Tip of the Month – August 2014

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

Reminders

- Fiscal year 2015 budgets are now available in the budget tool. Please remember that balances that normally roll forward (i.e. Fund 11 accounts) will not appear until we close FY 2014 in late September.

- Please put your College ID number on your reimbursement requests. This is the 7 digit number in the lower left corner of your Hill Card. This will help make our Accounts Payable staff even more efficient when they process the payment to you!

- Do you ever get confused about when to request a budget transfer versus a general ledger (GL) transfer? A budget transfer involves the reallocation of your budget from one line to another. A GL transfer is used to correct a charge that was posted to the wrong account, or to transfer funds to another department to support a program or event, or to "pay" for services provided by another department. More information can be found at https://my.hamilton.edu/business/general-ledger/not-sure-which-form-to-use

Notifications

- Please welcome Jarren Waterman to the Business Office. She is our new Payroll and Accounts Payable Specialist, reporting to Erika Mumford. She will be the person to go to with questions about your paycheck or time entry, as well as questions regarding invoices and check requests. She came to Hamilton in 2011, previously working in the Dean of Faculty's office. We are so pleased to have her join the Business office staff!

For feedback or questions please call me at x 4313.

Shari