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TODAY	TOMORROW	FRIDAY
		9:00 Dump n Run Sale!
		· Presentation/Publication Opportunity: SUNY CIT

Year-end Cut-off Dates for Business Areas

Procurement Offices:

All purchasing requisitions are due to the Procurement Offices in Greene Hall no later than Friday, May 22 for processing. Remember, even if you have an outstanding PO, if the merchandise is not received by the end of June, it will not be charged to the current fiscal year budget (2008-09). It is important that you are aware of delivery times so the merchandise is received by June 30.

Please be aware that if you submit a requisition that requires processing through the bid process, this takes additional time and resources. There is no guarantee that your purchase will be charged to the 2008-09 budget.

Office Services and Accounts Payable:

All merchandise and printing/mailing services must be received and invoiced to the University by Wednesday, June 24, in order to be processed in the current fiscal year. All invoices with the proper signature and account coding need to be submitted to the accounts payable clerks in Carnegie Hall by Wednesday, June 24 to allow time for processing.

University One Card:

One Card cutoff date to charge purchases on your credit card will be Thursday, June 25. The transactions that you charge in June and are POSTED to your account in PaymentNet by June 30 will show on your July statement.

Be aware that the merchants do not always update their transactions daily. This could mean your charge may not be posted until July and miss the 2008-09 budget. Please plan accordingly.

The reconciliation schedule for July will be accelerated to get these expenses posted in the current 2008-09 fiscal year. Your reconciled statement with receipts needs to be given to your card manager by Tuesday, July 7.

Remember, you will need to print your statement from the PaymentNet Web site. The card managers need to approve and forward the statements to Sue Peck by Friday, July 10. The transactions posting to Banner will be done on Wednesday, July 15. It is essential that the proper coding be in PaymentNet before this is posted.

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Business Office to Take Advantage of Summer Hours

The Business Office will be taking advantage of the summer hours of 8 a.m. -3:30 p.m. beginning Monday, May 18 and also closing at noon on Fridays beginning June 19.

Please have all transactions to the Business Office by 2:45 p.m. Monday-Thursday until Aug. 14 and by 11:15 a.m. on Fridays beginning June 19 until July 24.

Any questions please call x2128.

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Time/Attendance Reports for Exempt Employees

Reminder:

Exempt Employees - Please send your April time/attendance reports to HR.

Approved attendance reports are to be forwarded to Human Resources Services no later than 5 days after the end of the month.

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EH&S Chemical Inventory Reminder

If your division/department uses or stores chemicals or products requiring an MSDS, then a chemical inventory must be submitted to AU Environmental Health and Safety annually. The submission deadline for all chemical inventories is Monday, June 15.

The standard Alfred University chemical inventory form (an MS Excel spreadsheet) can be found on the EH&S Web site: <http://our.alfred.edu/ind...> under the heading "AU EH&S Forms", right click on "Chemical Inventory Form" and select "Save As" to download the spreadsheet on your computer.

Chemical Inventory Submission Instructions:

To facilitate compilation of inventories throughout Alfred University, only the chemical inventory form found on the AU EH&S website will be accepted for submission. The form has a comment (small red triangle in the upper right corner of each header cell), which, when the cursor is hovered over that triangle, will provide the specific information required in that cell or column.

The completed form must be submitted electronically to EH&S by attaching to an e-mail sent to envhealthsafety@alfred.edu.

Contact EH&S x 2190 if there are any questions regarding the completion of the chemical/product inventory. Once the inventory is completed submit an electronic copy of the inventory using the following file name structure: Division or Department name (all lower case)_CI_MM/DD/YY that file is being submitted, i.e. environmentalhealthandsafety_CI_061008.xls. Make certain that the *.xls file extension (MS Excel specific) is included in the file name. Those performing the chemical/product inventory may adjust font size, column width or row height, and copy additional blank rows as needed within the spreadsheet, however, there should be no changes made to the font style (Arial), form headers, cell formatting, or printer set-up within the form prior to electronic submission.

Link: [AU EH&S Forms](#)

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Dump 'n' Run Sale is This Friday

The Dump 'n' Run Sale is this Friday, 9 a.m. - 4 p.m., in Davis Gym. Lots of good stuff!

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2009 Curriculum Transformation Seminar at St. Bonaventure University

There are only 3 openings left for the 2009 Curriculum Transformation Seminar.

You are invited to participate in the 8th Annual Five-College Faculty & Staff Summer Seminar in Curriculum and Program Transformation hosted this year by St. Bonaventure University, June 15-19, 9 a.m.- 5 p.m. at the Quick Center for the Arts. There is a \$500 stipend for successful completion of the seminar. Lunch is included each day, and all books and handouts are free.

Participants are accepted on a first-come, first-served basis and seven participants are accepted from each of the five participating schools. A waiting list will be kept in case someone drops out unexpectedly. The faculty may be from any discipline (including library science) and staff & administrative members from student life responsible for programming would benefit most.

Send an e-mail to Bob Amico (ramico@sbu.edu) to reserve a spot for yourself, and call or write Bob for more information on the seminar. The participating colleges are Alfred University, Alfred State College, Houghton College, St. Bonaventure University, and Jamestown Community College. Attached is a multi-page flyer with more information about the seminar.

Attachment: [Curriculum Transformation Seminar](#)

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HEOP Office Summer Hours

Opportunity Programs will be taking advantage of the summer hours of 8 a.m.-3:30 p.m. beginning Monday, May 18 and ending Friday, Aug. 14 and will be closing at noon on Fridays beginning June 19 and ending July 24.

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CDC closed on May 26-27 for Retreat

The Career Development Center will be closed all day on Tuesday, May 26 and Wednesday, May 27 while staff attend a retreat. We apologize for any inconvenience.

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Reunion 2009 -- Save the Date

Reunion 2009 - Save the Date

Details: Faculty & Staff please join us for Alfred University Reunion June 12-14, 2009!

Everyone is welcome with a special invitation being extended to - Alfred's Golden Saxons and the classes of: 1959, 1964, 1969, 1974, 1979, 1984, 1989, 1994, 1999, 2004.

Contact us at the Office of Alumni and Community Relations 607.871.2144 or visit us on the Web.

Hope you can join us!

Link: [Track Reunion plans on the web site.](#)

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Help with Jones Memorial Hospital's Strategic Planning

As part of Jones Memorial Hospital's strategic planning efforts, it is participating in a joint initiative with other area agencies and hospitals to conduct a community survey.

Please take a few minutes to click on the link and submit your responses. The results will be reported collectively and then by community/hospital.

Please feel free to share this with other agencies you are connected with or friends and family. The survey needs to be completed by Friday, May 29!

<https://www.surveymonkey...>

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Classic Movie Matinee: Some Like It Hot (1959)

Friday, May 22 at 2 p.m.

Nancy Howe Auditorium at the David A. Howe Public Library, 155 N. Main St., Wellsville

This classic comedy film, starring Jack Lemmon, Tony Curtis, and Marilyn Monroe, was directed by Billy Wilder. Two musicians, fleeing from the Mob, go undercover in an all-girl band travelling to Miami. The library-sponsored movie matinee is free and open to everyone. Doors open at 1:30 p.m.

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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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