

## Tip of the Month - August 2013

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

### Reminders

- We need your help in the Business Office! Our goal is to provide the best possible service to our employees, students and parents and we work with limited resources. It is very important for smooth operations that everyone meets financial deadlines. At times we need additional information from you. Please know that when we ask for more information such as W-9's, original invoices, approvals, pay authorizations, etc., it is not to make your job more difficult! There are a myriad of rules and regulations imposed on us by New York State, the Department of Labor, and the IRS. We are just trying to make sure we do a good job! Below are a few reminders about deadlines.
- Wright Express credit card holders: Please submit your approved monthly statement activity no later than 15 days after the close of the monthly cycle. (Continue to adhere to any internal deadlines within your department, for review and approval). The Business Office workflow is negatively impacted when this information is not submitted timely and it also prevents your budget accounts from accurately reflecting current activity. Additional information on the credit card policy can be found [here](#).
- The Accounts Payable deadline for submitting invoices, check requests, and travel reimbursements is Monday by the close of business, in order for the checks to be processed in the current week's check run and ready on Friday.
- Time cards, (either electronic or paper) must be submitted by the deadline in order to be processed in the current week's payroll. Paper time cards must be received in the Payroll Office by Monday at 9 a.m. Please also remember to put your seven digit ID number on your paper time card. Electronic time cards 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. The schedule for student time cards can be found [here](#).

### Notifications

- The following pertains only to hourly employees and supervisors of hourly employees.
- WEB TIME ENTRY IS HERE! We have gradually started rolling out web time entry (WTE) to hourly employees and their supervisors. We will notify you when your

department is scheduled to convert to WTE and there will be an opportunity for you to view a brief demo in the Business Office. Instructions for both employees and supervisors are being printed and will be distributed shortly. They will also be posted to the Business Office website.

- You may access web time entry on the My Hamilton home page by clicking on "Tools" and then "Human Resources." Please note that this shortcut only works with Firefox and Internet Explorer. You may also access web time entry by going to <https://webadvisor.hamilton.edu>.
- If you click on "time entry" and receive a message that says, "time entry unavailable," you have not yet been set up to use the system. Please be patient; your turn will come!
- Students will be converted to WTE after all hourly employees have been converted.

For feedback or questions please call me at x 4313.

Shari