

In This IssueWebmail users [click here](#)**Official News**

- [Business Office Year-end Cutoffs](#)
- [Time/Attendance Reports](#)

General Announcements

- [Mandatory Employee Training - Right to Know](#)
- [Student Summer Mail](#)
- [Congratulations to all Graduates!](#)
- [Don't Throw Canned Food & Paper Products Away-Donate Them!](#)
- [Faculty and Staff Volunteers Needed](#)
- [Assessment Workshop](#)
- [Only Graduating Seniors Required to Return Mailbox Leys](#)
- [Gibbs Fitness Center Hours](#)
- [Wireless Has Been Expanded Across Campus!](#)
- [One Card Web Page](#)
- [Notice of Internal Posting](#)
- [ITS Newsletter, Spring 2008](#)

What's Happening?[More Events...](#)

TODAY	TOMORROW	WEDNESDAY
11:00 BAFA Senior Shows	11:00 BAFA Senior Shows	9:00 Assessment Workshop

Business Office Year-end Cutoffs

All purchasing requisitions are due to the procurement offices in Greene Hall no later than June 1. Remember, even if you have an outstanding PO, if the merchandise is not received by the end of June, it will not be charged to the current fiscal year budget. It is important that you are aware of delivery times so the merchandise is received in time.

All merchandise and printing/mailing services must be received and invoiced to the University by Wednesday, June 25, in order to be processed in the current fiscal year. All invoices with the proper signature and account coding need to be submitted to the accounts payable clerks in Carnegie Hall by Wednesday, June 25 to allow time for processing.

One Card charges ~ the transactions that you charge in June and are POSTED to your account in PaymentNet by June 30 will show on your July statement. Be aware that the merchants do not always update their transactions nightly. Please plan accordingly.

The reconciliation schedule for July will be accelerated to get these expenses posted in the current 2007-08 fiscal year. Your reconciled statement needs to be given to your card manager by Tuesday, July 8. Remember, you will need to print your statement from the PaymentNet website. The card manager needs to approve and forward the statements to Sue Peck by Monday, July 14. The transactions posting to Banner will be done on Wednesday, July 16. It is essential that the proper coding be in PaymentNet before this is posted.

Thank you!

[back to top](#)

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Time/Attendance Reports

Reminder:

Non-Exempt Employees - Approved timesheets are to be forwarded to the Payroll Department no later than noon on the Tuesday following the end of the pay period.

Exempt Employees - Approved attendance reports are to be forwarded to Human Resources Services no later than 5 days after the end of the month.

[back to top](#)

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Mandatory Employee Training - Right to Know

The last session of Right to Know (Hazcom) training for the 2007-2008 academic year, and your last chance to fulfill your mandatory training requirement, will be held Friday, May 16 at 9 a.m. in HOLMES Auditorium.

Don't forget to preregister via e-mail: cartella@alfred.edu or perryd@alfred.edu or telephone 2196 (Beth) or 3020 (Dean).

[back to top](#)

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Student Summer Mail

Any student staying over the summer who has a mailbox at the Powell Campus Center Mailroom must register with the Mailroom Clerk at the Mailroom by Friday, May 16, 2008 to continue to receive mail. Otherwise the box will be closed and mail will be forwarded to the home address.

[back to top](#)

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Congratulations to all Graduates!

Please take a minute to fill out the Career Development Center's graduate survey to help us get a jump-start on our annual Destinations Report for the Class of 2008. Whether you have your plans settled or not (e.g., employment or graduate school), we'd like to hear about it. The CDC uses your responses to understand the job and grad school market for AU students. The information is confidential and is not reported in a personally identifiable way.

If you have any questions about the survey or need assistance with your career plans, please contact us at 871-2164 or cdc@alfred.edu. Thank you from the CDC staff!

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

[back to top](#)

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Don't Throw Canned Food & Paper Products Away-Donate Themhem!

Don't throw your canned food or paper towels away!

