

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. A green horizontal bar is located below the logo, containing the text 'ASCENDER GUIDES' in white, all-caps font. Below this bar is another instance of the Ascender logo, but in a smaller size. To the right of the logo and bar is a photograph of a tree trunk, showing the bark texture and some branches, with a green color overlay.

# 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.



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