Tip of the Month – September 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

• Student webtime entry is now up and running. Many thanks to the Payroll and HR staff who worked tirelessly to insure that the process went smoothly for the first payroll and to student supervisors for your patience and willingness to embrace the new procedures! Student supervisors can find instructions and helpful tips here.

• Please put your College ID number on your reimbursement requests. This is the 7 digit number that can be found in the lower left corner of your Hill Card. It also can be found on your pay advice. As a reminder, you can view your pay advice by going to My Hamilton, clicking on "tools" and in the Human Resources section, click on "view my pay advice". The employee number is in the upper left corner of the pay advice.

• 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.

For feedback or questions please call me at x 4313.

Shari