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TODAY		TOMORROW		SUNDAY	
6:00	Depth of Field - Opening Reception & Artist Talk	1:00	Women's Basketball Game	2:00	'Zack and Miri Make a Porno'
8:00	'Zack and Miri Make a Porno'		Men's & Women's Swimming & Diving Meet		
11:00	'Zack and Miri Make a Porno'	8:00	Wholphin Films		
			Ventriloquist: Lynn Trefzger		

Pick Up Your 2008 W-2 Forms by 1 p.m. Today

Today is the last day for you to pick up your W-2 forms in the Business Office in Carnegie Hall. They will be available for pick up until 1 p.m. today Friday, Jan 30.

**All W-2 forms not picked up by 1 p.m. today will be mailed to the home address on file.

Please bring photo ID with you. If you would like a third party to pick up your form, you must send written permission with them. Please note there will be a \$5 fee for repetitive requests for duplicate copies of your W-2 form. W-2 information will also be available on the Banner web site in the Employee, Tax Forms area.

Employees should note that the mandatory base retirement contributions are listed in the informational Box 14 with the code of 403b or 414H. If you participate in a SRA or TDA, your elective contributions are in Box 12 with the code of E.

If you have any questions, contact the Payroll Office by e-mail PAYROLL@alfred.edu.

Thank you!

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WTE ~ 'Where Did My Time In and Out Page Go?'

Since the fall implementation of Web Time Entry for our grad students, we have made some changes to enhance the functionality of submitting your timesheets which should make this process more user-friendly to our grad students and their supervisors.

Beginning this semester, for the grad students, we have changed the method of entering time from entering "in and out" to reporting hours worked per day. Due to the timing of entering the jobs, for some grad students, this change may not take effect until a later pay-period. The web time sheet will look the same but when you enter a day, you no longer go to the "Time in and Out" screen; instead a box appears above the timesheet labeled "HOURS" to enter the number of hours you worked that day. You may still use the copy function to copy to other days if you worked the same hours on other days in the pay-period. Not only is this easier but if your supervisor requests that you do so, you can even submit timesheets with 0 hours worked if you did not work during a pay-period. Some supervisors have mentioned that they would like a timesheet turned in even if the student didn't work. That way they know that the student truly didn't work instead of wondering if the student simply forgot to enter their time and submit.

Some reminders; **all grad students are required to submit their time worked even when they are receiving a stipend.** Timesheets are legal documents which reflect the amount of time you are physically working to receive your paycheck. Please make sure the hours reported are an accurate account of hours and days worked during a pay-period. You also must submit your web timesheet in accordance with the bi-weekly pay-period timesheet deadlines. Automated Emails will continue to be sent as reminders.

We hope you enjoy the new functionality. The updated instructions are below. If you have any questions; contact costello@alfred.edu .

Link: [Student Web Time Entry](#)

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Undergraduate Students - Financial Aid Deadline 3/15/09

IMPORTANT: MARCH 15, 2009 IS THE DEADLINE FOR FILING THE 2009-10 ALFRED UNIVERSITY FINANCIAL AID APPLICATION AND THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA).

If you will be an undergraduate student at AU for the 2009-10 academic year and do not have these documents, please stop by the Financial Aid Office to pick them up. We are located in Alumni Hall and are open 8:30 a.m. - 4:30 p.m., Monday - Friday.

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Kwanzaa Dinner Cancelled

We regrettably inform you that the Kwanzaa dinner originally scheduled for Saturday, Jan. 31 has been cancelled. We are sorry for any inconvenience.

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Attention groundhogs!

Groundhogs' Day is Monday, February 2nd. So, Come out of hibernation and peek in the Knight Club to see how you weathered the winter. Between 11:30 and 1:30 the Counseling and Wellness Center is offering a variety of Mental Health Screenings and Wellness Assessments. The CWC Counselors and Health and Wellness Educator will explain your results. Or you can just browse information about college student mental health and wellness. Come out of the dark and get your spring back!

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Can You Spare Some "Gently Loved" Stuffed Animals?

Pet Pals is looking to collect "gently loved" stuffed animals so that we may re-sell them to raise Cash for Critters ... a fundraiser for local animal shelters. If you have a few stuffed animals that are in excellent condition and would like to donate them, please bring them to Nancy at the Center for Student Involvement on the 2nd floor of the Powell Campus Center. The animals thank you.

