Tip of the Month - January 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

- It is not too late to "opt in" to receive your W-2 electronically! Please click here for instructions. It is a simple process that only takes a minute. Please consider this very easy, cost effective, and efficient way to receive your W-2. You can print your W-2 from here and can use it to file your tax return, even if you file a paper tax return.

- Wright Express credit card holders and their proxies: There is a new link to the Wright Express website on My Hamilton, under Tools and then Card Services. This will enable you to access the website quickly and conveniently to enter data on your charges or to print out statements.

- Update on Web Time Entry for students: We are working on the setup for students, insuring that they are assigned to the correct jobs and supervisors. This is a time consuming task, but we hope to be ready to test students in the very near future.

Notifications

- Your take home pay will change in 2014 due to several factors. Tax tables for both federal and state withholding tax have changed. Benefit deduction amounts have changed. Finally, the cost of College provided group term life insurance, a taxable benefit for employees who earn over $50,000, is now included in the calculation of federal and state withholding tax. For any questions about these changes, please contact Erika Mumford at x 4376 or Luann Zaleski at x 4689.

For feedback or questions please call me at x 4313.

Shari