



Thursday, August 8, 2013

[Submit](#)

[Employment](#)

[News](#)

[Calendar](#)

[Classifieds](#)

[Spiritual Life](#)

## In This Issue

Webmail users [click here](#)

### Official News

- Summer hours end Friday
- Elimination of Excused Time

### General Announcements

- MasterCard and Purchasing Training
- Zumba Fitness Classes: Get Ready to Move!
- Vocal Concert at Howe Library, Wellsville
- Family Film: 'Willy Wonka and the Chocolate Factory (1971) G

## What's Happening?

[More Events...](#)

TODAY

- 9:00 Tai Chi Master is Back in Alfred!  
3:45 Zumba@ Fitness Class

TOMORROW

- 9:00 Tai Chi Master is Back in Alfred!

SATURDAY

- 10:00 AU Summer Ultimate

### Summer hours end Friday

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

Submitted by: Susan Goetschius

[back to top](#)

[Send Email Reminder](#)

---

### 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

### **MasterCard and Purchasing Training**

There will be a MasterCard required training along with purchasing training on Wednesday, August 14th in the Banner Training room located at the side entrance of Howell Hall. The entire session will be from 1-2:30 p.m.

The first part of the session, 1-1:45 p.m., will be designated for One Card Training for new cardholders.

The second part of the session, 1:45-2:15 p.m., will be designated for purchasing training.

Help for current Smartdata users will be available after the purchasing training until 2:30 p.m.

We hope these extra sessions will be helpful and would appreciate any of your suggestions.

Submitted by: Susan Peck

### **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

### **Vocal Concert at Howe Library, Wellsville**

Vocal Concert: Heather Stebbins  
Sunday, Aug. 11 at 2 p.m.  
Nancy Howe Auditorium  
David A. Howe Public Library  
155 N. Main St., Wellsville  
585-593-3410

Heather Stebbins, a Wellsville native, is an exceptionally talented young soprano. A recent graduate of the Juilliard School and recipient of many honors and scholarships, she will be presenting this Wellsville recital before she attends the Masters of Music Opera Program at The Curtis Institute of Music in Philadelphia.

Included in the program will be Italian Arias and German and English Art Songs.

This library-sponsored concert is free and open to the general public.

Submitted by: Deborah Clark

**Family Film: 'Willy Wonka and the Chocolate Factory (1971) G**

Monday, Aug. 12 at 10:30 a.m.  
Nancy Howe Auditorium  
David A. Howe Public Library  
155 N. Main St., Wellsville  
585-593-3410

This classic fantasy, an adaptation of Roald Dahl's book, has an eye-popping tour of the chocolate factory as children vie to be the winner of a contest. The actors include Gene Wilder, Jack Albertson, and Peter Ostrum.

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

Submitted by: Deborah Clark