

## Tip of the Month - October 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

- Thanks to hourly employees and their supervisors who have converted to Web Time Entry. We hope that you are getting used to the new process and find it easy and convenient. Just a reminder that supervisors must approve employees' hours by Monday morning at 10 a.m. Please verify the time period that you are approving hours. If you are approving on Monday morning, you may see time entered for the preceding week and the current week. Hours should be approved for the immediately preceding pay period.
- Hiring managers, please remember that hourly employees must be paid at an hourly rate for all services performed. If an employee provides additional services outside the scope of his/her job, the payment cannot be in the form of a flat stipend. It must be converted to an hourly rate. These types of additional services should be submitted to HR/Payroll on an Employment Authorization Form, with a description of the service to be performed provided.
- The Special Pay Authorization Form should be used for additional payments to exempt (monthly) employees.
- Taxes on payments to foreign visitors are very complex. We use the Glacier Online Tax Compliance System for foreign tax reporting to insure that we are in compliance with all of the rules and regulations. This system collects, transmits, and stores information securely for the College for the purposes of tax withholding and reporting. Use of this system has, in some cases, resulted in tax savings to the College. All non-U.S. citizens and non-permanent resident aliens who receive payments from the College, including fellowships, honoraria, guest speaker fees, performance fees, prizes, awards, etc. are required to use this system. If you bring a foreign visitor to campus, please contact Erika Mumford at x 4376 with the visitor's name and email address to create a Glacier account for the payee.

### Notifications

- It is budget time again! Operating budget guidelines can be found [here](#). Departmental budget requests for FY 2014-2015 are due November 4.

For feedback or questions please call me at x 4313.

Shari