

## Tip of the Month

What? An email from the Business Office  
Why? To inform, remind, suggest or notify  
When? Monthly  
Who? From the Business Office to employees

### Reminders

- When coding check requests with a general ledger account number, please do not use an object code that starts with 40xx. (The object code is the last four digits of the account number and describes the type of expense, i.e. travel, office supplies, etc.) An object code that begins with 40xx is reserved for payroll. For example, 4006 is only for stipends paid through payroll.
- Web time entry coming soon! Phase II of the HR/Payroll implementation project will allow employees to enter their time electronically. The payroll project team is working on an implementation schedule and we will keep you informed as the project advances. One day soon, time sheets will be a thing of the past! The HR/Payroll team is hard at work finalizing the steps needed to begin testing of web time entry. More information to come soon.
- There is a lot of useful information on the Business office website (<https://my.hamilton.edu/business>) including forms and policies. Click on the payroll section to be kept informed of any changes or news related to payroll and to find answers to many questions you may have.

For feedback or questions please call me at x 4313.

Shari