When you move out, make sure to look for the cardboard boxes in various Res Halls as well as in Powell and Ade labeled, "Hope Lodge Donations Here!"

Supplies being collected: Paper towels, tissues, soaps, detergents, napkins, coffee filters, coffee

(regular & decaf), canned food (fruit, veggies, soups), peanut butter, jellies, crackers, pasta

All of this will go to the American Cancer Society's Hope Lodge for cancer survivors receiving treatment. The Hope Lodge provides a place for cancer patients to stay while receiving treatment far from home.

For example, instead of having to commute to the Rochester area, cancer patients (and their families) from Allegany County can stay at the Rochester Hope Lodge for free while receiving cancer treatment. Your donations will contribute to the quality of life the ACS can provide at the Rochester Hope Lodge.

[back to top](#)

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Faculty and Staff Volunteers Needed

CALLING ON THE CAMPUS COMMUNITY - FACULTY AND STAFF VOLUNTEERS NEEDED - FRIDAY MAY 23 and SATURDAY MAY 24 (9 a.m.-3 p.m.) to assist the Support Staff Council with a "DUMP & RUN" yard sale. (We can also use help sorting the items!)

Local charitable organizations that volunteer assistance with this coordinated effort will receive a percentage of the proceeds.

If willing to help (and we hope there's a lot of people that will help!) OR/AND for further information contact Audrea A. Sirianni @ sirianaa@alfred.edu or Phone: 871-2144

[back to top](#)

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Assessment Workshop

Wednesday, May 14 9-11 AM Olin 301

What is a Rubric? How was your 1st year Assessment? Did we meet our first year objectives?

Drop in when you are available for individualized discussion of your assessment questions.

Contact: Nancy Evangelista 2649

Sponsored by the Student Learning Assessment Committee

[back to top](#)

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Only Graduating Seniors Required to Return Mailbox Leys

All GRADUATING SENIORS who have a mailbox at the Powell Campus Center Mailroom are required to return their mailbox key to the mailroom by Friday, May 16, 2008. or they will be charged a non-refundable fee of \$10.

Only GRADUATING SENIORS are required to return their mailbox key to the mailroom at the end of the semester.

Congratulations to you All!

[back to top](#)

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Gibbs Fitness Center Hours

The Gibbs Fitness Center hours are changing on Friday 5/9 to 11:30 a.m.-7 p.m. and on Sat/Sun 5/10-5/11 to noon-6 p.m.

Summer hours commence on Monday 5/12.
Monday-Friday, 11 a.m.-2 p.m. & 3:30-6 p.m.
Saturdays and Sundays from noon-2 p.m.

[back to top](#)

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Wireless Has Been Expanded Across Campus!

ITS is happy to announce that the wireless expansion project has been completed. You should now be able to Surf the Web, IM, and e-mail from any campus building.

If you encounter wireless "dead-spots" we would like to hear about them so that we can correct any remaining problems.

We also want to thank you for your patience and good will as we have worked together on this important project. Please consider clicking on the link below and answering a brief 3-question survey.
Link: [Wireless Access Survey](#)

[back to top](#)

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One Card Web Page

You are now able to have quick access to the AU One Card information online. At this location you can print off various forms such as missing receipt, tax exemption, and application. The user guide is also available.

Brush up on the steps to reconcile your paperwork. Miscellaneous instructions on how to log onto payment, print your statement, what to do if you lose your credit card. and much more.

Please take a look.

To access the Web site go to Windows Explorer, our.alfred.edu, or click on the link below and Go To ... Business Office, click on AU One Card at the top of the list.

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

[back to top](#)

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Notice of Internal Posting

Banner Finance Specialist/Accounting Clerk
Associate 2
Business Office
Carnegie Hall

Link: [Banner Finance](#)

[back to top](#)

[Send Email Reminder](#)

ITS Newsletter, Spring 2008

Keep up-to-date on ITS! Read the newest edition of the ITS Newsletter.
Attachment: [ITS Newsletter 2008](#)

[back to top](#)

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