

Tip of the Month – August 25, 2011

What? An email from the Business Office
Why? To inform, remind, suggest or notify
When? Monthly
Who? From the Business Office to employees

Reminders

- If you supervise students, please make sure that they submit time sheets to the Payroll Office promptly, for the time periods worked. We are required to pay all employees including students in or very close to the time periods worked, not six months later. For the student employment calendar, refer to https://my.hamilton.edu/documents/StudentEmploymentCalendar_AY-11-12-1%5B1%5D.pdf
- Please do not submit your work order requests using object code # 4010. Use the account number that you would normal charge for the work requested. (i.e. office supplies, operating costs, etc.) The labor component will be automatically split from other costs (i.e. parts) by the TMA system.
- For all print shop charges, please use object code #4104. For all mail center charges please use object code # 4103. If you do not have money in your budget allocated to these lines, a budget transfer request can be made at <https://my.hamilton.edu/applications/budget/transfer.cfm?type=glbeto> cover. Call Sue Stetson at x 4603 if you need help.

Notification

- The 2010-2011 fiscal year will be closed on the general ledger at the end of September. At that time all balances that carryover, such as Fund 11 balances, will appear in the budget tool.

For feedback or questions please call me at x 4313.

Shari