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# October



# Table of Contents

**October** ..... 1



# October

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

Application(s)	Task
<b>Finance, Human Resources</b>	<input type="checkbox"/> In the second year of each biennium, review the pupil projections in the Foundation School Program.  <input type="checkbox"/> Fall PEIMS snapshot date is the last Friday in October.  <input type="checkbox"/> Coordinate the timing of the PEIMS fall submission with the PEIMS Coordinator and student campus PEIMS staff.
<b>Human Resources</b>	<input type="checkbox"/> Continue to work on UID for employees.  <input type="checkbox"/> Address the third quarter payroll reports for 941 and unemployment.  <input type="checkbox"/> Perform a direct deposit audit – print DD advices and send to the campuses with signing sheet.



## Back Cover