Tip of the Month - March 6, 2013

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

Reminders

- Time Sheets
  - Until we roll out web time entry, please adhere to the schedule for submitting your time sheets located here. If you do not submit your time sheet on time you may not get paid!
  - Please make sure to provide a total of the hours worked on your time sheet.
  - Please put your ID number on your time sheet. This seven digit number can be found on your Hill Card and on your pay advice.
  - Consider subscribing to the payroll calendar through Gmail. Instructions are as follows:
    - In the calendar view, click on the drop down arrow next to "Other Calendars"
    - Click on "browse interesting calendars"
    - Click on the "more" tab at the top
    - Click on "Resources for Hamilton.edu"
    - Select Payroll Calendar and click on "subscribe"

- Web time entry coming soon! Phase II of the HR/Payroll implementation project will allow employees to enter their time electronically. The payroll project team is working on an implementation schedule and we will keep you informed as the project advances. One day soon, time sheets will be a thing of the past!

- There is a lot of useful information on the Business office website (https://my.hamilton.edu/business) including forms and policies. Click on the payroll section to be kept informed of any changes or news related to payroll and to find answers to many questions you may have.

For feedback or questions please call me at x4313.

Shari