

Tip of the Month - November 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

- The deadline for submitting invoices, check requests, and travel reimbursements to Accounts Payable 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.
- The Accounts Payable office is conducting a review of vendor files to insure that all vendors are categorized correctly. You may receive a call from Accounts Payable if information about a particular vendor is missing or unclear. When you hire a new vendor, we need a completed Form W-9 which can be found [here](#). Please contact the Accounts Payable office at x 4306 if you have any questions.
- Students must have their paperwork completed and submitted to Human Resources before they begin work. We cannot pay students until their paperwork is completed! As we move towards implementing Web Time Entry for students next semester, this becomes is even more critical.

Notifications

- We now have the ability to deliver the 2013 W-2 forms electronically through WebAdvisor. You will need to complete a consent form to select electronic delivery of your W-2. Within the next two weeks you will receive an email with instructions to complete the electronic consent form. Please consider this very easy, cost effective and efficient way to receive your W-2!

For feedback or questions please call me at x 4313.

Shari