

Tip of the Month – March/April 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

- It would be helpful for hourly employees to finish entering their time in WebAdvisor before they leave work on Friday, to avoid the Monday morning rush of time approval for supervisors.
- WebAdvisor -Review entry box on time approval screen for supervisors
 - A check in the box serves as a recommendation that the supervisor should review the time entry detail before approving. The box is automatically checked in the following situations:
 - The time card varies from the employee's defined work schedule (e.g. 7 or 8 hours per day, Monday- Friday)
 - The time card includes hours for overtime, vacation, personal, or sick time, etc.
 - Time has been entered for an employee who does not have an assigned work schedule (e.g. part time)
 - The absence of a check in the box indicates that the supervisor can approve the time card directly from the supervisor time approval screen without further review. The box is not checked in the following situations:
 - Time card does not vary from the employee's defined work schedule (e.g. 7 or 8 hours per day, Monday- Friday)
 - Time card does not include hours for overtime, vacation, personal, or sick time, etc.
- Just a reminder that the IRS approved mileage rate for 2014 is 56 cents per mile for business miles.
- It is important to charge expenses to the correct object code, regardless if you have budget funds allocated there. If you purchase office supplies, don't charge it to travel because you ran out of budget funds for office supplies but have extra budget funds in travel. You can always submit a budget transfer request. In lieu of that, it is more important that you don't overspend your overall budget, and less important that you may be over or under in some lines. This helps to identify any adjustments that need to be made to your budget, from line to line, in the next year.
For feedback or questions please call me at x 4313.

Shari