Tip of the Month – January 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
- We will notify you by email when W-2's are available electronically. The subject line of the email will say, "IMPORTANT TAX RETURN DOCUMENT AVAILABLE". 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. You may view your W-2 in WebAdvisor and print a copy. A printed copy is acceptable for use in preparing your tax return. If you do not elect to receive your W-2 electronically, it will be mailed to you on January 30.
- 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.

Notifications
- There are new features on the Time Approval (for supervisors) screen in WebAdvisor for Web Time Entry:
  - New column called "Marked Complete?"- This tells you that the employee has checked the box to electronically sign his/her time sheet. Before you approve, please verify that the box says yes. (This is also displayed inside the time entry screen above the supervisor decision drop down.)
  - Sortable columns- You can now click on each column header to sort columns by name, position, title, marked complete, etc.
  - Rejected time sheet- Supervisor comments are now displayed in the time entry screen for the employee, in addition to the email notification to the employee.

For feedback or questions please call me at x 4313 or Erika Mumford at x 4376.

Shari