

Tip of the Month – May 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

- If paperwork such as a remittance invoice should be included with a check when it is mailed, please provide two copies of the documentation so that one can be mailed and the other can be kept on file.
- 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.
- The Office of Auxiliary Services would like to remind all employees that any accident with a College vehicle or College rental vehicle must be reported to Auxiliary Services immediately. To review accident reporting procedures, please see the following pages. If you have any questions, please contact Irene K. Cornish at x 4999.

<https://my.hamilton.edu/auxiliaryservices/travel/accident-reporting>

<https://my.hamilton.edu/auxiliaryservices/travel/rental>

Notifications

- Hamilton student employees will begin using Web Time Entry for the bi-weekly pay period beginning on May 26. E-mails have been sent to employee supervisors with more detailed information. If you have questions please contact Erika Mumford at x 4376. Please note that the drop dead deadline for submitting paper time sheets for previous hours worked is May 26.

For feedback or questions please call me at x 4313.

Shari