



The image features a large graphic banner. On the left, there is a black rectangular area containing the Ascender logo, which consists of a stylized 'A' icon followed by the word 'ASCENDER' in a bold, sans-serif font, with the tagline 'ELEVATING TECHNOLOGY SOLUTIONS' underneath. Below this, a green horizontal bar contains the text 'ASCENDER GUIDES' in white, uppercase letters. To the right of the black and green areas is a vertical image of a tree trunk, rendered in a green-tinted, semi-transparent style. At the bottom center of the banner area, the Ascender logo is repeated in a smaller size.

# 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
<b>Finance, Payroll</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.  <input type="checkbox"/> Continue the audit tasks.
<b>Payroll &amp; Personnel</b>	<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.



## Back Cover