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TODAY

TOMORROW

SUNDAY

Important Payroll Information

If you have received a notice from the IRS concerning your tax return for calendar year 2010, specific to earnings, please contact Mark Guinan or Kathy Costello for information on how to respond.

Mark can be reached in the Office of Human Resources at 607-871-2909 or by e-mail Guinan@alfred.edu. Kathy can be reached at 607-871-2276 or by e-mail at Costello@alfred.edu.

Attached is an instruction sheet for protesting the tax issue.

Attachment: [Response Documents](#)

Submitted by: Deborah Clark

[back to top](#)[Send Email Reminder](#)**Reminder - of Change to the Holiday Calendar**

In order to better utilize the last week prior to the December break, the following change has been made to the Holiday Calendar for 2011.

The University will close at the end of the day on Wednesday, Dec. 21, 2011 and will re-open on Tuesday, Jan. 3, 2012.

Submitted by: Mark Guinan

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Mailroom and OSPS Closing

The Powell Campus Center Mailroom and Office and Procurement Services will be closing on Friday, Dec. 16 from Noon-2p.m. for the Holiday Luncheon.

Submitted by: Sue Peck

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Mailroom Closing During Lunch

The PCC Mailroom will be closing from noon until 1 p.m. beginning Monday, Dec. 12, 2011 and ending Tuesday, Jan. 17, 2012.

Submitted by: Sue Peck

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Undergraduate Students - Financial Aid Application Procedure for 2012-13

The AU Financial Aid Application and filing instructions for the 2012-13 academic year have been placed in your Powell Campus mailbox. Please be sure to stop by your mailbox to pick up these documents before you leave campus.

If you had an expected graduation date for December 2011 or May 2012 in the system, a financial aid application was not placed in your mailbox.

If you plan to return to AU for the 2012-13 academic year and did not receive an application packet, please pick one up at the Financial Aid Office in Alumni Hall. The Financial Aid Office is open 8:30 a.m. to 4:30 p.m. Monday through Friday.

Submitted by: Elena Wallace

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Saxon Inn Closing Dates Over the Holiday Break

The Saxon Inn will close on Friday, Dec. 16 and will reopen on Tuesday, Jan. 3. If you would like to make a reservation please e-mail saxoninn@alfred.edu or call 871.2600 to leave a message. Messages and e-mails will be checked periodically over the break.

Happy Holidays!

Submitted by: Saxon Inn

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Submit and Approve Timesheets Before You Leave for the Holiday!

Due to the Holiday Schedule, the deadline for submission and approvals of timesheets occurs during our Holiday break. If you don't want to be doing this from your home computer while you are enjoying your time off, please submit your timesheet before you leave.

Approval deadlines are also during the break and it would be nice for your supervisor to be able to do their approvals before they leave as well.

Since the payroll period 12/11-12/24 will be paid the Friday following the Holiday, P/R must have all timesheets approved and ready to process when we return on Tuesday, Jan. 3.

Timesheets that are not in approved status will not be processed and paid Jan. 6.

Thanks in advance for getting this done early!

Submitted by: Kathy Costello

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Physical Plant Closing

Physical Plant office will be closing Friday, Dec. 16 from 12 - 2 p.m. for Holiday Luncheon.

Submitted by: Kelly Moore

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Congratulations to December Graduating Students!

Please take a minute to fill out the Career Development Center's graduate survey found at the link below. Whether you have your plans settled or not (e.g., employment or graduate school), we'd like to hear about it.

The information 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

Link: <http://www.alfred.edu/cdc/forms/gradsurvey/>

Submitted by: Susan Meacham

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December Graduates Mailbox Key Return

Please remember to return your mailbox key by Friday, Dec. 16, 2011 to avoid any non-refundable fees.

Congratulations!

Submitted by: Sue Peck

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It's Time to Bake for the Cookie Exchange!

You know you need a variety of cookies for your holiday parties! Now you can!

Next Tuesday, Dec. 20, the CSI Office has organized the easiest cookie exchange there is! The rules? Bake a dozen cookies....take a dozen cookies. Bake 5 dozen cookies....take 5 dozen cookies! You get the idea!

Now is the time to get baking!! The exchange is next Tuesday!

If you know you would like to participate, please reply to bankern@alfred.edu with the types of cookies you plan to bake. Bring your cookies to the CSI office in Powell that morning. Then, anytime from noon - 1 p.m., come to the Powell Board Room to choose the cookies you would like (please bring something with you to hold your cookies).

Dig out Grandma's favorite recipe and share your memories with us!

Submitted by: Nancy Banker

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Do You Want to Go Abroad with Alfred Faculty This Summer?

Earn academic credit and see the world! There are still spaces in the Spain program (May 14-24) and the Turkey program (June 30-July 28), but time is running out. Check out these great opportunities on www.alfred.edu/studyabroad... or contact Dr. Kautzman (Spain) or Dr. Greyson (Turkey) for more information today. Community members welcome.

Link: <http://www.alfred.edu/studyabroad/>

Submitted by: Susan Wellington

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Classic Movie Matinee: 'Du Barry Was a Lady' (1943)

Tuesday, Dec. 20 at 1:30 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585-593-3410

Contemporary 1943 nightclub worker dreams he is Louis XV with fantasy adventures. Movie has vaudeville acts, dancers, music, and colorful nonsense. Stars include Red Skelton, Lucille Ball, Gene Kelly, Zero Mostel, Buddy Rich and many others.

This library-sponsored movie is free and open to the general public.

Submitted by: Deborah Clark

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