

Tip of the Month – February 1, 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

- Please make sure that all check requests are signed by a supervisor before submitting them to the Accounts Payable Office. Remember that your signature signifies that you have reviewed and approve the check request!
- If documentation should be sent with the check, please make copies and include with your check request or invoice.
- Please highlight any special instructions on the check request or expense report. (e.g. include copies, mail original, send contract, pay via wire transfer, hold for pick-up, etc.). This will draw attention to the Accounts Payable staff and help to ensure everything is handled properly.
- Please DO NOT use an account number ending in 4010 on your work order requests. The work order request system AUTOMATICALLY calculates the labor cost and charges your 4010 account. In order for this process to work correctly, you must use an account number to which you might charge supplies, such as 4101. Then any supplies associated with your work order will be charged to supplies and the labor component will be charged to labor.
- 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!

Notifications

- Instructions for viewing your pay advice on line can be found [here](#). You may also view your pay advice by going to the My Hamilton web page. For employees, the link is found on the tools tab under Human Resources. For students the link is on the tools tab under College Business. If you click on the link and the "loading" graphic remains on the screen for longer than 10 seconds, you may need to clear your web browser cache. To clear your browser cache, see the ITS instructions available at: <http://www.hamilton.edu/its/rc/clearing-your-cache-and-cookies>
- If you attempt to log into WebAdvisor and you get an error message that says, "You are not set up to view your pay advices online", you may have a log in issue that can be addressed by calling the help desk at x 4181. If you can log into WebAdvisor but cannot see your pay advice, please call the Payroll Office at x 4316.

Thank you.

Shari