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## What's Happening?

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TODAY	TOMORROW	FRIDAY
9:00 <a href="#">Tai Chi Master is Back in Alfred!</a>	9:00 <a href="#">Tai Chi Master is Back in Alfred!</a>	9:00 <a href="#">Tai Chi Master is Back in Alfred!</a>
6:00 <a href="#">Rochester Area Event</a>	3:45 <a href="#">Zumba@ Fitness Class</a>	

### Summer hours end Friday

As of Monday, Aug. 12, we will resume normal business hours.

Submitted by: Susan Goetschius

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### New Cell Phone Policy Announced

Effective August 1, 2013 the University implemented a new policy regarding cell phones used for university business. The policy can be found on the Business Office webpage, as well as the associated forms which appear under Forms & Documents.

Link: [Policy](#)

Attachment: [Procedure for Switching to Personal Phone](#)

Submitted by: Giovina Lloyd

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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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### AU and ASC are Getting Fit!

Lose weight and feel great in the community of friends from Alfred University and Alfred State!

Whether you are a current member of Weight Watchers or have not yet joined, join us at our summer At Work meetings each Thursday at noon at our summer location in the lounge area of Hinkle Library on the Alfred State College campus.

At Work meetings are always fun, friendly, informative and fit into your work day's lunch hour. What could be easier? Join your fellow faculty, staff, and students in working toward that healthier lifestyle today!

Losing weight feels great, and is even more enjoyable when in the company of friends.

For further information, please contact Beth Turner by email at [turnerea@alfredstate.edu](mailto:turnerea@alfredstate.edu) or by phone at 607-587-4080.

Submitted by: Deborah Clark

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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](mailto:scottja@alfred.edu)) or 871.2691 for more information!

Submitted by: Deborah Clark

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