

The image features the Ascender logo on a black background. The logo consists of a stylized 'A' icon followed by the word 'ASCENDER' in a bold, sans-serif font, with 'ELEVATING TECHNOLOGY SOLUTIONS' in a smaller font below it. A green horizontal bar below the logo contains the text 'ASCENDER GUIDES'. To the right of the logo is a vertical image of a tree trunk with green foliage, overlaid with a semi-transparent green filter. Below the logo and bar, the Ascender logo is repeated in a smaller size on a white background.

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

ASCENDER GUIDES

ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

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
Finance, Human Resources	<ul style="list-style-type: none"> <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.
Human Resources	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to work on unique IDs (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