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TODAY

TOMORROW

SATURDAY

Early Deadline to Submit & Approve Timesheets Before Holiday Break!

Due to the Holiday Schedule, the deadline for submission and approvals of timesheets for the pay-period 12/9-12/22 has been moved up to Friday, Dec. 21.

Since the payroll period 12/9-12/22 will be paid the Friday following the Holiday, P/R will coming in during the break to process this payroll.

Timesheets that are not in approved status cannot be processed and paid on the Jan. 4 pay date. Any timesheets not submitted and approved will be paid in the next available payroll.

Thanks in advance for getting this done early!

Submitted by: Kathy Costello

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Business Office Closing at 2 .pm. Dec. 21

The Business Office will be closing at 2 p.m. on Friday, Dec. 21. Any cashiering needs to be completed prior to 1:30. Paychecks not picked up by 2 p.m. will be mailed Friday afternoon.

Submitted by: Jodi Howe

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Campus Safety During Break

Campus buildings are closed during the holiday break, Dec. 22 - Jan. 2, and no persons are allowed in the buildings except for emergency personnel.

Please ensure the following safety-related precautions are taken: laboratory, studio, and shop experiments and activities must be suspended during this time; hazardous waste satellite accumulation areas must be emptied; electrical appliances not in use must be turned off or unplugged; equipment and other valuables must be secured; chemicals must be stored and locked up appropriately; lights must be turned off; and windows and doors must be closed and locked.

Enjoy a healthy and safe holiday break!

Submitted by: Cherise Haase

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Smoking Policy Reminder

It is Alfred University's policy to comply with all sections of the NYS Clean Indoor Air Act, therefore, smoking is prohibited in all University buildings, fire escapes, outdoor sporting events, and during on-campus outdoor activities/events.

Smoking is also prohibited within 25 feet of all building entrances, open windows, and outdoor air ventilation intakes. This includes extinguishing smoking paraphernalia prior to coming within the 25 foot radius of doors, entrances and open windows.

Thank you for your cooperation by using the appropriate receptacle to safely extinguish your materials.

Submitted by: Cherise Haase

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December Graduates Mailbox Key Return

Please remember to return your mailbox key by Friday, Dec. 14, 2012 to avoid any non-refundable fees.

Congratulations!

Submitted by: Susan Peck

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AU Faculty, Staff and families: Twilight Skiing at Swain

Alfred University faculty, staff and their immediate families may take advantage of reduced-price ski passes at Swain by participating in the Twilight Club.

For more information, contact club advisor Judith Green: (607) 871-2966, jgreen@alfred.edu.

Attachment: [Twilight Club for AU Faculty and Staff](#)

Submitted by: Susan Goetschius

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Frontier Pages Telephone Book

The 2013-14 Frontier Pages telephone books are at the Powell Campus Center Mailroom if you want to stop by and pick one up.

Thank you.

Submitted by: Susan Peck

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TIAA-CREF Consultant on Campus

You're invited! Jason Sciotti, Individual TIAA-CREF Consultant, will be conducting one-on-one, 45-minute, individual retirement counseling sessions on Jan. 9, Feb. 7, and March 5 in the Human Resources Conference Room in Greene Hall. Let him help you make financial decisions that are right for you.

To schedule an appointment with Jason, Non-Statutory employees should call TIAA-CREF at 1.877.209.3144 and Statutory employees should call TIAA-CREF at 1.800.732.8353; remain on the line for assistance.

Submitted by: Kim Wyant

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