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TODAY	TOMORROW	SATURDAY
12:00 Sound Bite Sampler	12:00 Sound Bite Sampler	12:00 MostArts Festival Event" - Glass Blowing Demonstration
7:30 Concert by the Young Piano Competition Finalists and Orchestra	1:00 MostArts Festival Event" - Glass Blowing Demonstration	7:30 Gala Concert Finale for the MostArts Festival!
<ul style="list-style-type: none"> · Elementary Engineering Day Camps · Swim Camp · Computer Engineering Camp · Summer Theatre Institute for High School Students 	7:30 Concert by the Young Piano Competition Finalists and Orchestra <ul style="list-style-type: none"> · Swim Camp · Summer Theatre Institute for High School Students 	<ul style="list-style-type: none"> · Summer Theatre Institute for High School Students · MostArts Festival Event" - Raku Ceramic Firing

Many June Leave Reports are Still Not Completed!

There are still 25 employees who haven't submitted their June Leave Report to their supervisor for approval yet.

There are also 75 June Leave Reports waiting for approval by their supervisor.

June is the final month of the fiscal year so it is important that the Leave Reports are completed so that accruals are up-to-date and our Leave Liability Report for the EOY financial statements is accurate.

Please take a moment and complete this task today.

Submitted by: Kathy Costello

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Year-end Cut-off Dates for Business Areas

Business Office:

July 11 - All transactions such as corrections, transfers, budget adjustments, year-end accruals, etc. submitted for fiscal year 2013-14.

Office & Procurement Services:

May 16 - All requisitions are due for fiscal year 2013-14.

June 27 - All Merchandise must be received for fiscal year 2013-14.

Accounts Payable:

June 27 - All merchandise and services must be received and invoiced to the University for fiscal year 2013-14.

July 8 - The cutoff date for travel expense forms that account for travel through June 30th for fiscal year 2013-14.

July 11 - Invoices for fiscal year 2013-14

University One Card Reconciliation for June:

June 20 -Last day for purchases on credit card for fiscal year 2013-14.

July 10 - Card holder review & send paperwork to card manager.

July 14 - Card manager approve & send paperwork to Program Administrator.

Attachment: [Year-end Cut-off Dates for Business Areas](#)

Submitted by: Susan Peck

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Job Posting - Athletics

Employment Opportunity:
Head Men's Tennis Coach

Link: [Tennis Coach Posting](#)

Submitted by: Kim Wyant

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New Hires, Promotions June 2014

New Hires:

Lindsey K. Chamberlain, Admissions Counselor, Alumni Hall
Eileen M. Cody, Admissions Counselor, Alumni Hall
Victoria B. Gebel, associate director, Residence Life, Bartlett Hall
Sharon L. Givens, custodian, Physical Plant
Brandon J. Knefley, barn assistant, Equestrian Center
Autumn D. McLain, assistant director, Residence Life, Bartlett Hall
Elizabeth C. Moore, desktop technician, Information Technology Services, Herrick Library
Tracy R. Valentine, Admissions Counselor, Alumni Hall

Position Changes:

Bonnie J. Dungan, director, Summer Programs, Greene Hall
Sara S. Love, Admissions Counselor, Alumni Hall

Submitted by: Deborah Clark

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