, sans-serif font. Below 'ASCENDER' is the tagline 'ELEVATING TECHNOLOGY SOLUTIONS' in a smaller, all-caps font. The logo is set against a black background. To the right of the logo is a photograph of a tree trunk, showing the rough bark and some branches, with a green color overlay. Below the logo and tree image is a green horizontal bar with the text 'ASCENDER GUIDES' in white, all-caps font. Below the green bar is a white horizontal bar with the Ascender logo and tagline repeated in a smaller size.

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
Finance	<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.
Payroll & Personnel	<input type="checkbox"/> Continue to work on unique IDs (UID) for employees. <input type="checkbox"/> File third quarter payroll reports for 941 and unemployment by the appropriate due dates. <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. For further information, reference the Federal EEOC Report Overview .

PEIMS Business Reminders:

- Begin reviewing Business elements for the Fall PEIMS Submission.
- 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.



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