



ASCENDER GUIDES



# November



# Table of Contents

**November** ..... 1



# 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
<b>Payroll</b>	<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.
<b>Finance</b>	<input type="checkbox"/> Complete the Transportation Operations report. (Due December 1st.)

**PEIMS Business Reminders:**

- Continue reviewing Business elements for the Fall PEIMS Submission.
- The Fall PEIMS snapshot date is the last Friday in October.
- Coordinate the timing of the PEIMS fall submission with the PEIMS Coordinator and student campus PEIMS staff.



## Back Cover