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November

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November

The following business tasks have been identified for the month of November. Use the checklist to ensure that the tasks are addressed, if applicable.

Application(s)	Task
Finance, Human Resources	Complete the fall PEIMS submission. Once the final file is submitted, review all final reports to ensure that you have an accurate record of submission.
Human Resources	❑ Order W-2 and 1099 tax forms, if needed.
Finance	❑ Complete the Transportation Operations report. (Due December 1st.)


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