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TODAY

TOMORROW

WEDNESDAY

Submit All Invoices to Business Office by Tuesday, Dec. 16

Due to the Holiday break, the last Accounts Payable check run of the year will be on Thursday, Dec. 18. Please have any invoices that require payment before Jan. 6, 2015 to the Business Office by end of day Tuesday, Dec. 16.

The next Accounts Payable check run will not be until Jan. 6.

If you have any questions or concerns, please call us at 871.2128.

Submitted by: Jodi Howe

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Early Deadline for Time Sheets for Current Pay Period

Due to the Holiday Break, there will be an early deadline imposed for submission of timesheets for this pay-period 12/7-12/20. Timesheets must be submitted by noon Friday 12/19 and approved by midnight Sunday 12/21.

Staff will be running payroll on Monday the 22nd to produce paychecks dated Friday, Jan. 2, 2015.

Any time sheets not approved by these early deadlines will be processed in the next available pay period.

Submitted by: Kathy Costello

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Exempt Staff - Make Sure Your Leave Reports are Up to Date!

Please make sure any outstanding Banner Monthly Leave Reports and the one for December are submitted and approved by your supervisor before you (or they) leave for Holiday break. If you used your FH and/or Personal Day during a previous month or in December and the Leave Report is not approved, Banner will not accrue next year's FH and Personal Day and you will lose them.

Getting caught up and submitting December early will ensure the accrual process of these 2 days works as it should.

Thanks in advance for your cooperation!

Submitted by: Kathy Costello

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Office of Procurement Services & Mailroom Winter Deadlines

Due to the upcoming winter break, please be prepared to send any bulk mailings and printing to the Procurement Office at Greene Hall by Thursday, Dec. 18, if you would like them completed prior to the break.

For our last day of the year, any outgoing U.S. mail must be at the Procurement Office by noon on Friday, Dec. 19. All outgoing FedEx and UPS packages must be at the Powell Campus Center Mailroom by 1 p.m. on Friday, Dec.19.

Submitted by: Cheryl Foster

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Wit & Wisdom Winner Announced!

The Alfred University chapter of Phi Beta Kappa is pleased to announce the winner of its 2014 Wit and Wisdom Student Competition. Cassandra Bull won for her essay "131," a personal essay on art, agriculture, and ethics. She will present her work at the April 2, 2015 Bergren Forum.

Phi Beta Kappa would also like to recognize three finalists, Jennifer Futterman, Lydia Galarneau, and Alexandria Scott, for their outstanding work.

Submitted by: Juliana Gray

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Seeking Nominations for the 2015 Spirit of Service Award

The Spirit of Service Award recognizes students, faculty, staff, and community members in the Alfred area who demonstrate a strong commitment to serving others and who are actively living out the principles that Martin Luther King, Jr. stood for, including equality, social justice, community, and service.

Any Alfred community member, including AU and ASC faculty, staff, and students, can nominate someone deserving for the Spirit of Service Award. Submit a nomination today: use the form (linked below) or email spiritofserviceaward@gmail.com for more information.

****2015 Spirit of Service Award nominations are due by Friday, Dec. 19, 2014.****

Link: [2015 Spirit of Service Nomination Form](#)

Attachment: [Spirit of Service Award Poster](#)

Submitted by: Corey Fecteau

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Upcoming Pool Hours

The pool will be closed after 1:15 p.m. Friday 12/12/14 through Monday 12/15/15. The Hours for Monday through Friday 12/15-12/19 will be noon-2 p.m.

The pool will be closed from 12/19/14-1/5/15. The two weeks (weekdays): 1/5-1/9 and 1/12-1/16/15, we will have open swim from noon-2 p.m.

Submitted by: Brian Striker

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Submissions for SAGE on Stage

Students Advocating Gender Equality (SAGE) is putting together SAGE on Stage. We are taking submissions, whether written pieces, poetry, dance, or any other kind of performance, that explore the theme of gender. Pieces should be no longer than 8 minutes; they can be performed by the creator or performers can be found for you.

Submissions will be taken until the end of January - please submit pieces to SAGE@alfred.edu

Submitted by: Bridgette Ortiz

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Saxon Inn Gift Certificates

Looking for a great gift idea this holiday season? Give a gift that is simple to arrange yet will be long remembered. Saxon Inn gift certificates are easy to buy and redeemable all year round.

Available in any denomination, Saxon Inn gift certificates are quickly personalized and ready to be picked up or mailed directly to your recipient.

Alfred University's small luxury hotel offers outstanding accommodations to ensure your gift certificate recipient a comfortable and enjoyable stay in Alfred.

Call today 607.871.2600

One Park Street

Alfred, New York 14802
saxoninn@alfred.edu

Attachment: [Gift_Certificate_Ad_for_Alfred_today.doc](#)

Submitted by: Saxon Inn

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Have You Decided What You're Going To Make?

May Your Days Be Merry and Brrrrright.....An Event to Warm Your Holiday Soul!

On Friday, Dec. 19, the Center for Student Involvement invites all administration, faculty, and staff to participate in a grand event!

We are asking employees to pull out their talents and create a gift for about a \$10 value. Perhaps you knit? Make a scarf. Are you a glass blower or potter? Someone would love an ornament or pottery. How about baking? Make Grandma's famous cut-out cookies. You get the gist.

Then bring your item to the CSI office on the first floor of the Powell Campus Center by Thursday, Dec. 18. On Friday, join your fellow employees at noon in the Knight Club for a holiday penny social. The items will on display.

If you submit a gift, you will receive 10 free tickets. If you would like to come, but don't feel you have a talent you would like to brag about, \$10 will get you 10 tickets.

At 12:30 p.m., we will draw the winners. All cash proceeds will be donated to the Hornell Area Humane Society. Cookies and hot chocolate will be provided for your enjoyment. This will be the social event of the season! Don't miss it!

If you have questions or would like to confirm your participation, please contact Nancy at bankern@alfred.edu.

Submitted by: Nancy Banker

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CDC Appointments/Walk-in Hours

Appointments at the Career Development Center can be scheduled Monday through Friday from 8:30 a.m. to 4 p.m. Walk-in Hours are Wednesdays and Thursdays, 10 a.m. to 4 p.m.

Submitted by: Deborah Clark

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Hornell Y's Christmas Concert - Dec. 19

The Hornell Area Family YMCA's 4th annual Christmas Concert will be held Friday, Dec. 19 at 7 p.m. at Christ Church Episcopal in Hornell. Featuring Y members, music instructors and students, the concert includes performances by the Y's traditional fiddle students, New Horizons band ensemble, pianists, singers, guitarists, and more.

Admission is free with a goodwill offering to benefit the Music & Arts Program. Come hear holiday favorites like "I'll Be Home for Christmas," "O Holy Night," "Silver Bells," "Christmas in Kilarney," and

many beloved traditional carols.

For more information, please contact Rebecca Weaver Hamm at 607-324-5520.

Submitted by: Nancy Freelove

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