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## What's Happening?

[More Events...](#)

TODAY	TOMORROW	SATURDAY
4:45 <a href="#">Zumba Fitness Classes</a>	8:00 <a href="#">Film: 'The Hangover Part III'</a>	8:00 <a href="#">Sketch Comedy: Alfred Lafder</a>
6:00 <a href="#">Mobile Arcade</a>	<a href="#">Music: Hunting Stories</a>	
7:00 <a href="#">AU Dance Team Auditions</a>	9:00 <a href="#">Music: Mac Demarco</a>	
	11:00 <a href="#">Film: 'The Hangover Part III'</a>	

### College Work-Study Procedure Changes 2013-14

Federal regulations have changed with regard to when an employee may complete the Form I-9. The new rules state the Form I-9 may not be completed until the individual is offered and accepts employment. This requires the following changes for the College Work-Study Green Cards.

NEW STUDENTS (First-time Freshmen and Transfer Students Fall 2013)

- 1) Once you and a student have agreed to fill a position, you will complete the Green Card as you have in prior years.
- 2) The completed Green Card is not to be returned to the Financial Aid Office.
- 3) The completed Green Card should be given to the student with these instructions
  - Take the Green Card and the attached form LS 54 to Human Resources (HR) in Greene Hall during normal business hours.

- Complete a Form I-9 at HR. (Remind the student to take their identity/citizenship documentation with them)
- Do the above within 48 hours.

4) Reminder to employers: students are not permitted to work before taking the Green Card to HR and completing the Form I-9.

#### RETURNING STUDENTS

1) Returning student who have not worked on campus previously or have not worked on campus after Sept. 1, 2011 will need to complete the Form I-9. Follow the above guidance for New Students.

2) Returning students who have worked on campus after Sept. 1, 2011 likely have an active, valid Form I-9. You will need to check this. If the student has an active, valid Form I-9, you will complete the Green Card as you have in prior years. The completed Green Card and the attached form LS 54 can be returned to the Financial Aid Office in Alumni Hall.

#### CHECKING FOR A FORM I-9

If there is any doubt whether or not a student has a valid Form I-9 on file, you may check this. A shared folder, "shared-Student Employment," has been placed on the U: drive. It contains a file with all students who currently have an active, valid Form I-9 as of Aug. 15, 2013. The "shared-Student Employment" folder also contains a file which explains what type(s) of identification are needed to complete the Form I-9. When you click on the file, you will see a dialog box open that indicates the document is reserved by the Financial Aid Office and further asks that you "Enter password to modify or open as read only." Click on the button titled, "Read Only" to open the document.

Submitted by: Elena Wallace

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#### Change in Package Delivery

Beginning Monday, Sept. 2, 2013, packages that were once delivered to offices in the non-statutory colleges will be delivered to the Powell Campus Center mailroom for pickup, including UPS and Fedex packages. The recipient will be notified via email when a package is received and will need to pick up the parcels along with their regular mail.

All outgoing UPS packages should now be taken to the Powell Campus Center mailroom for shipping. The process for outgoing Fedex packages will not change and those can be taken to Office Services in Greene Hall. All USPS packages can be taken to Office Services for postage or can be taken directly to the post office.

Please be sure to use "One Saxon Drive" as the delivery address on all orders.

If you have any questions please feel free to contact Sue Peck.

Submitted by: Susan Peck

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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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### University Policy and Guidelines for Gifts, Prizes and Awards

In order to comply with IRS rules and regulations regarding gifts, prizes, and awards, the University has adopted a policy that is to be followed whenever a person is given any type of cash, cash equivalent, or merchandise to recognize achievement, to honor them for performance, or for any other reason.

The attached form must be signed by the presenter, their supervisor, and the recipient and sent to the Payroll Department for approval and disposition whether or not the recipient is a University employee.

Please feel free to contact Mark Guinan, Director of Human Resources if you have any questions regarding the process.

Link: [Guidelines for gifts, awards and prizes](#)

Attachment: [Gift authorization form](#)

Submitted by: Mark Guinan

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### Alfred Rugby Interest Meeting

Alfred Men's Rugby Club will be holding a brief interest meeting at Nevin's Theater in Powell Campus Center on Thursday, Aug. 29 at 7 P.M. All are welcome to attend, no experience necessary.

Submitted by: Tony Aquilina

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### Meet Your Airgas Reps!

On Thursday, Aug., 29, from 9 a.m. to 4 p.m., representatives from Airgas will be on campus for an open house. If you work with gas cylinders, please take a moment and stop by for a chance to learn about their products, safety, and ordering. See the attached flyer for details. We hope to see you there!

Attachment: [Airgas\\_Open\\_House\\_Flyer.pdf](#)

Submitted by: Cheryl Foster

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### Friday Night Kiddush

Hillel at Alfred will hold Kiddush at 6:30 p.m. at the Hillel House, (18 S. Main Street) every Friday until Daylight Savings Time ends. All are welcome.

Submitted by: Arthur Greil

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### SCOUT - Opening Reception

Date: Aug. 30 - Sept. 6  
Location: Robert C. Turner Gallery, McGee Pavilion  
Open Reception: Friday, Aug. 30  
Time: 7 P.M.

Featuring the work of: Lily Montgomery, Emily Craddock, Ian McCoy, Ariel Rollins-Cohen, Nora Peters, Hannah Schilsky, Gavin Tougher, Sarah Davis, Reese Peacock

Submitted by: Shelly Grant

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### Befriend an International Student

The Office of International Programs is looking for community members who are willing to befriend an international student for the year. We will match you with an international student and get you together at a reception. You take it from there.

