



The image features a composite graphic. On the left, a black rectangular area 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' in a smaller font below it. Below this, a green horizontal bar contains the text 'ASCENDER GUIDES' in white, uppercase letters. Underneath the green bar, the Ascender logo is repeated in a smaller size. To the right of these elements is a vertical image of a tree trunk, rendered in a monochromatic green color, extending from the top to the bottom of the graphic area.

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
Payroll	<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.
Finance	<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.



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