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The following business tasks have been identified for the month of October. Use the checklist to ensure that the tasks are addressed, if applicable.

❏ Fall PEIMS snapshot date is the last Friday in October. Continue to work on UID for employees.

❏ Coordinate the timing of the PEIMS fall submission with the PEIMS Coordinator and student campus PEIMS staff.

❏ In the second year of each biennium, review the pupil projections in the Foundation School Program.

❏ Address the third quarter payroll reports for 941 and unemployment.

❏ Perform a direct deposit audit – print DD advices and send to the campuses with signing sheet.

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