



- [Submit](#)
- [Employment](#)
- [News](#)
- [Calendar](#)
- [Classifieds](#)
- [Spiritual Life](#)

In This Issue

Webmail users [click here](#)

Official News

- [Please Use New Revised Forms for Hiring!](#)
- [Emergency Response Drill, Tuesday, Oct. 18](#)
- [2012-13 Tuition Exchange Application Deadline is Oct. 15, 2011.](#)

General Announcements

- [Staples Office Productivity Show](#)
- [TIAA-CREF Consultant on Campus](#)
- [Campus Life Council Game Exchange!](#)
- [New Issue! Inamori School of Engineering Newsletter](#)
- [Drop-In Spanish Tutoring](#)
- [Community Cleanup](#)
- [Right-to-Know \(Hazcom\) Training - Mandatory](#)

What's Happening?

[More Events...](#)

TODAY	TOMORROW	SUNDAY
<p>7:00 10/14 - Volleyball Home vs. Canton - 7pm</p> <p>TableSpace opening at the Fosdick-Nelson Gallery</p> <ul style="list-style-type: none"> · Ceramic Artist's Visit · Exhibition of Beijing Opera Costumes · The Art Behind Chinese Opera: Costume and Makeup · 10/14-16-Women's Tennis at Ithaca for State Tournament 	<p>11:00 10/15 - Women's Soccer at Stevens - 11am</p> <p>12:00 10/15 - Football Home vs. Salisbury at Noon</p> <p>3:00 10/15 - Men's Soccer at Nazareth - 3pm</p> <ul style="list-style-type: none"> · Trip: Superhero Weekend · 10/15 - Cross Country at U of R · 10/14-16-Women's Tennis at Ithaca for State Tournament 	<p>12:00 10/16 - Women's Soccer at Maritime - Noon</p> <ul style="list-style-type: none"> · Trip: Superhero Weekend · 10/14-16-Women's Tennis at Ithaca for State Tournament

Please Use New Revised Forms for Hiring!

Once again we have found it necessary to revise our Personnel Action and Student Payroll Authorization forms.

The revisions to the Personnel Action form were done to grant requests from you to add items that were missing in the current form. Hopefully the new version will be more user-friendly.

The Student/Summer PA was changed because we now are required to use a separate NYS Labor Law form, which made the employee signature line unnecessary. By eliminating this, the students do not have to sign twice acknowledging the same thing.

We also made some other minor adjustments that will make the form easier for our internal use; the

offices of HR and PR would appreciate it if everyone starts using the new versions!

The forms are available on the HR Website at the following link and are data-enterable for your convenience.

Please discard any copies of the old versions of the forms so that we can get them out of circulation.

Link: [Hiring Forms on HR Webpage](#)

Attachment: [Personnel Action Form PDF](#)

Attachment: [Student/Summer Payroll Authorization](#)

Submitted by: Kathy Costello

[back to top](#)

[Send Email Reminder](#)

Emergency Response Drill, Tuesday, Oct. 18

On Tuesday, Oct. 18, Alfred University will be conducting an emergency response drill. The drill will use Barresi Hall, Olin, and State Street from noon until 5 p.m. This will be an active drill with role players and emergency equipment on scene.

Please mark your calendars to remind yourself that this is only a drill. If you have any questions contact the Office of Public Safety at (607) 871-2108 or by e-mailing dougherty@alfred.edu

Submitted by: Deborah Clark

[back to top](#)

[Send Email Reminder](#)

2012-13 Tuition Exchange Application Deadline is Oct. 15, 2011.

Faculty and Staff - the Tuition Exchange Export Application deadline is Saturday, Oct. 15, 2011. If your child is planning to begin college (or transfer to another college) next year, 2012-13, you may wish to explore the schools participating in the Tuition Exchange (TE) Program.

RENEWAL TE Export applications are also subject to the deadline of 10/15/11.

Please read the attached TE Information Memo for application procedures and details on the program. Two application forms are required; specifically, the TE Export Application and the Human Resource (HR) TR/TE form (links and attachments, herewith).

Link: [Human Resources TR TE Form](#)

Attachment: [TE Information Memo for Community](#)

Attachment: [TE Export Application and General Instructions](#)

Submitted by: Catherine Schnurle

[back to top](#)

[Send Email Reminder](#)

Staples Office Productivity Show

Office and Procurement Services is sponsoring an office productivity show on Tuesday, Oct. 18 from 11 a.m. - 2 p.m. in the Kenyon-Allen-Davis room in the Powell Campus Center.

Please click on the Staples Invitation link to register.

Mark your calendars!

Attachment: [Staples Invitation](#)

Submitted by: Sue Peck

[back to top](#)

[Send Email Reminder](#)

TIAA-CREF Consultant on Campus

Jason Sciotti, Individual TIAA-CREF Consultant, will be conducting one-on-one retirement counseling sessions on Thursday, Oct. 20 in the Human Resources Conference Room in Greene Hall. Let him help you make financial decisions that are right for you.

To schedule an appointment with Jason, Non-Statutory employees should call TIAA-CREF at 1.877.209.3144 and Statutory employees should call 1.800.732.8353; remain on the line for assistance.

If you need assistance with scheduling, please call the Human Resources Office at 607.871.2118.

Submitted by: Kim Wyant

[back to top](#)

[Send Email Reminder](#)

Campus Life Council Game Exchange!

CLC is doing a game exchange throughout each of the halls. They will be rotated each month with new exciting games like Taboo, Life, and Apples to Apples. All you have to do is go to your RAs and ask for the games. Have fun!

Submitted by: Bridgette Ortiz

[back to top](#)

[Send Email Reminder](#)

New Issue! Inamori School of Engineering Newsletter

The new issue of the Inamori School of Engineering Newsletter is now available online at <http://engineering.alfred...>

This issue focuses on research, new and expanded research and processing capabilities, and welcomes our new faculty!

Submitted by: Deborah Clark

[back to top](#)

[Send Email Reminder](#)

Drop-In Spanish Tutoring

Estudias espanol? Necesitas ayuda?

If you could use some extra help with Spanish, Drop-In Spanish Tutoring is available Sunday evenings, from 7 to 10 p.m., in the Perlman Language Lab, Room 105.

Submitted by: Michele Gaffney

[back to top](#)

[Send Email Reminder](#)

Community Cleanup

Looking for some community service hours? Well CLC is hosting a campus clean upon Sunday, Oct. 30.

Meet at 11 a.m. by Kanakadea. Gloves and trash bags will be provided.

Submitted by: Jessie Hadac

[back to top](#)

[Send Email Reminder](#)

Right-to-Know (Hazcom) Training - Mandatory

Right-to-Know (Hazcom) training is mandatory for all employees - every year. While this training is now available via Blackboard, one class-style session will be offered.

Do not take this right to Know/Hazard Communication training if you are physical plant, maintenance, or laboratory personnel, as you are required to attend mandatory Laboratory Safety/Chemical Hygiene training instead.

WHEN: October 26, 2011

TIME: 10:20 - 11:10 a.m.

WHERE: SUSAN HOWELL HALL

You MUST pre-register, either via e-mail: cartella@alfred.edu or perrydr@alfred.edu or telephone: 2196 (Beth) or 3020 (Dean).

Submitted by: Beth Cartella

[back to top](#)

[Send Email Reminder](#)
