



# November



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# 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   |
|----------------|--|
| <b>Payroll</b> | <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. |
| <b>Finance</b> | <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.