

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

## In This Issue

Webmail users [click here](#)

### Official News

- [Business Office Closing Early Dec. 20](#)
- [December Payroll Changes for Everyone](#)

### General Announcements

- [ITS Equipment Lending](#)
- [Office Services & PCC Mailroom Closing](#)
- [PCC Mailroom Hours over Holiday Break](#)
- [Credit Union Holiday Hours](#)
- [Instructional Technology Workshop](#)

## What's Happening?

[More Events...](#)

TODAY	TOMORROW	FRIDAY
12:00 <a href="#">Office Services and PCC Mailroom Closing</a>	12:00 <a href="#">Office Services and PCC Mailroom Closing</a>	
12:30 <a href="#">Religious Institute</a>		

### Business Office Closing Early Dec. 20

The following offices will be closing at 2:30 p.m. on Thursday, Dec. 20 so that staff may attend their Holiday Party: The Office of Vice President for Business & Finance, The Business Office in Carnegie Hall, Student Accounts Office in Seidlin, Payroll Office & Procurement Services in Greene Hall, Office of Sponsored Research Administration in Binns-Merrill.

The cashiering transactions will end Thursday, Dec. 20 at 2 p.m. for the Business Office in Carnegie Hall and the Student Service Center in Seidlin.

We're sorry for any inconvenience. Happy Holidays!

[back to top](#)[Send Email Reminder](#)

### December Payroll Changes for Everyone

Due to the ITS Data Center move which will require the Banner system to be off-line over the holidays, the payroll scheduled to be paid on Dec. 28, will be paid a week early on Friday, Dec. 21, 2007. The next regularly scheduled payroll will be processed on Jan. 11, 2008 as usual.

All paper timesheets must be received by noon on Monday, Dec. 17. If Web-time-entry timesheets must be submitted to supervisors by 4:30 p.m. on Saturday, Dec. 15, and supervisors must approve them by 9 a.m. on Monday, Dec. 17. There will be no exceptions to these deadlines.

All paper timesheets received after noon for students and temporary employees will be processed with the Jan. 11 payroll; all Web-time-entry timesheets approved after 9 a.m. will have to be submitted on paper time sheets and also processed with the Jan. 11 payroll.

Employees with direct deposit will receive an e-mail on Thursday, Dec. 20. Those employees who receive paper paychecks may pick them up in the Carnegie Business Office on Friday, Dec. 21.

If you prefer to have a paper paycheck mailed, please e-mail your request to PAYROLL with your full mailing address by noon on Dec. 17.

Please note that the first 2008 payroll will be dated Jan. 11; this is three weeks from the Dec. 21st pay date, so please plan accordingly.

If you have any questions, you can contact the Payroll Office by e-mailing PAYROLL or by calling x2481 (Statutory) or x2961/2962 (Private).

[back to top](#)

[Send Email Reminder](#)

---

### **ITS Equipment Lending**

ITS Equipment Lending will be closing Friday, Dec. 21 at 4 p.m. for the Holiday Break. We will reopen Thursday, Jan. 3 at 9 a.m.

If you have any questions please call the Lending Desk at X3009.

Thank you and have a great break!

[back to top](#)

[Send Email Reminder](#)

---

### **Office Services & PCC Mailroom Closing**

Office Services and the PCC Mailroom will be closed from Noon until 2 p.m. on Thursday, Dec. 20 so that the staff can attend their Holiday Lunch.

[back to top](#)

[Send Email Reminder](#)

---

### **PCC Mailroom Hours over Holiday Break**

The PCC Mailroom will be open on Dec. 31, 2007 from 8:30 a.m. - 1 p.m. The Mailroom will re-open on Thursday, Jan. 3, 2008 at its normal hours of 8:30 a.m. - 4:30 p.m.

[back to top](#)

[Send Email Reminder](#)

---

### **Credit Union Holiday Hours**

Listed below are the scheduled hours over the holidays.

Christmas:

12/24--closed

12/25--closed

12/26--regular hours

New Years

12/31--regular hours

1/1--closed

1/2--regular hours

[back to top](#)

[Send Email Reminder](#)

---

### **Instructional Technology Workshop**

Instructional Technology Workshop (Jan. 15-18)

Winter Institute 2008

AU ITS is offering a four-day, intensive technology workshop for Alfred University teaching faculty.

During the four days we will focus in on:

- \* Blackboard
- \* video strategies
- \* editing video with iMovie
- \* editing audio with GarageBand
- \* editing photos with iPhoto
- \* plagiarism detection with Turnitin.com
- \* YouTube in conjunction with Blackboard
- \* Facebook and your students

The workshop will run from 9 a.m. until 4 p.m. with an hour break for lunch. If you commit to all four days of the workshop you will receive a 4GB iPod Nano. Register right away because enrollment is limited.

For more information, open the attached file.

To enroll in the workshop please complete the registration form at the following link by Thursday, Dec. 20.

Link: [Workshop Registration](#)

Attachment: [Workshop Details](#)

[back to top](#)

[Send Email Reminder](#)