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TODAY	TOMORROW	FRIDAY
10:00 <a href="#">Walk-in Hours at the CDC</a>  · <a href="#">Food and Clothing Drive</a>	10:00 <a href="#">Walk-in Hours at the CDC</a>  6:15 <a href="#">Peaceful Way Yoga</a> · <a href="#">Outdoor Track @RPI</a>  · <a href="#">Food and Clothing Drive</a>	· <a href="#">Outdoor Track @RPI</a>

**Seniors Return Your Mailbox Key**

Graduating seniors are required to return their mailbox key to the PCC Mailroom by Friday, May 16 to avoid a non-refundable charge. You must return it directly to the mailroom.

If you are attending Graduate School here at AU you must let the mailroom clerk know or your box may be re-assigned in the Fall.

Submitted by: Susan Peck

[back to top](#)[Send Email Reminder](#)**PCC Mailroom Summer Hours/Noon-12:30 p.m.**

The Powell Campus Center Mailroom will be on summer hours from 8 a.m. - 3:30 p.m., closing from noon-12:30 p.m. daily, beginning Monday, May 19, 2014 and ending Friday, Aug. 8, 2014.

If you have any questions please contact the Mailroom at x2666.

Submitted by: Susan Peck

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### Summer 2014 Hours Announced

Starting Monday, May 19 and continuing through Friday, Aug. 8 the University will again follow a summer work schedule.

Official summer business hours for offices will be 8 a.m. to 3:30 p.m. Please speak with your supervisor for your department's schedule.

Should you have any questions, please contact Mark Guinan in the Human Resources Department.

Submitted by: Mark Guinan

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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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### It's Time to Honor Our Retirees and Recognize Service Milestones

The Annual Retiree Recognition and Service Award luncheon will be held in Ade Hall at noon on Thursday, May 22, 2014. Won't you join us as we say good-bye and best wishes to several of our

friends who are embarking on the next phase of their lives and say thank you to others who have reached milestones in their service to the University?

Please, if you haven't already done so, email [guinan@alfred.edu](mailto:guinan@alfred.edu) if you plan to attend so that we can assure that there is plenty of food for all.

Attached is a list of those persons we are recognizing. We hope to see you there.

Attachment: [Honorees\\_YOS\\_Awards.doc](#)

Submitted by: Mark Guinan

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### **Congratulations to All Graduating Students!**

Please take a minute to fill out the Career Development Center's graduate survey. If you have already secured employment or are enrolled in graduate school, we'd like to hear about it.

The CDC uses this information to understand the job and grad school market for AU students. The info is confidential and is not reported in a personally identifiable way.

If you have questions about the survey or need career assistance of any kind, please contact us at 871.2164 or [cdc@alfred.edu](mailto:cdc@alfred.edu)

Link: [Graduate Survey](#)

Submitted by: Susan Meacham

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### **Health & Wellness Center Closure Friday, 5/16**

The Health & Wellness Center will open at 2 P.M. this Friday 5/16 instead of its regularly scheduled time. It will be open until 5 P.M., and resume regular operation hours on Saturday, 5/17.

Submitted by: Tony Aquilina

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### **Save The Date: Sue Peck's Retirement Party**

After 30 years of service to Alfred University, Sue Peck is retiring. Please save the date for her retirement party. It will be on Thursday, May 29, 1:30 p.m., in Office & Procurement Services. Make a note in your calendar today!

Submitted by: Cheryl Foster

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### **Zumba Toning: It's Back!**

Get a workout, tone, dance and have fun, all at once with Zumba Toning Fitness classes, held Tuesdays and Thursdays from noon to 12:45 p.m. in the Multipurpose Room at the Health and Wellness Center. Join Licensed Zumba Instructor Denise Eck as she leads the class through a fast-paced workout. Sign up for all nine classes in May, or opt to take a class when you can.

Submitted by: Susan Goetschius

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