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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 Summer Location for AU/ASC Weight Watchers Meetings	· Tennis Day Camp	
3:45 Zumba@ Fitness Class		
· Tennis Day Camp		
· Robotics Engineering Summer Camp		
· Summer Art Institute - "How to Get Into a Top Art School"		
· Consumer Chemistry Camp		
· Renewable Energy Engineering Camp		

Elimination of Excused Time

Effective Aug. 1, 2013 the practice of allowing up to 2 hours of excused time to attend to medical or legal appointments will be discontinued. While appointments should be scheduled outside of the normal work hours when possible, if an employee needs time off to attend to such matters, paid time off will need to be used.

In order to accommodate this change, employees may now use sick time in one-hour increments to attend to medical appointments for themselves or their immediate family as defined in the employee handbooks. If an individual chooses to make up the time needed for a medical appointment instead of using benefit time, it must be done within the same work-week as the scheduled appointment and must be reflected on time sheets. All time must be made up with the approval of, and in coordination with, the supervisor. University policies regarding proper supervision during the work day need to be

followed.

If an employee must be out of the office for a legal appointment, both the personal day and floating holiday can now be used in one-hour increments. Otherwise, an employee should use vacation time to account for such time off (vacation time must still be used in day increments).

Attachment: [Excused_Time_Policy_Change_\(2013\)_pdf.pdf](#)

Submitted by: Mark Guinan

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Notice to All Hourly Paid Employees (including Students) and Supervisors

Discontinuation of Paper Time Sheets

Effective Aug. 1, 2013, the Payroll Department will no longer accept paper time sheets from hourly employees (including students). Therefore, all time must be recorded on Banner Web in the prescribed manner.

Employees must submit their time electronically for their supervisor to approve no later than midnight on the Wednesday following the end of a pay period. Occasionally, due to Holidays, an early deadline may be imposed but will always be preceded by an announcement in Alfred Today.

Failure to submit time electronically will result in a delay of payment and will require the supervisor to prepare and personally deliver a paper time record to the payroll department, with the employee's signature certifying the accuracy of the time worked. Paper records will not be accepted from anyone other than the employee's supervisor. Those who habitually fail to record their time using Banner Web will be contacted by the Director of Human Resources.

Submitted by: Mark Guinan

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Uploading Credit Card Receipts

In March, an announcement was made regarding changes to the MasterCard administrative process. In an effort to allow individuals time to become familiar with the new program features, scanning and uploading receipts was optional. It was noted at the time that "we will review the process again in August and it is our hope that cardholders will be more comfortable with this new Smartdata system feature."

Over the course of the past several months we have been monitoring the activity and working with individuals. We have determined that the majority have found the scanning feature to be convenient and have continued to upload their receipts. Therefore, beginning in September (for the August statement), we will no longer accept the hard copy submission of receipts. That is, all individuals will need to upload receipts into the Smartdata system.

A printed copy of the statement will still be required to have the cardholder's initials for submission to the card manager and receipts should be maintained until you have been notified by Office and Procurement Services that your information has been verified. All other requirements, including the completion of missing receipt forms should be followed.

Should you require additional training, Office and Procurement Services does offer monthly trainings every second Wednesday of each month from 1-3 p.m. located in the Banner Training room at the side entrance of Howell Hall.

Submitted by: Susan Peck

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Letter to the World III

6 days Left as of July 25 to contribute!

Created by D. Chase Angier, Marketa Fantova, and Evelyne Leblanc-Roberge, has been accepted into World Stage Design, a performance festival in Wales, UK in mid September! We are raising funds to send 4 performers from Alfred to Wales.

Deadline July 31!

Link: [Help donate here on Kickstarter](#)

Attachment: [What can you do for us?](#)

Submitted by: Daniel Gonzalez

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Carillon Recital Tuesday, July 30

The fourth performer of the Wingate Summer Carillon Recital Series will be Philippe Beullens. Beullens is assistant Carillonneur for the city of Leuven, Belgium.

His program includes pieces by Bach, Borodin, and Rachmaninov as well as popular pieces by Nino Rota, Jacques Brel, Billy Joel, and Michael Jackson.

The recital is free and runs from 7 to 8 p.m.

The series is generously funded by the Margaret Merrill and Ray Winthrop Wingate Memorial Carillon Foundation. Dr. Ray Wingate was AU Professor of Music for 56 years.

Submitted by: Laurel Buckwalter

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Zumba Fitness Classes: Get Ready to Move!

Join instructor Denise Eck for Zumba Fitness Classes at 3:45 p.m. Mondays and Thursdays from July 8-Aug. 8 in Davis Gym. Cost for AU and ASC faculty, staff and students is \$3 per class. No need to sign up in advance, just come join the fun.

Join the Alfred Zumba Fitness Facebook page to get class updates!

Link: [Alfred Zumba Fitness Facebook page](#)

Submitted by: Susan Goetschius

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International Business Course for Fall 2013

Register now for BUSI 457 International Business, a 3-credit course on Mondays and Wednesdays from 11:20 a.m.-12:35 p.m. in Olin 307 with Dr. Bruce Rosenthal.

This course has no prerequisites and is great for gaining a global perspective in business. Also, if you are interested in the International Business minor, this is a great first course to take!

Contact Judy Scott (scottja@alfred.edu) or 871.2691 for more information!

Submitted by: Deborah Clark

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Todd Larsen Solo Theater Show

Todd Larsen, Alfred-Almond Central School alumnus ('83) and son of John and Barbara Larsen, returns to premiere a new solo theater production: "The In-Between," before its Hollywood, CA, and New York City performances beginning in the fall. This will be Todd's first return performance to his hometown in over 25 years.

This premiere performance takes place on Friday, July 26, 2013, at 8 p.m. in the Orvis Activities Center Cappadonia Auditorium on the Alfred State campus. Admission is free.

"The In-Between" is a cleverly woven tour de force performance of acting, movement, and visual images in which Todd shares his creative journey from Alfred to his adventures in Hollywood.

"Aspects of the production are based on my life," Todd says, "but it is truly about each one of us, and our gifts of creativity. It's everyone's story and how we must realize our dreams and pursue them. It's about the quest to find the 'magic moments' in life, when the dynamic potential between ourselves and possibilities touch."

Todd first began acting in his parents' productions at Alfred State, where they directed in the Drama Department from 1965-93. Along with his acting at Alfred-Almond CS, he began studying mime and movement. He produced several productions locally at the colleges and high schools and has gone on to be recognized as one of the top movement theater creators in the United States. He currently resides in Hollywood, CA, working as an actor and entrepreneur.

Any questions regarding the show can be directed to Janna Buckwalter at buckwajb@alfredstate.edu.

Submitted by: Laurel Buckwalter

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Summer Reading Program Family Film: 'Hoot' (2006) PG

Monday, July 29 at 10:30 a.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585-593-3410

Endangered owls in a construction site and a class bully are two of the issues confronting a new kid in middle school. The novel by Carl Hiaasen was adapted by Kin Shriner with music by Jimmy Buffett. Actors include Logan Lerman, Brie Larson, Luke Wilson, Robert Wagner, and others.

The library-sponsored movie is free and open to the general public.

Submitted by: Deborah Clark

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