

The image contains the Ascender logo, which consists of a stylized 'A' icon followed by the word 'ASCENDER' in a bold, sans-serif font, with the tagline 'ELEVATING TECHNOLOGY SOLUTIONS' underneath. This logo is presented in two versions: a large white one on a black background and a smaller grey one on a white background. A green horizontal bar with the text 'ASCENDER GUIDES' in white is positioned between the two logo versions. To the right of the logos is a vertical image of a tree trunk, tinted with a green color, extending from the top of the logo area to the bottom of the page.

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 below 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. <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.)



Back Cover