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TODAY	TOMORROW	THURSDAY
10:00 Leave Report Training	2:00 Leave Report Training	

Parking by Powell and Seidlin

Please do not park in front of Powell Campus Center or Seidlin Hall Now-Tuesday, Jan. 18. There will be freight trucks arriving with deliveries and they cannot back in with cars parked in the way.

Submitted by: Marcy Bradley

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Monthly Time & Attendance Reports

Just a reminder that monthly Time & Attendance reports for exempt employees must be completed, reviewed, and authorized by the employee upon completion of the last day of each month.

Approved reports are to be forwarded to the HR Office no later than five days after the end of the month.

Thank you.

Submitted by: Kim Wyant

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ITS Faculty Winter Institute 1/12-1/14 - Revised Schedule

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. Some dates and times have been changed; the current flyer reflects those changes.

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

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Former AU Librarian Phyllis MacDonnell Dies

Please read the attachment below for a full obituary.

Attachment: [Former AU Librarian Phyllis MacDonnell Dies](#)

Submitted by: Deborah Clark

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Dorothy Reitnauer, AU Retiree, Dies

Please go to the file below to read a full obituary from the Hornell Tribune.

Attachment: [Dorothy Reitnauer, AU Retiree, Dies](#)

Submitted by: Deborah Clark

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