Unaware of what Pet Pals is? It's a club formed to give students an opportunity to interact with animals. If you are interested in knowing more, just contact petpals@alfred.edu

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AU-Florence

Please see the attached flyer regarding a wonderful opportunity to study in Florence this summer. Attachment: [Alfred_in_Florence_\(2\)1.doc](#)

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Art Job and Internship Search Workshop

Harder Hall, Room 434, Wednesday, Feb. 4, 5:30 p.m.
Contact Kevin Jacobs at jacobsj@alfred.edu.

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Student Club EXPO at Herrick Library

Please mark your calendars for the first-ever Student Club EXPO in Herrick Library on Sunday, Feb. 8, from 3-6 pm.

The EXPO is an opportunity for student clubs to use the library to promote their club's activities. And it's an opportunity for all Alfred students to learn more about how to get involved in student clubs.

Food and drinks will be provided. Prizes will go by raffle to students who complete a scavenger hunt

that involves visiting different clubs. An award will also go to the club voted to have the best display.

An invitation (also attached here) has gone out to club presidents who must reserve space for their club by Friday, Jan. 30. No reservation is required for other participants.

For more information, contact Ellen Bahr at bahr@alfred.edu or 607-871-2976.

Attachment: [Club EXPO invitation and reservation form](#)

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Intense Hockey!

This Saturday at Alfred Hockey's home rink they will take on one of thier biggest rivals LeMoyne. The game will start at 5 p.m. in Olean. Be prepared for a great game that will be sure to keep the fans off of their seats!

For driving directions e-mail us @ auhockey@alfred.edu or call our toll free hotline 1-800-ALF-HCKY

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Bagel Brunch at Hillel

Come down to the Hillel House (18 S. Main) on Sunday, Feb. 1 at 11:30 a.m. to enjoy bagels and lox (smoked salmon) with friends! This event is FREE!!!

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Athletics Participation Interest Survey

Alfred University is conducting an "Athletics Participation Interest Survey" for all students the week of Feb. 2-6, 2009. Students will be able to access the survey with a link off my.Alfred.edu under the Resources tab. The direct link here is <http://my.alfred.edu/auth...>
<<http://my.alfred.edu/auth...>> .

If you (the student) choose not to respond we will interpret that to mean you are not interested in sports participation.

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Watch E-mail for "Excellence in Teaching Awards" voting

On Monday, Feb. 2, e-mails will be sent opening nominations for you to confirm your support for our best and most distinguished faculty.

Please make your nominations after consideration of all professors during your time here at Alfred. Popularity, academic advising, friendliness and participation in student organizations should not be considered. Likewise, your own individual performance in courses should not influence your choice.

Vote for teachers whose passion, enthusiasm, preparation, and presentation forced you to think and to expand your horizons, even if you did so reluctantly at the time.

Your vote is crucial to a successful voting process. The deadline for voting will be Monday, February 16.

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Spring 2009 Publicity Intern: On-Campus Paid Internship

The Career Development Center is conducting a resume collection for the Women's Leadership Center for the following opportunity:

Spring 2009 Publicity Intern (Paid, Workstudy/Non Workstudy)

Deadline to attach your resume via Saxon JobLink is midnight, Tuesday, Feb. 10, 2009.

Complete job description available on the Web site.

Any interested candidates in the must attach their resume via Saxon JobLink. <https://alfred-csm.simpli...> = Click on "Campus Interviews I Qualify For."

If you have any questions regarding On-Campus Recruiting please review the On-Campus Interview Guidelines <http://www.alfred.edu/cdc...> and/or contact Nancy Williams, Recruiting Coordinator at 607-871-2164.

Link: [Saxon JobLink](#)

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NY Times newspaper Subscription Available @ AU Bookstore

The NY Times newspaper educational subscription program is available through the AU Bookstore. Receive the Monday-Friday NY Times for \$.45 a day. Spring semester subscription available for \$29.70. Pick up daily at the AU Bookstore after 2 p.m.

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'Vacationland'

A funny, student-written play about the implications of going away to college and leaving your friends and loved ones behind.

Shows are at 8 p.m. Friday and Saturday in the Village Theatre (above the police station.) Admission is free.

Link: [Gotta get out of your hometown.](#)

Attachment: [college.doc](#)

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Note-Taking Tutorial Workshop

Do you struggle taking notes? Are you unsure how to organize them? Do you have trouble determining what you should write in your notes?

Attend our tutorial workshop and develop an effective approach to note-taking. This workshop is available for all AU students.

