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

Application(s)	Task
Finance, Human Resources	❑ Complete the fall PEIMS submission. Once the final file is submitted, review all of the final reports to ensure that you have an accurate record of submission.
Human Resources	❑ Order W-2 and 1099 tax forms, if needed. ❑ Verify access to the Social Security and IRS sites for calendar year-end reporting. Revise the unemployment rates and maximum wage limits as needed.
Finance	❑ Complete the Transportation Operations report. (Due December 1st.)