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TODAY	TOMORROW	WEDNESDAY
10:00 AU Social Media Contributor's Group		10:00 Everything you wanted to know about a ROTH 403(b) but were afraid to ask
		2:00 Everything you wanted to know about a ROTH 403(b) but were afraid to ask

Year-End Cut-Off Dates for Business Areas

Business Office:

July 7th - All transactions such as corrections, transfers, budget adjustments, year-end accruals, etc. submitted for fiscal year 2016-2017.

Office & Procurement Services:

May 26th - All requisitions are due for fiscal year 2016-17.

June 30th - All Merchandise must be received for fiscal year 2016-17.

Accounts Payable:

June 30th - All merchandise and services must be received and invoiced to the University for fiscal year 2016-17.

July 7th - The cutoff date for travel expense forms that account for travel through June 30th for fiscal year 2016-17.

July 11th - Invoices for fiscal year 2016-2017

University One Card Reconciliation for June:

July 7th - Card holder review & send paperwork to card manager.

July 12th - Card manager approve & send paperwork to Program Administrator.

Submitted by: Jodi Howe

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Everything you wanted to know about a ROTH 403(b) but were afraid to ask

Exciting news for the employees of the Non-Statutory University! We now offer a ROTH 403(b) option and it could mean big tax savings for you in retirement. On Wednesday, June 21st a representative from TIAA will be presenting two short information meetings that will cover the changes that are being made to the Non-Statutory Retirement Plan including the new After Tax "ROTH 403(b)" and explaining the new Fee Leveling approach that is being implemented to more equitably spread the cost of operating the plan and assuring that we offer the investment classes with the lowest fees available for a plan of our size. There will be a morning session at 10:00 a.m. and an afternoon session at 2:00 p.m. for the convenience of everyone. Both sessions will be held in the Kenyon-Allen Rooms in the Powell Campus Center. All interested Non-Statutory Employees are encouraged to attend either of the sessions.

Submitted by: Mark Guinan

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AU Social Media Contributors' Group

Do you post on social media on behalf of your area at the University? Join our new Social Media Contributors' Group! We will begin meeting monthly on June 19 at 10 AM in the Board Room, Powell Campus Center. We'll be sharing tips, strategies & more!

Submitted by: Jodi Bailey

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TONIGHT: MostArts Volunteers Meeting at 7:00 PM

The Magic Returns July 9-15 and you can help the Magic Grow by volunteering for the 4th annual MostArts Festival. Airport Drivers, Ticket Office, Pop-up Shop, Post signs, Usher- there are many ways that you can be involved. If you are interested in helping, please contact Lisa Lantz, Artistic Director, and attend the Volunteers' Meeting Monday, June 19 at 7:00 PM at 127 N. Main St., Alfred. If you cannot attend but would like to help, please email MostArts@alfred.edu. Thank you!

Submitted by: Lisa Lantz

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On Campus Job Fair..NEW THIS YEAR

Will you be looking for student employees for the upcoming academic year using financial aid or regular hours? Attend the on-campus job fair, The Career Development Center will host this fair on September 5th in the Knight Club. Collect resumes, talk with students and hire for your open positions. Sign up in the new career software Handshake before August 21st, look for fairs, then search on campus job fair, then click register. Information on handshake is listed below:

On behalf of the Career Development Center, we are excited to tell you about Handshake, a modern platform for college recruiting. Handshake offers your team many great features like:

- * Managing all your on campus recruiting needs at no cost
- * Update your job postings, view applicants, and more all while on the go using Handshake

Signing up is easy and takes less than 5 minutes. Click this link to sign up:

<https://app.joinhandshake...> If you don't see your company listed, then please click the Create Employer button.

Need more information? Visit Handshake's Employer Site: <https://support.joinhands...>

Questions? Reach out to daciw@alfred.edu or support@joinhandshake.com.

Submitted by: Valerie Daciw

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