

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 the tagline 'ELEVATING TECHNOLOGY SOLUTIONS' underneath. Below this, a green horizontal bar contains the text 'ASCENDER GUIDES' in white. At the bottom of the black area is a smaller version of the Ascender logo. To the right of the black area is a vertical image of a tree trunk, tinted with a green color, extending from the top of the black area to the bottom of the white area.

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 below to ensure that the tasks are addressed, if applicable.

Application(s)	Task
Finance	<input type="checkbox"/> In the second year of each biennium, review the pupil projections in the Foundation School Program. <input type="checkbox"/> Continue the audit tasks.
Payroll & Personnel	<input type="checkbox"/> Continue to work on unique IDs (UID) for employees. <input type="checkbox"/> File third quarter payroll reports for 941 and unemployment by the appropriate due dates. <input type="checkbox"/> Generate the EEOC-5 report for the pay date closest to October 1 and maintain data for submission at a later time when required.

PEIMS Reminders:

- Begin reviewing data for the Fall PEIMS Submission.
- The 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.



Back Cover