Tip of the Month – March/April 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

Payroll reminders

- Please make sure your students sign their time sheets before you approve them. Verify that the “marked complete” column on the right of the time entry screen is marked “Yes.” You will receive an email notification from your students when their time sheets have been completed and are ready for your approval.
- All staff time sheets must be submitted and approved by the deadlines set in order to be processed in the current week’s payroll.
- Paper time sheets must be received in the Payroll Office by Monday at 9 a.m. Please remember to put your seven digit Hamilton ID number on your paper time sheet.
- Electronic time entry through WebAdvisor must be submitted to your supervisor for approval no later than 9 a.m. on Monday, and supervisor approval must be completed no later than 10 a.m. on Monday.
- Time sheets will not be processed without your electronic signature or supervisor’s approval.

- It is important to charge expenses to the correct object code, even if you don’t have enough budget funds. If you purchase office supplies, don’t charge it to travel because you ran out of budget funds for office supplies but have extra budget funds in travel. You can always submit a budget transfer request. In lieu of that, it is more important that you don’t overspend your overall budget, and less important that you may be over or under in some lines. This helps to identify any adjustments that need to be made to your budget, from line to line, in future years. It also helps us to report expenses accurately.

- Please contact me if you would like to review the object codes for your departmental budget or have a need for a new object code. We can remove codes that are no longer needed and add codes that would be helpful to clearly identify expenses. Our goal is to report expenses as accurately as possible by charging items to the correct object code.

- When requesting reimbursement for travel expenses, please include a copy of the itinerary/purpose of the trip or the flyer for the conference. Please also provide detailed restaurant receipts (not just the credit card slip) along with names of attendees if it is a business meal. For further information, see Expense Reimbursement Guidelines.

- When approving invoices, check requests, or expense reimbursements, your signature means that you have reviewed the transaction and related paperwork. We rely on your signature approvals to help us catch errors and to ensure that the expenditure has been approved at the department level.

For feedback or questions please call me at x 4313.

~Shari