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TODAY	TOMORROW	SATURDAY
	6:00 <a href="#">1/4/13 M/W Basketball AWAY @ Ithaca - 6 &amp; 8pm</a>	2:00 <a href="#">1/5/13 M/W Basketball AWAY @ Utica - 2 &amp; 4pm</a>

**Mailroom Closing During Lunch for Remainder of Semester**

The PCC Mailroom will be closing from noon until 1 p.m. beginning Monday, Dec. 17, 2012 and ending Tuesday, Jan. 22, 2013.

Submitted by: Susan Peck

[back to top](#)[Send Email Reminder](#)**November & December One Card Reconciliations**

In order to facilitate the preparation of mid-year financial statements and budget reports, all cardholders must have the transactions coded correctly in paymentnet and the original receipts for NOVEMBER One Card charges to your card manager by Friday, Dec. 7, 2012. The Card Managers must have all transactions approved and the paperwork to Sue Peck by Friday, Dec. 14, 2012.

Additionally, cardholders must have all transactions coded correctly in paymentnet and the original receipts for DECEMBER One Card charges to your card manager by Friday, Jan. 4, 2013. The Card Managers must have all transactions approved and the paperwork to Sue Peck by Friday, Jan. 11, 2013.

Submitted by: Susan Peck

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## January 2013 Master Card Mandatory Training

The training schedule has been set for the new Master Card Program. The mandatory training will be for cardholders as well as card reviewers (anyone that logs into the paymentnet website).

Attendance to the training is required before a credit card will be given and for access to the new MasterCard website.

Cardholders are required to turn in their current Visa cards at the training session they attend.

The trainings will take place in the Olin Building, room 214.

The dates are: Jan. 14 - 18, 10 a.m.-noon OR 1 - 3 p.m. each day. Please note, there are two sessions offered each day for you to choose the best time for you.

Please email [pecksm@alfred.edu](mailto:pecksm@alfred.edu) with the date that you will be attending the MasterCard training session.

Submitted by: Susan Peck

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## Notice to CWS Employers for Spring 2013

If you are planning on hiring CWS students for the Spring 2013 semester and have not previously completed a Federal College Work-Study Position Request/Job Description, please click on the link below to access the form and instructions. The completed forms are due at the Financial Aid Office as soon as possible.

If you wish to re-post a position on the Job Board, please contact Elena Wallace, via e-mail, with your request. Be sure to include in your e-mail the Job Title, FOAP, and Job ID#, if known.

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

Attachment: [Job Description Form](#)

Attachment: [Job Description instructions](#)

Submitted by: Elena Wallace

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## Swain Discount Rates for Faculty/Staff, Students

Swain is extending discounted rates for Alfred University Faculty, Staff and their families plus AU Students. University employees and their families and AU students may ski at Swain Resort any day after 3 p.m. at reduced rates.

In order to participate in the program please register with Judith Green. Discounted rates available through the ski season.

Questions may be addressed to Judith Green at [jgreen@alfred.edu](mailto:jgreen@alfred.edu) or 607.871.2966

See attachment for 2012-13 rates.

Attachment: [Swain\\_Form.doc](#)

Submitted by: Deborah Clark

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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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### **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](mailto:jgreen@alfred.edu).

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

Submitted by: Susan Goetschius

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