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TODAY	TOMORROW	WEDNESDAY
<ul style="list-style-type: none"> · Summer Session I Begins Today 	3:30 CYLI Confucius <ul style="list-style-type: none"> · Reunion 2011 	

Year-End Cutoff Dates for Business Areas**Procurement Offices:**

All purchasing requisitions are due to Procurement Services in Greene Hall no later than Friday, May 20 for processing. Remember, even if you have an outstanding PO, if the merchandise is not received by Monday, June 27, it will not be charged to the current fiscal year budget (2010-11). It is important that you are aware of delivery times so the merchandise is received by June 27.

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 2010-11 budget.

Accounts Payable:

All merchandise and services must be received and invoiced to the University by Monday, June 27 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 Monday, June 27 to allow time for processing.

Travel:

The cutoff date for travel expense forms that account for travel through June 30 is Friday, July 8 to ensure your travel is charged to 2010-11.

University One Card:

One Card cutoff date to charge purchases on your credit card will be Friday, June 17. 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 2010-11 budget. Please plan accordingly.

The reconciliation schedule for July will be accelerated to get these expenses posted in the current 2010-11 fiscal year. Your reconciled statement with receipts needs to be given to your card manager by Tuesday, July 5.

Remember, you will need to print your statement from the PaymentNet Web site. Instructions to do this are on the One Card Web site. The card managers need to approve and forward the statements to

Sue Peck by Friday, July 8. The transactions posting to Banner will be done on Wednesday, July 13. It is essential that the proper coding be in PaymentNet before this is posted.

Submitted by: Sue Peck

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PCC Mailroom Summer Hours/Noon-12:30 p.m. Closure

The Powell Campus Center Mailroom will be on summer hours from 8 a.m. - 3:30 p.m. and closing from noon-12:30 p.m. beginning Monday, May 16. If you have any questions please contact the Mailroom at x2666.

Submitted by: Sue Peck

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Attention: AU Students Working this Summer

When you enter time worked in Banner Self Service for your summer job, you will notice that your Web Time Sheet now looks different than your Student Timesheet did. Under the heading "Earnings" is the code "Worked", and also a list of other leave benefit codes.

Since you are a temporary summer employee, you are not eligible for benefit time so the only code you should use is "Worked".

PLEASE NOTE that Banner will allow you to enter time using the other codes even though you are not eligible for them. But if you do, the payroll process will issue NO PAY for these units of time. To ensure that your paycheck is calculated correctly and that you are accurately paid for all the time you actually worked, please ignore the benefit codes and only record hours in "Worked".

If you have any questions please contact payroll@alfred.edu.

Submitted by: Kathy Costello

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Office & Procurement Services Summer Hours

Office and Procurement Services will be taking advantage of the summer hours of 8 a.m.-3:30 p.m. beginning Monday, May 16.

Please have your daily outgoing mail down to Greene Hall by 2:30 p.m.

We will go back to regular hours in the Fall.

Submitted by: Sue Peck

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Pool Hours for the Week of May 16

The pool hours for Monday - Friday, May 16 - 20 will be 11:30 a.m. - 1 p.m. and 2:30 - 4:30 p.m.

Submitted by: Brian Striker

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Office of International Programs

The Office of International Programs will be on summer hours 8 a.m.-3:30 p.m., effective today (5/16/11) through Friday, 8/12/11. We will be closed from noon-12:30 p.m. for lunch. Thank you - and have a wonderful summer.

Submitted by: Susan Wellington

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ITS Faculty Summer Institute 5/17 - 5/19

ITS is pleased to offer three days of workshops for faculty following the end of the spring semester. Many of the included topics have an instructional focus. There is no minimum attendance requirement; participating faculty may attend as many or as few sessions as they like.

Please see the attached flyer for information on each session. All classes will be held in 306 Perlman Hall.

To sign up for a session, please contact Meghanne Freivald at 607.871.2363 or via e-mail.

Attachment: [Summer Institute 2011](#)

Submitted by: Meghanne Freivald

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