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TODAY

TOMORROW

SUNDAY

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 12/6-12/19. Timesheets must be submitted by midnight Saturday 12/19 and approved by midnight Sunday 12/20.

Staff will be running payroll during the break to produce paychecks dated Dec. 31, 2015.

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

Submitted by: Kathy Costello

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Cashiering Friday, Dec. 18

The Business Office will be closing at 2 p.m. on Friday, Dec. 18. Any cashiering transactions for either the Business Office or Student Accounts need to be submitted by noon on Friday, Dec. 18.

We apologize for any inconvenience this may cause.

Submitted by: Jodi Howe

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Saxon Inn Closing Dates Over the Holiday Break

The Saxon Inn will close on Friday, Dec. 18, 2015 and will reopen on Monday, Jan. 4, 2016.

If you would like to make a reservation please email saxoninn@alfred.edu or call 607.871.2600 to leave a message. Messages and emails will be checked periodically over the break.

Happy Holidays!

Submitted by: Saxon Inn

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Summer Events

Summertime here on campus has become a very busy season filled with many different programs including summer term classes, academic and sports camps, sports clinics, conferences, wedding receptions, and other special meetings and events. In fact, the schedule for Summer 2016 is already filling up.

If you are planning to hold a summer program or activity on campus and have not already notified the Office of Summer Programs, please do so as soon as possible. It is important that you contact us to check on space availability prior to confirming any events that will take place between May 15 and Aug. 6, 2016.

We maintain a master summer calendar and will work with everyone involved to avoid scheduling conflicts.

Your understanding and cooperation are much appreciated. We look forward to another busy, successful summer!

Submitted by: Bonnie Dungan

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Don't Miss It- Faculty/Staff Appreciation Sale This Friday

Don't miss the last faculty/staff sale of the semester THIS Friday, Dec. 18. 20% OFF all clothing & Bargain books, 25% OFF Godiva, 30% OFF Burt's Bees. We have some great stocking stuffers! We are open 9 a.m.-4 p.m.; hope to see you!

Submitted by: Marcy Bradley

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Family Film: 'The Polar Express' (2004) G

Saturday, Dec. 19 at 10:30 a.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585-593-3410

A Christmas Eve train ride helps a young boy believe in Santa. The animated film is taken from Chris Van Allsburg's book of the same name. Voices include Tom Hanks, Peter Scolar, Nona Gaye, and Steven Tyler. Join us as we continue the Auditorium's yearly tradition of showing of this film.

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

Submitted by: Deborah Clark

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