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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
Finance, Human Resources	❑ In the second year of each biennium, review the pupil projections in the Foundation School Program. ❑ 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.
Human Resources	❑ Continue to work on unique IDs (UID) for employees. ❑ Address the third quarter payroll reports for 941 and unemployment. ❑ Perform a direct deposit audit – print DD advices and send to the campuses with the signing sheet.


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