Tip of the Month – November 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

• As we approach the holiday season, we will occasionally need to adjust payroll and accounts payable deadlines to insure that we have enough processing time. We will keep you informed with e-mail reminders and you can also refer to the payroll calendars on the Business Office website.

• Thanks to all of you who are remembering to put your College ID number on your reimbursement requests! It has been a big help in reducing processing time. Please don't forget to put your ID on paper times sheets (if you use them) and on special pay authorization forms as well.

• Are you sometimes unsure who to call if you have a question? There is a new page on the Business Office website that you might want to bookmark: https://my.hamilton.edu/business/who-do-i-contact. It lists common questions and the best person to answer them.

• Budget requests are due November 7.

For feedback or questions please call me at x 4313.

Shari