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TODAY	TOMORROW	SATURDAY
1:00 Walk-In Hours - Career Development Center		

Early Deadline for Time Sheets for Current Pay-Period

Due to the Holiday Break, payroll will issue paychecks one week early for the pay-period 11/28 - 12/11. There will be an early deadline imposed to enable this early processing; timesheets must be submitted by 11:59 p.m., Saturday, 12/12 and approvers need to approve by 11:59 p.m. Sunday, 12/13.

Payday for his time period will be moved up one week to Friday, Dec. 17.

This information will also be conveyed to you in the automated e-mail reminders.

Any timesheets not approved by these early deadlines will be processed in the next available pay-period.

Submitted by: Kathy Costello

[back to top](#)[Send Email Reminder](#)**Students - Where Do You Want Your Payroll Checks to Go?**

Student employees' checks dated 12/10 will automatically be sent to your Powell Campus Center mailbox. Due to the Holiday break, the pay-period 11/28-12/11 will be processed one week early, dated 12/17 and will be sent to your home address on file.

Please e-mail payroll@alfred.edu or stop in the Payroll Office in Greene Hall if you need to make alternate arrangements for the delivery of these two paychecks.

Submitted by: Kathy Costello

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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

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PCC Mailroom Hours Over Holiday Break

The PCC Mailroom will be open Friday, Dec. 31, 2010 from 9 a.m. to noon. This is the only day the PCC Mailroom will be open over the Holiday Break. Please use the side entrance of PCC through the loading dock area.

The Mailroom will re-open on Monday, Jan. 3, 2011 and return to normal hours of operation from 8:30 a.m. - 4:30 p.m.

Submitted by: Deborah Clark

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Scheduled Outage for U: Drive - Mon 12/20/2010

On Monday, Dec. 20, 2010, starting at 8 a.m., ITS will be upgrading the U: drive server. While the upgrade is being performed, the following resources will be unavailable:

- All personal files, directories/folders, and Web sites located in your "public_html" directory
- All public, shared and departmental files and directories/ folders
- The udrive.alfred.edu website used to access the U: drive
- The "My U: Drive" links accessed from the my.alfred.edu and our.alfred.edu portals

We anticipate the upgrade may take several hours; however, if problems occur, it may take significantly longer.

Please contact the Helpdesk at 871.2222 prior to Friday 12/17 if you have any questions.

Submitted by: Adrian Morling

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Scheduled outage for Campus Network - Tue 12/21/2010

On Tuesday, Dec. 21, 2010, starting at 8 a.m., ITS will be performing maintenance on the campus network. This will interrupt our campus network Internet connection so there will be no access to Alfred Network Resources during this time. This includes the following resources:

- Banner
- Blackboard
- U: Drive
- Webmail
- All Web sites that contain alfred.edu in the address

If you are on campus, you will not be able to access the Internet until the maintenance is completed.

We anticipate the upgrade may take several hours; however, if problems occur, it may take significantly longer.

Please contact the Helpdesk at 871.2222 prior to Friday 12/17 if you have any questions.

Submitted by: Adrian Morling

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December Graduates

Please remember to return your mailbox key by Friday, Dec. 10, 2010 to avoid a non-refundable fee.

Congratulations!

Submitted by: Sue Peck

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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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Faculty/Staff Holiday Appreciation Sale @ the AU Bookstore

Due to the holiday luncheon on Friday, Share in the holiday joy at the AU Bookstore today, Thursday! Receive 20% OFF on clothing, memorabilia, art supplies, and more.

Remember our Ultimate Hoodie sale is going on until Sunday, Dec. 19; if it's got a hood it is 25% OFF. Godiva chocolate get 30% OFF! All holiday decorations are 25% off.

Happy Holidays!

Submitted by: Deborah Clark

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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

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Jobs Available in Admissions

The Admissions Office is hiring for our Annual Calling Campaign. All majors are needed! The dates are: 1.24.11 to 4.28.11, Monday through Thursday from 4:30 to 6:30 p.m.

Please e-mail a resume to Frawley@Alfred.edu and available time for an interview.

Submitted by: Jessica Frawley

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Alumni Association Seeks Award Nominations for 2011

Attention AU Alumni, Faculty, Administration - Please ACT NOW to submit nominations for AU Awards for fellow alums and colleagues!

The Alumni Association presents awards annually at Reunion to alumni and friends of the University who have contributed to Alfred, their workplace, and society in general. Please help us recognize those individuals for their efforts and achievements by nominating them for an Alumni Association Award.

Nomination forms are available for download at <http://www.alfred.edu/alu...> Nominations are due by Jan. 1, 2011.

Alumni Award for Distinguished Achievement - given to honor alumni whose achievements in their profession, career or avocational pursuits, or service to society bring honor and distinction to AU.

Alumni Award for Distinguished Service - given to alumni in recognition of loyalty and commitment in service to Alfred University.

Abigail Allen Award for Service to Women - given to honor an Alfred alumnus/a in recognition of distinctive career achievement, community service, or avocational pursuits that have improved the quality of women's lives.

Lillian T. Nevins Award for Lifetime Service to Alfred University - given to honor alumni who have rendered outstanding service to Alfred University.

Honorary Alumnus/a Recognition Award - given to a non-graduate in recognition of interest, allegiance and service to Alfred University and alumni, that the recipient may be evermore one of us.

Nominations may be forwarded to the Alumni Relations Office, Welcome Center, One Saxon Drive, Alfred, NY 14802. You may also Email nominations or fax your information to 607.871.2391. Please

contact us with any questions at 607.871.2144. We thank you for your support and assistance!

Link: [Alumni Association Award Nomination Form](#)

Submitted by: Audrea Sirianni

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Job Posting - Emerging Technology/Engineering Librarian

Employment Opportunity - Faculty position in the NYS College of Ceramics Scholes Library

Link: [Librarian Posting](#)

Submitted by: Kathy Costello

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'Roses in December' by The Players of Allegany County

Friday, Dec. 10 at 7 p.m. and Saturday, Dec. 11 at 7 p.m.

Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585.593.3410
Tickets: \$8

This two-person drama by Victor L. Cahn is written as a charming series of letters between a reticent author and a young alumni office representative. In this play of letters, the young official in a college alumni office invites a celebrated but reclusive author to the 35th reunion of his class. When he declines, she charmingly prods him, and thereby begins a witty and revelatory correspondence that becomes part mystery, part memory, and part romance.

The play is produced by special arrangement with Samuel French, Inc. Tickets for the production are available at the door.

Submitted by: Deborah Clark

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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

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