Tip of the Month – June 2016

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

Reminders

- Our fiscal year is rapidly coming to a close. It is important to have a clean year end cut off. This means that FY 2016 activity should be recorded in FY 2016 and FY 2017 activity should be recorded in FY 2017. We keep the books open for a certain period of time to allow this to happen. In order for your FY 2016 invoices and check requests (for goods and services received prior to July 1, 2016) to be charged to your 2016 budget, we must receive them in the Business Office by **July 11**.
  1. Wright Express credit card holders, please submit your approved June statement activity to the Business Office as soon as possible but no later than **July 15**, in order for the charges to be applied to your fiscal year 2016 budgets. (Please adhere to any internal deadlines within your department, for review and approval.)
  2. All 2016 vendor invoices and reimbursement requests should be submitted to the Business Office no later than **July 11**. Please mark clearly that the invoice is for FY 2016.
  3. Any cash deposits for fiscal 2016 must be submitted to the Business Office no later than 11 a.m. on June 30.
  4. The deadline for submitting online GL transfer requests pertaining to 2016 is **July 15**. When submitting a transfer request, please indicate in the comments field that the transfer is for FY 2016.

- You can refer to **Business Office deadlines** for the year end closing schedule. We greatly appreciate your assistance in helping us have a smooth and accurate year end close!

- Fiscal year 2017 budgets will not be available in the Budget Tool until the end of June. In the meantime you can use the amounts that appear in Budget Requests for planning purposes.

- Hamilton College students employed during the summer will continue to use **WebAdvisor Web Time Entry** to submit time worked. The last student pay period for the summer ends on August 14th with a pay date of August 26th. New **Employment Authorization Forms** will be required for Fall employment beginning August 15th.

- The **Student Summer Payroll Calendar** is available on the Payroll web page: [https://my.hamilton.edu/business/payroll/pay-cycles-and-calendars](https://my.hamilton.edu/business/payroll/pay-cycles-and-calendars). The 2016-2017 Academic payroll calendar will be available by the end of July.

For feedback or questions please call me at x 4313. ~Shari