Tip of the Month - February 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

• It is important to have the correct termination date when an employee leaves the College, so that we can end payroll and benefits at the appropriate time. If you are the supervisor of an employee who is leaving the College, please remember to notify Human Resources promptly.

• The deadline for monthly employees for any changes to your paycheck such as direct deposit, withholdings, and retirement contributions is the 15th of the month.

• When purchases are made via a Purchase Order issued by Auxiliary Services, the invoice should be sent to Lauri Swan for processing. Auxiliary Services marks the Purchase Order as received and accepted and sends a copy of the invoice to the department. The approved invoice is typically held in Auxiliary Services for five days to account for any billing discrepancies before it is sent to Accounts Payable for payment.

• Although we try to stay on top of changes to budget tool access for accounts that you oversee, we may not catch them all. There is a proxy assignment/change form for budget tool access that you can use to notify us of any changes. It is located at https://my.hamilton.edu/budget/help-files/proxy-assignment.

For feedback or questions please call me at x 4313.

Shari