



November

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The following business tasks have been identified for the month of November. Use the checklist below to ensure that the tasks are addressed, if applicable.

Application(s)	Task
Payroll	<input type="checkbox"/> Order W-2 and 1099 tax forms, if needed.
	<input type="checkbox"/> Verify access to the Social Security and IRS sites for calendar year-end reporting.
Finance	<input type="checkbox"/> Complete the Transportation Operations report. (Due December 1st.)

PEIMS Business Reminders:

- ☐ Continue reviewing Business elements 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.