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November

Table of Contents

November i
November 1

November

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	❑ 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.)

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.