Tip of the Month – June 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

- Our fiscal year is rapidly coming to a close. It is important to have a clean year end cut off. This means that FY 2014 activity should be recorded in FY 2014 and FY 2015 activity should be recorded in FY 2015. We keep the books open for a certain period of time to allow this to happen. In order for your FY 2014 invoices and check requests (for goods and services received prior to July 1, 2014) to be charged to your 2014 budget, we must receive them in the Business Office by July 14.

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 2014 budgets. (Please adhere to any internal deadlines within your department, for review and approval.)

2. All 2014 vendor invoices and reimbursement requests should be submitted to the Business Office no later than July 14. Please mark clearly that the invoice is for FY 2014.

3. Any cash deposits for fiscal 2014 must be submitted to the Business Office no later than 11 am. on June 30.

4. The deadline for submitting online GL transfer requests pertaining to 2014 is July 18. When submitting a transfer request, please indicate in the comments field that the transfer is for FY 2014.

- 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!

- Your general ledger account number is a 13 digit number. Each group of digits has significance in our accounting system and allows us to report on activity in various ways. The most important identifier is your unit number, the six digit number in the middle (xx-x-xxxxx-xxxx). This identifies your department, office, endowment, plant fund or restricted account. More information about the components of the GL account number can be found on the Budget Tool, under "help/resources" and then "account summary."

- If students have not yet submitted their paper time sheets for hours worked previous to May 26, they must be submitted as soon as possible so that we can clean up activity for FY2014 and get ready for the new academic year.

Notifications

- Hamilton student employees working in the summer have begun using Web Time Entry. All student workers will use Web Time Entry beginning with the fall semester. In late August we
will contact student supervisors who have not yet had a student worker with more detailed information and instructions.

- It is imperative that Human Resources receives employment paperwork BEFORE the student begins working. The student's position will not appear in Web Time Entry until we receive 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.

For feedback or questions please call me at x 4313.

Shari