

## Tip of the Month – February 23, 2011

What? An email from the Business Office  
Why? To inform, remind, suggest or notify  
When? Monthly  
Who? From the Business Office to employees

### Reminders

- Time Sheets- If you work 7 hrs. per day, your total time on your time sheet should add up to 7 hours each day. Do NOT add vacation, personal or sick time to this total. If vacation, personal, or sick time is used it should be included within these hours.

### Notification

- For your convenience, the Deposit Slip form has been posted on the Business Office website. (Click on forms and then deposit slip.) It can be found at:  
<https://my.hamilton.edu/documents/Deposit%20Slip.pdf>

For feedback or questions please call me at x 4313.

Shari