Tip of the Month – March 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

• If you are traveling and experience issues with your College credit card, please call the 24 hour Cardmember Customer Service # for Wright Express 1-877-557-6415. This number is on the back of your credit card. If you have a centrally billed card, you will need to reference the account address which is 198 College Hill Road, Clinton, NY 13323 and the phone number for Erika Mumford, the account administrator, 315-859-4376.

• Please use the Employee Travel Expense Report (https://my.hamilton.edu/business, click on forms, click on travel expense report) for reimbursement of travel related expenses. The form has been developed to make it easier to collect and report travel expenses.

• Use the Check Request Form for other types of reimbursements. Please remember, in addition to your signature as the requester, you must have your supervisor indicate his/her approval by also signing the check request.

• If you currently do not receive your pay check by direct deposit, please consider it. It's fast, convenient and easy! Stop by the Payroll Office to drop off your direct deposit form which can be found at: https://my.hamilton.edu/documents/Direct_Deposit%20Advanced.pdf

Notification

• New information regarding payments to foreign nationals has been posted to our website at https://my.hamilton.edu/business/payroll/policies/payments-to-foreign-visitors. The rules are complex due to immigration and tax laws. Please refer to this information when paying a foreign visitor. Contact Erika Mumford at x 4376 if you have questions.

For feedback or questions please call me at x 4313.

Shari