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Business Office Closing at 2 .pm. Dec. 21

The Business Office will be closing at 2 p.m. on Friday, Dec. 21. Any cashiering needs to be completed prior to 1:30. Paychecks not picked up by 2 p.m. will be mailed Friday afternoon.

Submitted by: Jodi Howe

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Exempt Staff - Please Do Your December Leave Report

Please make sure any outstanding Banner Monthly Leave Reports and the one for December are submitted and approved by your supervisor before you (or they) leave for Holiday break. If you used your FH and/or Personal Day during a month and the Leave Report is not approved, Banner will not accrue next years FH and Personal Day.

Getting caught up and submitting December early will ensure the accrual process of these 2 days works as it should.

Thanks in advance for your cooperation!

Submitted by: Kathy Costello

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Mailroom Closing During Lunch for Remainder of Semester

The PCC Mailroom will be closing from noon until 1 p.m. beginning Monday, Dec. 17, 2012 and ending Tuesday, Jan. 22, 2013.

Submitted by: Susan Peck

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Accounts Payable Check Run

The last AP check run for calendar year 2012 will be Thursday, Dec. 20. All invoices need to be submitted to the Business Office by end of day Wednesday, Dec. 19.

Submitted by: Jodi Howe

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November & December One Card Reconciliations

In order to facilitate the preparation of mid-year financial statements and budget reports, all cardholders must have the transactions coded correctly in paymentnet and the original receipts for NOVEMBER One Card charges to your card manager by Friday, Dec. 7, 2012. The Card Managers must have all transactions approved and the paperwork to Sue Peck by Friday, Dec. 14, 2012.

Additionally, cardholders must have all transactions coded correctly in paymentnet and the original receipts for DECEMBER One Card charges to your card manager by Friday, Jan. 4, 2013. The Card Managers must have all transactions approved and the paperwork to Sue Peck by Friday, Jan. 11, 2013.

Submitted by: Susan Peck

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Campus Safety During Break

Campus buildings are closed during the holiday break, Dec. 22 - Jan. 2, and no persons are allowed in the buildings except for emergency personnel.

Please ensure the following safety-related precautions are taken: laboratory, studio, and shop experiments and activities must be suspended during this time; hazardous waste satellite accumulation areas must be emptied; electrical appliances not in use must be turned off or unplugged; equipment and other valuables must be secured; chemicals must be stored and locked up appropriately; lights must be turned off; and windows and doors must be closed and locked.

Enjoy a healthy and safe holiday break!

Submitted by: Cherise Haase

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PCC Mailroom Hours Over December Break

The Powell Campus Center Mailroom will be open one day over the December break on Monday, Dec. 31, 2012 from 10 a.m. - 2 p.m. You can enter the side door through the loading dock area to get to the Mailroom.

Submitted by: Susan Peck

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January 2013 Master Card Mandatory Training

The training schedule has been set for the new Master Card Program. The mandatory training will be for cardholders as well as card reviewers (anyone that logs into the paymentnet website).

Attendance to the training is required before a credit card will be given and for access to the new MasterCard website.

Cardholders are required to turn in their current Visa cards at the training session they attend.

The trainings will take place in the Olin Building, room 214.

The dates are: Jan. 14 - 18, 10 a.m.-noon OR 1 - 3 p.m. each day. Please note, there are two sessions offered each day for you to choose the best time for you.

Please email pecksm@alfred.edu with the date that you will be attending the MasterCard training session.

Submitted by: Susan Peck

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Swain Discount Rates for Faculty/Staff, Students

Swain is extending discounted rates for Alfred University Faculty, Staff and their families plus AU Students. University employees and their families and AU students may ski at Swain Resort any day after 3 p.m. at reduced rates.

In order to participate in the program please register with Judith Green. Discounted rates available through the ski season.

Questions may be addressed to Judith Green at jgreen@alfred.edu or 607.871.2966

See attachment for 2012-13 rates.

Attachment: [Swain_Form.doc](#)

Submitted by: Deborah Clark

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Looking for Last-Minute Gift ideas? Come to the AU Bookstore

We have Godiva chocolates on sale along with holiday decorations. There is a sale on bedrest pillows

and large floor pillows, now \$12.49 each. Come check out the additional sales! Open this week 9 a.m. - 4 p.m.

Submitted by: Marcy Bradley

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Alumni Association Call for Award Nominations

URGENT! Dear Alumni, Faculty, Administration - If you know of Alfred University alumni, colleagues or individuals whose achievements or dedication to Alfred University has distinguished themselves in some significant way, PLEASE SUBMIT NOMINATIONS NOW for Alumni Awards to be conferred during Reunion Weekend!

The Alumni Association presents awards annually at Reunion to alumni, faculty and friends of the University who have contributed to Alfred, their workplace, and society in general. Please help us recognize those individuals for their efforts and achievements by nominating them for an Alumni Association Award.

Information regarding awards criteria and NOMINATION FORMS are available online at <http://www.alfred.edu/alu...>

PLEASE SUBMIT ALL NOMINATIONS BY JAN. 15, 2013.

Nominations may be forwarded to the Alumni Relations Office, Welcome Center, 1 Saxon Drive, Alfred, NY 14802. You may also email nominations to alumni@alfred.edu or fax your information to 607.871.2391. Please contact us with any questions at 607-871-2144.

Thank you for your support and assistance - Fiat Lux!

Submitted by: Audrea Sirianni

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