Tip of the Month – December 21, 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

- Time Sheets: If you work 7 hrs per day, your total time on your time sheet should add up to 7 hours each day. Do NOT add vacation, personal or sick time to this total. If vacation, personal, or sick time is used it should be included within these hours.
- Another time sheet reminder: Please remind your student workers NOT to not save up time sheets to submit all at once. Time sheets must be submitted for the period worked immediately at the end of the period.
- Please use the current Check Request Form found on our website at https://my.hamilton.edu/business under "Forms". There are many versions floating around that are old and vary significantly from the current form. It makes the job for our Accounts Payable staff more difficult and slows down the process.

Notification

- The IRS approved standard mileage rate for business miles remains at 55.5 cents for 2012.
- Expense reimbursements MUST be submitted timely. This includes credit card receipts as well. According to the IRS, timely means within 30-60 days of incurring the expense. The IRS is cracking down on abuse in this area and requiring employers to treat expense reimbursements as taxable income to the employee if we don't comply. Please help us to be compliant!

For feedback or questions please call me at x 4313.

Happy Holidays!

Shari