

The image contains the Ascender logo and a photograph of a tree. The logo is positioned on the left side of the image, featuring a stylized 'A' icon followed by the word 'ASCENDER' in a large, bold, sans-serif font. Below 'ASCENDER' is the tagline 'ELEVATING TECHNOLOGY SOLUTIONS' in a smaller, all-caps font. The logo is set against a black background. To the right of the logo is a vertical photograph of a tree trunk, showing the bark texture and some branches, with a green color overlay. Below the logo and tree image is a green horizontal bar with the text 'ASCENDER GUIDES' in white, all-caps font. Below the green bar is a white horizontal bar with the Ascender logo and tagline repeated in a smaller size.

**ASCENDER**  
ELEVATING TECHNOLOGY SOLUTIONS

**ASCENDER GUIDES**

**ASCENDER**  
ELEVATING TECHNOLOGY SOLUTIONS

# 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.

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



## Back Cover