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October

Table of Contents

October 1

October

The following business tasks have been identified for October. Processes that are relevant to your LEA should be initiated or in progress. Use the checklist below to ensure all applicable tasks are addressed.

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. 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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Back Cover