Tip of the Month – April 2016

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

Reminders

• Student Payroll
  o The final pay period for the academic year ends on May 22 with a pay date of June 3. All student academic year positions will end at that time. ALL timesheets (paper and WTE) for the academic year must be submitted by Monday, May 9th.
  o A new [employment authorization form](#) (please use the most current version) is required for students working summer positions on campus. Human Resources must receive employment paperwork before the student begins working.

• We are now enrolling vendors in direct deposit. The form can be found [here](#) if you want to suggest a quicker way for vendors to receive their payments.

• It is important to charge expenses to the correct object code, regardless if you have budget funds allocated there. If you purchase office supplies, don't charge it to travel because you ran out of budget funds for office supplies but have extra budget funds in travel. You can always submit a budget transfer request. In lieu of that, it is more important that you don't overspend your overall budget, and less important that you may be over or under in some lines. This helps to identify any adjustments that need to be made to your budget, from line to line, in the next year. It also helps us to report expenses accurately.

• When approving invoices, check requests, or expense reimbursements, your signature means that you have actually reviewed the transaction and related paperwork. We rely on your signature approvals to help us catch errors and to insure that the expenditure has been approved at the department level.

For feedback or questions please call me at x 4313.

~Shari