Tip of the Month —— September/October 2017

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

Reminders

- We will be closing fiscal year 2017 on the general ledger later in October. Notice will be sent when the date has been determined. Once this process is completed, the beginning balances for restricted accounts (Fund 11) will appear in the Budget Tool. These are the balances that roll forward each year.

- Are you sometimes unsure who to call if you have a question? Refer to https://my.hamilton.edu/business/who-do-i-contact. This list contains common questions and the best person to answer them.

- Purchases of equipment should be charged to object code 4825. If you do not have this account code listed in your budget, and need to purchase equipment, please contact Dave Vore at x4603 and he will add this account to your budget.

- Please use the most current Employment Authorization Form. The new form does not ask for the student's social security number. If you have the form saved to your computer, please be sure it is the most current version.

- To insure your employees are paid on time, please refer to the paperwork and time sheet deadlines located on the Payroll Calendar Webpage. The Payroll Office has 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. In the calendar view in Google, under other calendars, click add.

  2. Select "Browse Interesting Calendars".

  3. Click on the more tab. Click on resources for hamilton.edu.

  4. Click on payroll calendar.

  5. Click on subscribe.
• NEW EMPLOYEES- If you haven't done so already, sign up for payroll direct deposit and electronic W-2 consent. Information on this can be found here. You may also sign up for direct deposit of expense reimbursements at accounts payable direct deposit

Notifications

• It is time to start planning your budget for the next fiscal year. Operating budget guidelines will be posted to the Business Office website next week and a separate email will go out to all budget officers with a link to the guidelines. Departmental budget requests for FY 2018-2019 will be due November 3. Equipment requests are due February 5, 2018. If you need help entering your budget requests in the Budget Tool, please contact Dave Vore at x 4603.

• Please note that the minimum wage for student workers will increase from $9.70 to $10.40 per hour effective Jan 1, 2018. You will need to factor that increase into your student wage budget. Assuming there will be no projected increase in number of hours worked, a general guideline to use for FY 2018-2019 is a 7% increase over your FY 2017-2018 budget.