When? Friday, Feb. 6 from 10-11 a.m.

Where? Scholes Library, Room 221

How do I register? E-mail Academicssupport@alfred.edu.

If you have any questions, please contact Dr. Elmore at 607.871.2153.

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Dancers for Alfred to Asia

Pacific Rim is doing Alfred to Asia (A2A) on 11 April in Holmes Auditorium. A2A is a show that brings Asian culture to Alfred. We are recruiting dancers for the show Everyone is welcome to join. Please e-mail us at pacificrim@alfred.edu if your are interested.

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'Depth of Field' Opens at Fosdick-Nelson Gallery

In the works of Terri Weifenbach and Christine Gray the languages of photography and painting commingle in inventive and paradoxical relationships. This two-person show will be on display at the Fosdick-Nelson Gallery through Wednesday, Feb. 25, 2009. The gallery is open 11 a.m. to 4 p.m. weekdays and 1 to 3 p.m. weekends.

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Campus Recycling Coordinator: On-Campus Paid Internship

The Career Development Center is conducting a resume collection for GreenAlfred for the following opportunity:

Campus Recycling Coordinator Internship (Paid, Workstudy)

Deadline to attach your resume via Saxon JobLink is midnight, Sunday, Feb. 1, 2009.

Complete job description available on the Web site.

Any interested candidates in the must attach their resume via Saxon JobLink. <https://alfred-csm.sympli...> = Click on "Campus Interviews I Qualify For."

If you have any questions regarding On-Campus Recruiting please review the On-Campus Interview Guidelines <http://www.alfred.edu/cdc...> and/or contact Nancy Williams, Recruiting Coordinator at 607.871.2164.
Link: [Saxon JobLink](#)

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Student Senate Minutes for Jan. 28, 2009

Senate welcomes everyone back to school :-)

We meet every Wednesday at 8 p.m. in Nevins Theatre. Attached are what happened in this week's meeting.

Some highlights are that applications for Senate President and Vice President are available on the Senate door, and SAB announced the BIG ACT for Hot Dog Day!

Any questions, comments, or concerns e-mail senate@alfred.edu

Attachment: [Senate_Minutes_from_January_28.doc](#)

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Save Energy by Turning Off Your Computer and Printer When Not in Use

According to research computers can cost up to \$110 per year to operate. However, if you turn off

your computer when you are finished using it (after you leave work) you can bring that cost down to as low as \$20 per year. That's a big savings when you think about how many computers there are on Alfred University's campus.

Let's just say that there are a minimum of 2000 computers on campus running 24/7. Multiply that by a savings of \$90 a year. We are talking about an \$180,000 savings per year! Wow, that's a lot of money!

So, for a greener Alfred, let's start turning off our computers and printers while they are not in use and save 1.8 million dimes!

Putting your computer on Standby also helps save energy and money.

To do this, follow these instructions:

Manually Putting Your Computer on Standby in Microsoft XP

1. First, save all of your work. Information in computer memory is not saved while your computer is on standby.
2. From the Start menu, select Control Panel>Performance and Maintenance>Power Options.
3. Choose the Advanced tab then choose from the drop down box "Stand by"
4. Push the Power button.

Manually Putting Your Computer on Standby on a Mac

1. Choose the apple in the top left corner of the screen
2. Click on System Preferences"
3. Choose Energy Saver
4. Choose the "Options" tab BR> 5. Mke shre "Allow poer button to sleep computer" is checked and exit.

Automatically Putting Your Computer on Standby in Microsoft XP

1. Save all work before leaving your computer.
2. From the Start menu, select Control Panel>Performance and Maintenance>Power Options
3. Set the times that you want your system to go on standby, to shut off the monitor and to shut off the hard disks.
4. Click OK. Your computer will go on standby according to the schedule you have entered.

Automatically Putting Your Computer on Standby on a Mac

1. Choose the apple in the top left corner of the screen
2. Click on System Preferences"
3. Choose Energy Saver
4. Choose a time frame for "Put the computer asleep when the computer is anctive for" and exit.

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Free Medicare Basics Trainings

The Allegany County Office for the Aging will offer free trainings to help people understand the Medicare program and their choices for additional health and drug plan coverage. These trainings will give you basic information on what is and isn't covered by Medicare, what premiums, deductibles, and co-pays you can expect in 2009, and how you can supplement your coverage with additional health and drug plans.

See attachment for all the times and places for the upcoming trainings.

Attachment: [Free Medicare Basics Training Dates](#)

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