



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 |
|-------------------------|--|
| Finance, Payroll | <input type="checkbox"/> 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. |
| 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. Revise the unemployment rates and maximum wage limits as needed. |
| Finance | <input type="checkbox"/> Complete the Transportation Operations report. (Due December 1st.) |



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