



November

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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 | <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.) |

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.



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