

The image shows the Ascender logo and the cover of the 'Ascender Guides' for October. The logo features a stylized 'A' icon followed by the word 'ASCENDER' in a bold, sans-serif font, with the tagline 'ELEVATING TECHNOLOGY SOLUTIONS' underneath. The 'Ascender Guides' cover has a black background with a green horizontal band containing the text 'ASCENDER GUIDES'. Below this, the Ascender logo is repeated in a smaller size. To the right of the logo and text is a vertical image of a tree trunk, tinted in a light green color.

# October



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# 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 the signing sheet.



## Back Cover