We ask that you commit to inviting the student to dinner at your house once during the semester. Beyond that, it is up to you and the student how much contact you want to have.

This is a great way to get to know more about a foreign country (great for your kids, too!).

If you are interested, please send an email to Vicky [Westacott@alfred.edu](mailto:Westacott@alfred.edu) and put "community friends" in the subject line. If you know any community members outside the University who might be interested, please let them know about the program. Thanks for your help!

Submitted by: Vicky Westacott

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### Map and Info, Community Involvement Fair

Alfred University and Alfred State are teaming up for the Inaugural Community Involvement Fair (previously known to AU as the Service & Leadership Fair).

The Fair will be held at Alfred State's new Student Leadership Center on Wednesday, Sept. 11 from 1-4 p.m. See map below for directions! (There will also be a shuttle from Powell Campus Center if you'd rather not walk).

Representatives from community organizations will be available to share ways for faculty, staff, and students to get involved and volunteer in the community.

Questions? Contact Jessica Jennings, Service Learning Coordinator, at [Jennings@alfred.edu](mailto:Jennings@alfred.edu)

Come on out and find your place!

Link: [website and event links](#)

Attachment: [Map to Fair](#)

Submitted by: Jessica Jennings

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### Drum Set/Percussion and Woodwind Lessons

If you are interested in taking lessons for drum set, classical percussion, hand percussion, or anything else percussion related you can sign up for lessons through Alfred University! Sign up for MUSC 106-001 with Vicki Eaklor or MUSC 106-002 with Dustin Woodard.

If you have any questions do not hesitate to contact them by email: Vicki Eaklor ([feaklor@alfred.edu](mailto:feaklor@alfred.edu)) and Dustin Woodard ([Dustinjwoodard@gmail.com](mailto:Dustinjwoodard@gmail.com))

If you are interested in taking woodwind lessons you can sign up for lessons through Alfred University!

Sign up for MUSC 104 (10275 or 11369) with Katie Pitts. If you have any questions you can contact her by email: [Pitts@alfred.edu](mailto:Pitts@alfred.edu)

Submitted by: Christopher Foster

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### Flash Sale at AU Bookstore Today Only!

Flash sale TODAY only (8/29) at the AU Bookstore. Take an additional 50% OFF CLEARANCE clothing. Come check out the selection!

Submitted by: Marcy Bradley

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### Weight Watchers At Work Meetings - Location Info

Alfred University and Alfred State College are getting fit! Join our At Work meetings each Thursday from noon to 1 p.m. We will now be holding meetings in the new Student Leadership Center on the Alfred State campus, in Room 310, located behind the Express Caf on the 3rd floor.

This location is effective starting Thursday, Aug. 22 and for the foreseeable future. (The building is referred to on the Alfred State campus map as SLC.)

Lose weight and feel great in the community of friends from Alfred University and Alfred State! Join your fellow faculty, staff, and students in working toward a healthier lifestyle today.

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

Link: [Alfred State campus map](#)

Attachment: [Weight Watchers At Work Meeting flyer](#)

Submitted by: Anne Cornell

### Zumba Fitness classes move to new time

Summer hours are over and Zumba Fitness classes are moving to a new time -- 4:45-5:45 p.m. Mondays and Thursdays in Davis Gym. Instructor is Denise Eck. Classes are \$3 each for Alfred University faculty and staff. No need to sign up in advance. Just come ready to join the party!

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

Submitted by: Susan Goetschius

### Tai Chi Master is Back in Alfred!

Tai Chi master Guigang Liu is back in Alfred and will give 3 sessions of Tai Chi classes from May to October! The schedule is as follows:

Spring Tai Chi class: 6 weeks from May 13 to June 21, 9-11 a.m. weekdays. Yijin Jing, Five-animal Exercises, 24-form Tai Chi, and Swimming dragon Tai Chi will be taught and practiced.

Summer Tai Chi class: 6 weeks from July 15 to Aug. 23, 9-11 a.m. on weekdays. "Swimming dragon Tai Chi Sword" will be added for this session.

Fall Tai Chi class: 6 weeks from Sept. 2 to Oct. 11, 9-11 a.m. weekdays.

There will be Tai Chi Performance in mid-September for Moon Festival Celebration.

Place: Village Bandstand. Main Street, Village of Alfred

These classes are sponsored by Confucius Institute at Alfred University and are free to the public!

Submitted by: Jing Zhu

### Hornell YMCA Offers Self-Defense Class

The Hornell YMCA will offer a new self-defense class this fall. The class will be offered on Thursdays from 5 to 6 p.m. for 10 weeks starting Sept. 5 and concluding Nov. 7.

This self-defense class will be instructed by Sheriff David Cole. Sheriff Cole has over 30 years' experience in karate and is a 6th-degree black belt. He is also a former NYS Police defense tactics instructor and the current self-defense instructor for the Sheriff's CIRT (SWAT) team and the corrections CERT team.

This YMCA class will meet the needs of the community as it will teach techniques for self protection. The class will be designed to teach simple self-defense to defend against all types of single and multiple attacks. It will include very simple blocks, punches, strikes, kicks and stances, with each week developing on the week before.

This class is open to men and women ages 13 and up. The fee for YMCA members is \$20 and \$40 for non-members. Class space is limited; contact the YMCA for more information.

Rebecca Weaver Hamm  
Director, Music and Arts  
YMCA OF HORNELL NEW YORK, INC.

18 Center St.  
Hornell, NY 14843  
P 607 324 5520  
[www.hornellymca.com](http://www.hornellymca.com)

Submitted by: Deborah Clark

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