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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 below 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. ❑ Continue the audit tasks.
Human Resources	❑ Continue to work on unique IDs (UID) for employees. ❑ Address the third quarter payroll reports for 941 and unemployment.


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