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

TODAY	TOMORROW	THURSDAY
9:00 <a href="#">Tai Chi Master is Back in Alfred!</a>	9:00 <a href="#">Tai Chi Master is Back in Alfred!</a>	9:00 <a href="#">Tai Chi Master is Back in Alfred!</a>
		10:00 <a href="#">Do You Know Your Numbers?</a>

**Campus-wide Fire Alarm Testing**

Campus-wide fire alarm testing will begin Monday, May 20, beginning at 8 a.m. and running throughout the whole week.

Submitted by: Deborah Clark

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**Year-end Cut-off Dates for Business Areas****BUSINESS OFFICE:**

JULY 12 - All transactions such as corrections, transfers, budget adjustments, year-end accruals, etc. submitted for fiscal year 2012-13.

**OFFICE AND PROCUREMENT SERVICES:**

MAY 17 - All requisitions are due for fiscal year 2012-13.

JUNE 28 - All merchandise must be received for fiscal year 2012-13.

ACCOUNTS PAYABLE:

JUNE 28 - All merchandise must be received and services performed and invoiced to the University for fiscal year 2012-13.

JULY 10 - The cutoff date for travel expense forms that account for travel through June 30th for fiscal year 2012-13.

JULY 12 -All June 30 invoices must be received for fiscal year 2012-13

UNIVERSITY ONE CARD RECONCILIATION FOR JUNE:

JUNE 21 - Last day for purchases on credit card for fiscal year 2012-13.

JULY 10 - Card holder review & paperwork submitted to card manager.

JULY 12 - Card manager approve & paperwork submitted to Program Administrator.

For additional detail please visit the following link to our website.

Link: [EOY Notice](#)

Submitted by: Susan Peck

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### Career Development Center Closed May 21 & 22

The CDC will be closed for a staff retreat on Tuesday, May 21 and Wednesday, May 22, 2013. We apologize for any inconvenience.

Submitted by: Susan Meacham

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### Blood Drive May 22, 11-3 in Knight Club

Community Blood Bank and the Human Resources Department are holding a Blood Drive in the Knight Club on Wednesday, May 22 from 11 a.m. - 3 p.m. and need donors.

Community Blood Bank serves our local area and all donations received are provided, free of charge, to local hospitals like Jones Memorial, Wellsville. Your help with this worthwhile project is greatly appreciated.

If you can donate and would like to schedule an appointment please contact Mark Guinan, Director of Human Resources at xt. 2909

Submitted by: Mark Guinan

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### Do You Know Your Numbers?

The Human Resources Department along with Blue Cross Blue Shield of Western New York is presenting a campuswide program called "Know Your Numbers." This one-hour presentation will take place in the Nevins Theater on Thursday, May 23 at 10 a.m. and is open to all AU faculty, staff, and the community.

The program tells you how your waistline, blood pressure, and total cholesterol count can affect your long-term and short-term health and how knowing your numbers can help you and your doctor take action to make sure you lead a healthy and long life.

This program is a precursor to a health fair we plan for early fall so come and learn how a little bit of knowledge can make a big difference.

Link: [Know your numbers brochure](#)

Submitted by: Mark Guinan

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### **AU Bookstore May Store Hours**

During the month of May (two weeks) the AU Bookstore will be open Monday - Friday 10 a.m.-3:30 p.m., closed weekends.

We will open Monday, May 20 at 8:30 a.m. for summer classes and close Monday, May 27 for Memorial Day.

Submitted by: Marcy Bradley

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### **Notice to Campus Work Study (CWS) Employers for 2013-14**

If you are planning on hiring CWS students for the 2013-14 academic year, you will need to complete a Federal College Work-Study Position Request/Job Description. Click on the link below to access the form and instructions. The completed forms are due at the Financial Aid Office by Aug. 1 to be included when the Job Board goes active on Saturday, Aug. 24, 2013.

Contact Elena Wallace (x2159) at the Financial Aid Office if you have any questions regarding this request.

Attachment: [Position Request/Job Description Form](#)

Attachment: [Job\\_Description\\_Instructions.doc](#)

Submitted by: Elena Wallace

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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 Thursday, June 6, and Wednesday, June 19, 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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### Green Tips

Get smart with Smart Power Strips and save a ton of energy!

Link: [Smart Power Strips](#)

Submitted by: Autumn McLain

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### Documentary: 'Inside Grand Central' (National Geographic, 2006)

Wednesday, May 22 at 7 p.m.  
Nancy Howe Auditorium  
David A. Howe Public Library  
155 N. Main St., Wellsville  
585-593-3410

Explore New York's Grand Central Station in National Geographic's journey into the heart of the transportation hub that became a legendary architectural icon. Learn about the history and the technology of this "city within a city."

The documentary continues the library's mini railroad month. This library-sponsored film is free and open to the general public.

(The author visit of Bill Rezak that was on this date has been postponed.)

Submitted by: Deborah Clark

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### Modified Office Hours: 5/23 Business & Finance Div.

On Thursday, May 23rd the following offices will be unavailable, and/or services modified, from 10:00 until 3:30. We apologize in advance for any inconvenience.

- \* Business Office - No cashiering services. Pay checks will be available beginning on Friday, May 24th. Any special circumstance requiring a check prior to this time should be discussed with Payroll prior to 10 a.m. on Thursday.
- \* Environmental Health and Safety
- \* Human Resources and Payroll
- \* Mail Room, Office and Procurement Services - No incoming/outgoing mail services
- \* Physical Plant (Non-Statutory Main Office)
- \* Sponsored Research Administration
- \* Student Service Center (Student Accounts only) - No cashiering services

Submitted by: Judith Green

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## Project Management Certification Program

The Project Management Certification Program will be offered July 9 - 12, 2013 in Albany, on the University of Albany campus. Project management professionals, business and technology professionals, students, and educators are invited to register at the Institute of Project Management America website.

The PMC is designed for those seeking professional project management certification. It serves as both a thorough professional education and recognized certification. Those seeking additional credentials such as the PMP/PgMP, PMI-SP, and PMI-RMP will benefit from this dynamic and interactive work session, while those currently holding credentials will find the certification to be an enhancement as well as the most up to date advanced professional development.

Project Management Certification program provides 36 hours of project management education, meeting education requirements for both PMI's Certified Associate in Project Management (CAPM) and Project Management Professional (PMP) certifications.

Additionally, the Master Certification provides 36 Professional Development Units (PDUs) for current holders of PMP/PgMP, PMI-SP, and PMI-RMP credentials.

The program meets the education requirement for all professional designations through the Project Management Institute and other professional agencies. Additionally, the program awards 3.6 Continuing Education Units (CEUs) upon request.

Participants may reserve a seat online at the Institute of Project Management America website, by calling the Program Office toll-free at (888) 980 - 9697, or by sending their name and contact information via email to [registrar@instituteofprojectmanagementamerica.org](mailto:registrar@instituteofprojectmanagementamerica.org).

Upon receiving your registration, a confirmation email is sent to registrants that include session site information, travel information, program description, and details on how to confirm attendance and make payment arrangements.

Submitted by: Deborah Clark

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