

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 photograph of a tree trunk, showing the rough bark 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 to ensure that the tasks are addressed, if applicable.

Application(s)	Task
Finance, Human Resources	<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.
Human Resources	<input type="checkbox"/> Order W-2 and 1099 tax forms, if needed.
Finance	<input type="checkbox"/> Complete the Transportation Operations report. (Due December 1st.)



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