Tip of the Month – June 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

• Our fiscal year is rapidly coming to a close. It is important to have a clean year end cut off. This means that FY 2015 activity should be recorded in FY 2015 and FY 2016 activity should be recorded in FY 2016. We keep the books open for a certain period of time to allow this to happen. In order for your FY 2015 invoices and check requests (for goods and services received prior to July 1, 2015) to be charged to your 2015 budget, we must receive them in the Business Office by July 13.

  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 14, in order for the charges to be applied to your fiscal year 2015 budgets. (Please adhere to any internal deadlines within your department, for review and approval.)

  2. All 2015 vendor invoices and reimbursement requests should be submitted to the Business Office no later than July 13. Please mark clearly that the invoice is for FY 2015.

  3. Any cash deposits for fiscal 2015 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 2015 is July 17. When submitting a transfer request, please indicate in the comments field that the transfer is for FY 2015.

• 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!

• Please be sure Employment Authorizations are sent to Human Resources BEFORE the student begins working. The student's position will not appear in Web Time Entry until HR receives the employment paperwork. If that happens, the student will need to submit a paper time sheet in order to get paid. This defeats the purpose of having an electronic system for entering time.

Notifications

• You may now enroll in Direct Deposit for Accounts Payable in lieu of paper checks! The enrollment form is located on the WebAdvisor site. To begin receiving reimbursements and other payments directly in your bank account:
1. Login to WebAdvisor (https://webadvisor.hamilton.edu)
2. Click Employees and then Bank Information (U.S.) under Financial Information.
3. Enter your bank information, read the Terms & Conditions, check "Agree", and click Submit.

After successful enrollment, you will receive an immediate confirmation in WebAdvisor followed by an email confirmation.

IMPORTANT:

- Direct Deposit for Accounts Payable may take at least one disbursement cycle to take effect.
- You will receive email notifications when payments are sent to your bank account.
- Accounts Payable Direct Deposit enrollment does NOT affect your Payroll Direct Deposit enrollment.
- You can change your bank account or end Direct Deposit for Accounts Payable through WebAdvisor at any time.

For feedback or questions please call me at x 4313.

Shari