Tip of the Month – January 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

• W-2’s
  o We will notify you by email when your W-2 is available electronically. The subject line of the email will say, "IMPORTANT TAX RETURN DOCUMENT AVAILABLE".
  o You may view your W-2 in WebAdvisor and print a copy when it is ready. A printed copy is acceptable for use in preparing your tax return.
  o If you have not already opted in to consent to receive your W-2 electronically, please click here for instructions. You only need to give your consent once. If you have already given your consent, you will see a message under "Electronic W-2 Consent History" with the date that consent was given.
  o We expect to have electronic W-2’s ready the week of January 23. Paper W-2’s will be mailed on January 30.

• Form 1095-C
  o Under the terms of the Affordable Care Act, you will receive Form 1095-C, Employer-Provided Health Insurance Offer and Coverage Insurance for 2016. This form provides information about your medical insurance enrollment or the coverage that was offered to you and may assist you in completing your 2016 tax return. We are required to provide these forms to you by March 2 but we expect to get them out sooner. Human Resources will send an email advising when the forms have been mailed. You do not need to wait to receive this form to file your return.

• Please take a moment to make sure your mailing address is up to date so that it will be accurate on your W-2. Change of address information can be submitted to Human Resources here.

• Your net pay in January may be slightly different due to new withholding tax tables published by the IRS.

• Student supervisors, please review the list of student workers in WebAdvisor that you supervise. If there are any students that will not be working next semester, email their names to Anna Moskal in Human Resources (amoskal@hamilton.edu) so that she can remove them.

• When hiring a student, please be sure to use the most current Employment Authorization and Tax Withholding forms, which can be found here. (Click on the Insurance drop down box and then click on Payroll). These forms must be submitted to Human Resources BEFORE the student’s first day of work.

• Timeline for accounts payable check processing
  o Invoices and check requests submitted to Accounts Payable Office by close of business Monday
  o Checks printed Wednesday afternoon or Thursday morning and ACH deposits sent to the bank (could be a day or two by the time you see it in your account)
  o Checks signed and mailed Thursday afternoon or Friday morning

For feedback or questions please call me at x 4313.

~Shari