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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, Payroll** | ❑ 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. |
| **Payroll** | ❑ Order W-2 and 1099 tax forms, if needed.<br><br>❑ 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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