

[Submit](#)[Employment](#)[News](#)[Calendar](#)[Classifieds](#)[Spiritual Life](#)

In This Issue

Webmail users [click here](#)

Official News

- [Early Deadline/Early Paycheck!](#)
- [Correction-Nov. & Dec. One Card Reconciliation Date](#)
- [Mailroom Closing During Lunch](#)

General Announcements

- [Pool Closing](#)
- [ITS Faculty Winter Institute - Jan. 12-14, 2011](#)
- [Travel Expense Report Reminder](#)
- [Overnight Hosting](#)
- [Discounted ski passes, rentals available for AU faculty, staff and students](#)
- [On-campus memorial planned for Elizabeth Robinson Judson '82](#)
- [You're Invited](#)
- [Concert: Andover Ecumenical Choir - Christmas /Holiday Concert](#)

What's Happening?

[More Events...](#)

TODAY

TOMORROW

SUNDAY

- [Football: Bills vs. Browns](#)

Early Deadline/Early Paycheck!

Due to the Holiday Break, we are processing the current payroll one week early; the paycheck scheduled for Friday, Dec. 24 will be processed on Friday, Dec. 17 instead. To accomplish this, we have imposed an early deadline for submission of time sheets for this pay-period 11/28-12/11.

Web Time Sheets must be submitted by Saturday at Midnight. In an earlier announcement it was stated that approvers of Web Timesheets deadline was Sunday at midnight. Because this is a weekend, we have extended the approver deadline to 10 am Monday, Dec. 13.

Employee paper timesheets also need to be in payroll by 10:00 am Monday December 13th.

Web Time Sheets not approved and paper time sheets received by the payroll office after this deadline will not be processed in this payroll.

Submitted by: Kathy Costello

[back to top](#)[Send Email Reminder](#)

Correction-Nov. & Dec. One Card Reconciliation Date

In order to facilitate the preparation of mid-year financial statements and budget reports, all cardholders must have all transactions coded correctly in paymentnet and the original receipts for NOVEMBER One Card charges to your card manager by Friday, Dec. 3, 2010, before leaving campus.

The Card Managers must have all of the transactions approved and the paperwork to Sue Peck by Friday, DEC. 10, 2010.

For December charges, cardholders must have all of the transactions coded correctly in paymentnet and the original receipts for DECEMBER One Card charges to your card manager by Friday, Jan. 7, 2011.

The Card Managers must have all of the transactions approved and the paperwork to Sue Peck by Friday, Jan. 14, 2011.

Submitted by: Sue Peck

[back to top](#)

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Mailroom Closing During Lunch

The PCC Mailroom will be closing from noon until 1 p.m. beginning Monday, Dec. 13, 2010 and ending Tuesday, Jan. 18, 2011.

Submitted by: Sue Peck

[back to top](#)

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Pool Closing

The Pool will be closed for break following lunch swim today (12/10/2010 11:45-1:15). Please check Alfred Today for the date we will resume open swim hours.

Submitted by: Brian Striker

[back to top](#)

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ITS Faculty Winter Institute - Jan. 12-14, 2011

ITS is pleased to offer three days of workshops for faculty before spring classes begin. All topics will have an instructional focus. There is no minimum attendance requirement; faculty may attend as many or as few sessions as they choose.

Please see the attached flyer for information on each session.

All classes will be held in 306 Perlman Hall. To sign up for a session, please contact Meghanne Freivald at 607.871.2363 or via e-mail.

Attachment: [Winter Institute 2011](#)

Submitted by: Meghanne Freivald

[back to top](#)

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Travel Expense Report Reminder

A Travel Expense Report (TER) needs to be completed within ten (10) days of returning from your trip.

If you used your AU One Card during your trip a copy of the TER form only is required to complete your reconciliation of your credit card which is due to your card manager by the 12th of each month. There is no need to submit copies of receipts, unless you have pre-trip expenses on your one card. You should retain the original receipts for submission to the Business Office.

All original receipts are required to be with the original TER and sent to the Business Office for processing.

Should you have any questions regarding the One Card reconciliation contact Office and Procurement Services at x2698. Questions regarding your TER contact the Business Office at x2770.

Submitted by: Shelly Grant

[back to top](#)

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Overnight Hosting

The Admissions Office is looking for freshman or sophomore students willing to host a prospective student through our Overnight Hosting Program during the spring 2011 semester. Current students are encouraged to share their experience with prospective students and show them why you love Alfred!

For more information, please contact the Overnight Visit Coordinator:

Anne Geoppner

Geoppner@alfred.edu

Submitted by: Anne Geoppner

[back to top](#)

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Discounted ski passes, rentals available for AU faculty, staff and students

Through membership in the Alfred University Faculty and Staff Twilight Ski Club, University employees and their families may ski at Swain Resort any day after 3 pm at reduced rates.

In order to participate in the discount program, fill out the attached membership form and return to Judith Green no later than Friday, Dec. 17.

Questions about the AU Faculty and Staff Twilight Ski Club may be addressed to Judith Green, club advisor, at jgreen@alfred.edu or 607.871.2966

Attachment: [Twilight Ski Club Membership Form](#)

Attachment: [Swain Ski Resort](#)

Submitted by: Susan Goetschius

[back to top](#)

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On-campus memorial planned for Elizabeth Robinson Judson '82

The University is working on plans for a memorial event for the late Elizabeth (Beth) Robinson Judson '82, to be held on campus in the spring. Beth and her husband, James Judson Jr. died in an airplane crash on Oct. 26, 2010 < <http://alfredmagazine.alf...> >

Tentative plans are for the service to be held in March 2011, near St. Patrick's Day. As a graduate of the School of Engineering, Beth enjoyed St. Patrick's Day festivities. She continued the AU tradition of celebrating St. Patrick's Day; she and Jim hosted the annual celebration for Atlanta-area alumni at their home.

?The Rev. Laurie DeMott, interfaith advisor for the University; Kathy Woughter, vice president for Student Affairs; Julia Overton-Healy, director of the Women's Leadership Center and others who worked closely with Beth in her roles as trustee, and founding member of the Women's Leadership Center's advisory board, are planning the service.

The University is also discussing what an appropriate memorial for Beth would be.

Any alumni and friends who are interested in assisting with the event are asked to contact Kathy Woughter at 607.871.2132 or email her at woughter@alfred.edu

Submitted by: Susan Goetschius

[back to top](#)

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You're Invited

Free, 30-minute business seminar. Sites in Hornell and Belmont. See attachment.

Attachment: [iMarket Invitation](#)

Submitted by: Deborah Clark

[back to top](#)

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Concert: Andover Ecumenical Choir - Christmas / Holiday Concert

Monday, Dec. 13 at 7 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585.593.3410

Enjoy the Christmas Concert of this talented regional vocal group with instrumental accompaniment of trumpet, flute, and piano. The group of 30 vocalists, led by Musical Director Marcy Bledsoe, will perform a variety of seasonal works including "A Celtic Silent Night," "Come Blessed Promised One" to the music of Schubert's Ave Maria, a solo on "Seeking the King," and a very dynamic "Angels We Have Heard On High."

The concert is free and open to everyone.

Submitted by: Deborah Clark

[back to top](#)

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