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What's Happening?

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TODAY	TOMORROW	SATURDAY
9:00 Tai Chi Master is Back in Alfred!	9:00 Tai Chi Master is Back in Alfred!	10:00 AU Summer Ultimate
12:00 AU and ASC are Getting Fit!		
3:45 Zumba@ Fitness Class		

Year-end Cut-off Dates for Business Areas

BUSINESS OFFICE:

JULY 12 - All transactions such as corrections, transfers, budget adjustments, year-end accruals, etc. submitted for fiscal year 2012-13.

OFFICE AND PROCUREMENT SERVICES:

MAY 17 - All requisitions are due for fiscal year 2012-13.

JUNE 28 - All merchandise must be received for fiscal year 2012-13.

ACCOUNTS PAYABLE:

JUNE 28 - All merchandise must be received and services performed and invoiced to the University for fiscal year 2012-13.

JULY 10 - The cutoff date for travel expense forms that account for travel through June 30th for fiscal year 2012-13.

JULY 12 -All June 30 invoices must be received for fiscal year 2012-13

UNIVERSITY ONE CARD RECONCILIATION FOR JUNE:

JUNE 21 - Last day for purchases on credit card for fiscal year 2012-13.

JULY 10 - Card holder review & paperwork submitted to card manager.

JULY 12 - Card manager approve & paperwork submitted to Program Administrator.

For additional detail please visit the following link to our website.

Link: [EOY Notice](#)

Submitted by: Susan Peck

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Ergonomics Training Opportunity and Accident Reporting

Human Resources and EHS are pleased to announce an Ergonomics Training event provided by our insurance broker on Wednesday, June 26 at 9:30 a.m. in Nevins Theater.

Ergonomics is the science of fitting workplace conditions and job demands to the capabilities of the human body. Proper ergonomics in the workplace is important for job efficiency and productivity, workplace health, and reducing the risk of developing repetitive stress injuries.

This session will assess those work-related factors that may pose the greatest risk and offer recommendations to alleviate them. If you are interested in having a work-station evaluation of your desk/office we will have professional staff on site for consultation.

To schedule an individualized evaluation, please contact Carmen Wilkins in the HR office at x2481 to reserve a time. Individuals requesting an evaluation on this day must be in attendance at the training.

Following the presentation on ergonomics there will be a brief training on proper accident/incident/near-miss reporting.

Submitted by: Mark Guinan

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Notice to Campus Work Study (CWS) Employers for 2013-14

If you are planning on hiring CWS students for the 2013-14 academic year, you will need to complete a Federal College Work-Study Position Request/Job Description. Click on the link below to access the form and instructions. The completed forms are due at the Financial Aid Office by Aug. 1 to be included when the Job Board goes active on Saturday, Aug. 24, 2013.

Contact Elena Wallace (x2159) at the Financial Aid Office if you have any questions regarding this request.

Attachment: [Position Request/Job Description Form](#)

Attachment: [Job_Description_Instructions.doc](#)

Submitted by: Elena Wallace

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Faculty/Staff Meal Plans

Dining Services is once again offering meal plans for Faculty and Staff to use on campus!

Block Meals - All-you-care-to-eat meals in Ade Dining Hall. Meals are good for breakfast, lunch, or dinner during regular serving hours and are valid until May 5, 2014.

Block of 10 Meals - \$60

Block of 20 Meals - \$100

You can begin using your Faculty/Staff Meal Plan when Ade Dining Hall opens for summer camps on Monday, June 24 - the schedule for each week varies and will be posted at the front door. Those without a Faculty/Staff plan are welcome to purchase individual meals at the regular rate.

You can purchase a meal plan at Cyber Fresh Caf from now until Friday, June 21 from 8:30 a.m.-1:30 p.m. We accept cash, checks, and credit cards. After June 21, plans can be purchased at Ade Dining Hall through Friday, Aug. 2, 2013.

Submitted by: Michelle Miller

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WW @ Work

There is a location change for the Weight Watchers at Work meeting on Thursday, June 20. The meeting will take place at noon in the lounge area of the Hinkle Library on the ASC campus.

Submitted by: Karen Johnson

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