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TODAY

TOMORROW

FRIDAY

### Office Services Closing

Office Services will be closing on Wednesday, Dec. 17 at 2:30 p.m. to allow the staff to attend the Business Office Christmas Party.

Please have your out-going mail down to Office Services by 2 p.m. that day.

Happy Holidays from Office Services

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### Office Closings

The following offices will be closing at 2:30 p.m. on Wednesday, Dec. 17 so that staff may attend their Holiday Party: The Business Office in Carnegie Hall, Student Accounts Office & Student Loan Services in Seidlin, Payroll Office & Statutory Procurement Services in Greene Hall, Office of Sponsored Research Administration in Binns-Merrill.

The cashiering transactions will end Wednesday, Dec. 17 at 2 p.m. for the Business Office in Carnegie Hall and the Student Service Center in Seidlin.

We're sorry for any inconvenience. Happy Holidays!

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## Ignore E-mails Asking for Your Username and Password

Please IGNORE any e-mail message you may have received that asks you to verify your E-mail user name and E-mail password. These "phishing" e-mails are not sent by staff at Alfred University and are not official requests by e-mail or network administrators. Please be advised that Alfred University ITS will never ask for your user name and/or password via e-mail. If you have inadvertently responded to a "phishing" e-mail, please change your password immediately. To change your password, go to: <https://security.alfred.e...> If you have any additional questions or concerns, please contact the Help Desk at 607-871-2222. Regards, Adrian Morling Manager of Network Services Information Technology Services Alfred University

Link: [Click here to change your password](#)

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## Time/Attendance Reports for Exempt Employees

Reminder:

Exempt Employees - Approved attendance reports are to be forwarded to Human Resources Services no later than 5 days after the end of the month.

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## Federal Express Contract

Office Services and Procurement Services have teamed up to offer the best FedEx pricing to the University.

We have partnered with FedEx through a contracted agreement for the best rates for priority, standard, and ground. This contract will be a big savings to the University (72% of current dollars spent).

The departments that don't have an account already may contact Procurement Services to set up an account for your department or you may send your Federal Express mail to Office Services for processing.

Any questions please call Procurement Services for account setup and/or Office Services to process your FedEx out-going shipment at 871-2698.

Note: You must use the appropriate FedEx account to receive the discounted rates.

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## 30% Off Select Sweatshirts @ Bookstore

Last-minute shoppers come check out the 30% OFF sweatshirt rack at the AU Bookstore.

Need a gift card? We have Barnes & Noble gift cards AND gift cards for iTunes, Applebees, Buger King, Subway, calling cards, and many more!

We will be open through Dec. 24 for your convenience!  
Remember Friday, Dec 19 is a Faculty/Staff Appreciation Day. Get 20% OFF storewide.

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## Saxon Inn Closing Dates Over the Holiday Break

The Saxon Inn will be closing on Thursday, Dec. 18, 2008, and will not reopen until Thursday, Jan. 8, 2009. Reservations will be accepted during the closing via e-mail. Please submit reservations to [saxoninn@alfred.edu](mailto:saxoninn@alfred.edu)

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### Save Energy by Turning Off Your Computer and Printer When Not in Use

According to research computers can cost up to \$110.00 per year to operate. However, if you turn off your computer when you are finished using it (after you leave work or while you are sleeping) you can bring that cost down to as low as \$20.00 per year. That's a big savings when you think about how many computers there are on Alfred University's campus. Let's just say that there are a minimum of 2000 computers on campus running 24/7. Multiply that by a savings of \$90 a year. We are talking about an \$180,000 savings per year! Wow, that's a lot of money!

So, for a greener Alfred, let's start turning off our computers and printers while they are not in use and save 1.8 million dimes!

Putting your computer on Standby also helps save energy and money.

To do this, follow these instructions:

#### Manually Putting Your Computer on Standby in Microsoft XP

1. First, save all of your work. Information in computer memory is not saved while your computer is on standby.
2. From the Start menu, select Control Panel>Performance and Maintenance>Power Options.
3. Choose the Advanced tab then choose from the drop down box "Stand by"
4. Push the Power button.

#### Manually Putting Your Computer on Standby on a Mac

1. Choose the apple in the top left corner of the screen
2. Click on System Preferences"
3. Choose Energy Saver
4. Choose the "Options" tab BR> 5. Mke shre "Allow poer button to sleep computer" is checked and exit.

#### Automatically Putting Your Computer on Standby in Microsoft XP

1. Save all work before leaving your computer.
2. From the Start menu, select Control Panel>Performance and Maintenance>Power Options
3. Set the times that you want your system to go on standby, to shut off the monitor and to shut off the hard disks.
4. Click OK. Your computer will go on standby according to the schedule you have entered.

#### Automatically Putting Your Computer on Standby on a Mac

1. Choose the apple in the top left corner of the screen
2. Click on System Preferences"
3. Choose Entergy Saver
4. Choose a time frame for "Put the computer asleep when the computer is anctive for" and exit.

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### Van Design Winner Announced

Congratulations to Matthew Toddes for winning the Van Design contest hosted by Enrollment Management. His design was selected to be placed on the van used in campus tours for prospective students and their families. Look for the updated van in the spring!

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### Book Board

Looking to sell some text books or want to buy a used one. Check out the book board by clicking the link below.

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### Keep up on Saxon scores

Visit the new Saxon Athletics web site for the latest news about Alfred University's sports teams!

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### Be a Part of WNY Leadership Conference

Western NY Leadership Conference: "Transforming ourselves, our organizations and our communities"

Monday, Jan. 19, 2009

Martin Luther King Jr. Day

10 a.m. to 4 p.m.

Alfred University is hosting this year's conference, co-sponsored by Canisius College, University at Buffalo, St. Bonaventure University, Niagara University, and AU's HEOP program. Workshops will cover a variety of leadership topics - watch for a program list coming soon.

Registration is \$15/person but AU will cover all of our students who wish to register.

Online registration is available at <http://www.alfred.edu/stu...> <<http://www.alfred.edu/stu...>>

. If you want to volunteer to work, please contact Kathy Woughter, VP for Student Affairs, at [woughter@alfred.edu](mailto:woughter@alfred.edu) [woughter@alfred.edu](mailto:woughter@alfred.edu) > .

Volunteers are needed and welcome!

We will also be doing a service project in celebration of Martin Luther King Jr. Day of Service.

Come meet student leaders from across Western New York and fine-tune your leadership skills on Jan. 19!

Kathy Woughter, Vice President for Student Affairs

Alfred University, Alfred NY

607-871-2132

[woughter@alfred.edu](mailto:woughter@alfred.edu)

<http://www.alfred.edu/stu...>

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