Tip of the Month – December 2014

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 have not yet provided your consent to receive your W-2 electronically, please click here for instructions. It is a very simple process that only takes a minute. Please consider this easy, cost effective, and efficient way to receive your W-2. When they are ready in January, you may view your W-2 in WebAdvisor and print a copy. A printed copy is acceptable for use in preparing your tax return.

• Please take a moment to make sure your mailing address is up to date. Change of address information should be submitted to Human Resources via My Hamilton - Tools - Human Resources - Update my information.

• Please remember to send original invoices to Accounts Payable for payment. We cannot pay from a monthly statement from the company. This can result in duplicate payments.

Notifications

• Payroll schedules for the shutdown period can be found on the Business office website here. We have multiple payrolls to process in a compressed time frame. We really appreciate your cooperation in adhering to the schedule to help us get the payrolls processed accurately and on time!

For feedback or questions please call me at x 4313.

Happy Holidays!

Shari