



## ASCENDER GUIDES



# November



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From August Year-End Doc —→

☐ Complete the fall PEIMS submission.

- Once the final file is submitted, be sure to review all final reports to ensure that you have an accurate record of submission.

☐ Order W-2 and 1099 tax forms if needed.

☐ Complete the Transportation Operations report. (Due Dec 1)

☐ Complete fourth quarter payroll reports for 941 and unemployment.