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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 below 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 of the final reports to ensure that you have an accurate record of submission.
Human Resources	❑ Order W-2 and 1099 tax forms, if needed. ❑ 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	❑ Complete the Transportation Operations report. (Due December 1st.)


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