

## Tip of the Month – January 31, 2012

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 you receive a replacement Wright Express credit card due to loss or cancellation, please send the new card number (last 4 digits) to Sherri Pavlik so we can update our records.
- If you currently do not receive your pay check by direct deposit, please consider it. It's fast, convenient and easy! Stop into the Payroll Office to drop off your direct deposit form which can be found at : [https://my.hamilton.edu/documents/Direct\\_Deposit%20Advanced.pdf](https://my.hamilton.edu/documents/Direct_Deposit%20Advanced.pdf)

### Notification

- It is now possible to receive a portion of your pay check on the new Hill Card, with Money Network® enabled Discover® Card functionality. The new card functions like a debit card and can be used anywhere Discover® is accepted. It can be used at the new ATM in Bristol Center without fees, or at any other in-network ATM. Click here for more information and scroll down to the direct deposit section: <https://my.hamilton.edu/business/payroll/paycheck-calculator/paycheck-calculator>
- Soon you will be able to receive employee reimbursements via the new Hill Card, by checking a special box on the Check Request Form or the Employee Expense Report Form! Stay tuned for further information.

For feedback or questions please call me at x 4313.

Shari