Tip of the Month – August 27, 2012

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

Reminders

- The Payroll Office has developed a Google payroll calendar with useful information about time sheet due dates, pay dates and the payroll cycle. Follow the steps below to subscribe.
  1. Under other calendars, clicks add.
  2. Choose "Browse Interesting Calendars".
  3. Click on the more tab. Click on resources for hamilton.edu
  4. Click on payroll calendar
  5. Click on subscribe

- Wright Express credit card holders take note! Please refer to Erika Mumford's email of August 24, 2012 for helpful information if your credit card is declined. The text is as follows: Wright Express Notice.pdf

- Please don't write on remittances when submitting invoices to the Accounts Payable Office. We often need to send the remittance copy along with the check.

- For foreign currency conversions, please use the conversion date as of the date of travel and not the date that you are submitting the reimbursement request. Please also attach documentation showing the conversion calculation from a website such as www.xe.com or www.x-rates.com.

- When booking travel, use the Wright Express credit card or BTI, the College travel agency, to avoid paying sales tax. For more information on BTI, refer to https://my.hamilton.edu/auxiliaryservices/travel

Notification

- We would like to spread the word to students regarding the Hill Card Discover® debit card option. If your office works with students please remind them that this is a great option for them:
  o The only card a student needs to carry on campus - Two functions - One card
  o Student refunds can be deposited onto the card
  o Student wages can be deposited onto the card
  o Can be used anywhere Discover® is accepted
  o Convenient no fee ATM on campus
  o Convenient alternative to opening a bank account

- Employees may also use this option to receive expense reimbursements or for direct deposit of paychecks. More information can be found at https://my.hamilton.edu/hillcard/discover-card-information

For feedback or questions please call me at x 4313.

Shari