

Tip of the Month – May 2, 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

- All check requests for petty cash reimbursements should go to Deb Prody on the first floor of Spencer House, before they go to the Accounts Payable office. This will allow for the most expedient and accurate processing of your request.
- When submitting items for deposit, please include a deposit slip, which is available on the Business Office website at: <https://my.hamilton.edu/documents/deposit%20Slip.pdf>
Pads of deposit slips can also be obtained from the Print Shop.
- Please understand that if we ask for additional documentation in order to process your check request, we are doing so to safeguard College assets and to insure that we comply with the myriad of federal and state regulations with which we are confronted. We are not questioning your integrity!

Notification

- The Direct Deposit Form has been revised and can be found at https://my.hamilton.edu/documents/Direct_Deposit%20Advanced.pdf . The forms are also located in the box outside of the Payroll Office. We hope that you will find the new form easier to understand and use. Please contact Gina Gilleece at x 4316 if you have any questions.

For feedback or questions please call me at x 4313.

Shari