Tip of the Month – February 2015

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

Reminders

• All Hourly Supervisors- When approving times sheets in WebAdvisor, please make sure that employees and student employees have electronically signed their time sheet before you approve them online. You can determine this by clicking Time Approval (for supervisors) and reviewing the "Marked Complete?" column to the far right of the Employee Time Entry screen in WebAdvisor.

• Student Supervisors-
  o If you are seeing students in your Employee Time Entries screen who are not working for you this semester, please notify Human Resources at amoskal@hamilton.edu or Payroll at jwaterma@hamilton.edu
  o When approving time sheets, please review the actual hours worked according to the student's work schedule. We receive many time sheets with overlapping hours due to students having more than one campus position. Students cannot be paid for time entered in two positions at the same time.
  o If your student misses the deadline to submit an electronic time sheet, the hours for the pay period must be submitted on a green paper time sheet and approved by the supervisor. Hours can only be submitted electronically for the current pay period.

• When submitting check requests, please do not staple receipts or tapes over the payee's name, college ID and address. Receipts should be stapled to the back of the check request.

• Just a reminder that the IRS approved mileage rate for business travel is 57.5 cents per mile.

For feedback or questions please call me at x 4313.

Shari