

In This Issue

Webmail users [click here](#)

Official News

- [Harder Lot Closed Beginning 6/6/2016](#)
- [Change in Accounts Payable Payment Processing](#)
- [New Mail Process Form](#)
- [Year-end Cut-off Dates for Business Areas](#)
- [Final Overtime Rules Released](#)

General Announcements

- [Elite 8 Mascot Voting](#)
- [National Casting Foundry Closed 6/6 to 6/22](#)
- [Bike Hub is Open for the Summer](#)
- [Many Reunion Weekend - June 10-12 - Events Open to You!](#)
- [I Scream! You Scream! We all Scream for Ice Cream!](#)

What's Happening?

[More Events...](#)

TODAY

TOMORROW

WEDNESDAY

Harder Lot Closed Beginning 6/6/2016

Notice: Due to construction, as of Monday 6/6/2016 Lower Harder Hall Parking Lot will be closed until further notice.

Submitted by: Ceramic Maintenance

[back to top](#)[Send Email Reminder](#)

Change in Accounts Payable Payment Processing

In an effort to increase productivity and improve efficiencies, the Business Office is transitioning to one check run per week. Currently, the Business Office processes payments on Tuesdays and Thursdays.

Starting the first week of July, payments will only be processed on Thursdays. Invoices will need to be received by the Business Office by end of day on Tuesdays in order to be processed in that week's check run.

If you have any questions, please feel free to contact Jodi Howe in the Business Office.

Submitted by: Jodi Howe

[back to top](#)[Send Email Reminder](#)

New Mail Process Form

In order for the University to keep up with USPS mailing standards, a new mail form has been created by Procurement Services. A contents section has been added for ongoing safety precautions. Please use this form for all of your metered mail requests.

Metered mail is processed on the first floor of Greene Hall in Procurement Services.

Attached is the new form. However, for your convenience, there will be new ones available at Procurement Services.

Attachment: [New Mail Process Form](#)

Submitted by: Cheryl Foster

[back to top](#)

[Send Email Reminder](#)

Year-end Cut-off Dates for Business Areas

Business Office:

Friday, July 8 - All transactions such as corrections, transfers, budget adjustments, year-end accruals, etc. submitted for fiscal year 2015-16.

Office & Procurement Services:

Friday, May 27 - All requisitions are due for fiscal year 2015-16.

Thursday, June 30 - All Merchandise must be received for fiscal year 2015-16.

Accounts Payable:

Thursday, June 30 - All merchandise and services must be received and invoiced to the University for fiscal year 2015-16.

Friday, July 8 - The cutoff date for travel expense forms that account for travel through June 30 for fiscal year 2015-16.

Friday, July 8 - Invoices for fiscal year 2015-16

University One Card Reconciliation for June:

Friday, June 17 -Last day for purchases on credit card for fiscal year 2015-16.

Friday, July 8 - Card holder review and send paperwork to card manager.

Wednesday, July 13 - Card manager approve and send paperwork to Program Administrator.

Submitted by: Jodi Howe

[back to top](#)

[Send Email Reminder](#)

Final Overtime Rules Released

As many individuals may have heard last summer, the U.S. Department of Labor (DOL) proposed changes to the Fair Labor Standards Act (FLSA)'s overtime regulations. Early last week the final rule was released which takes effect on Dec. 1, 2016.

The Department of Human Resources will continue the work which had already begun during the early discussions of the proposed changes and will seek input, as necessary, from the various departments/divisions over the course of the coming months to gather additional information that may be required.

Those individuals whose position will be impacted by the new legislation will be communicated with in late summer/early fall.

We ask for your patience as we work through the process.

Submitted by: Mark Guinan

[back to top](#)

[Send Email Reminder](#)

Elite 8 Mascot Voting

We topped Coe College in the Round of 32. We rose past the Sweet 16 by taking down the Gorlocks of Webster University. Now, we take on the Cobbers of Concordia College.

Make sure to vote every day to help the Saxons get to the Final Four of the Sports Illustrated: Campus Rush Best Mascot in Division III Tournament Challenge.

Voting ends Tuesday!

#SaxonNation

Link: [Click Here To Vote](#)

Submitted by: Chris Boswell

[back to top](#)

[Send Email Reminder](#)

National Casting Foundry Closed 6/6 to 6/22

Please note that due to renovations at the National Casting Center Foundry, it will be closed to all staff, faculty, and students Monday, June 6 to Wednesday, June 22.

If you need any further information please contact Jamie Babcock at 2905 or Professor Coral Lambert at 2490.

Thank you for your patience.

Submitted by: Ceramic Maintenance

[back to top](#)

[Send Email Reminder](#)

Bike Hub is Open for the Summer

The Bike Hub is now open for the summer, Monday through Thursday 11 a.m. - 4 p.m. Cash and check only during the summer months.

If you are running a summer program and wish to bring a group over, advance notice is required so the manager can get everything ready in advance.

Link: [Hours, prices and contact information](#)

Submitted by: Kathy Woughter

Many Reunion Weekend - June 10-12 - Events Open to You!

Many of the University's annual Reunion Weekend - June 10-12 - events are open to the public, beginning with a Friday evening, June 10 array of delectable entrees and savory sweets from a number of Alfred-area eateries including the Collegiate; Cider Creek, Canisteo; Milliner's Southern Smoke, Hornell; Little Sicily; and Terra Cotta.

Plan to join alumni and friends in the comfort of the Joyce & Walton Family Center for Health and Wellness at the McLane Center to try a variety of family-friendly, pay-as-you-go food items from 5-9 p.m. Bring along the children for fun and games in the Kids' Corner, provided by the Alfred Montessori School.

On Saturday, June 11 from 11 a.m.-3 p.m. all are invited to the Local Artisans Craft Sale in the Galanis Family Arena in McLane Gym. Vendors on hand will include members of the Allegany Artisans, AU alumni, and many new faces! Browse displays of pottery, jewelry, wood works, hand-braided rugs, hand-crafted chocolates, sculpture, stained glass, quilted items, and much more.

Some of the artists included in the day's event include Dick Lang '71, ceramics; Stefanie Burdick '93, porcelain; Linda Huey '93, pottery; Peter McLain '00, Str8-Eight card game; and LuAnn DiPaglia '10, jewelry.

Other familiar artists slated to attend are Kay Brooks, dinnerware; Elaine Hardman, pottery/jewelry; Hanna Juekoff, jewelry; Don King, wood turned bowls; Peter Midgley, pottery; and Glenn Zwegardt, sculpture.

Parking will be available behind the McLane Center.

Also Saturday, from 2-4 p.m., take a tour of the University's Bromeley-Daggett Equestrian Center at the Maris Cuneo Equine Park and witness beauty and speed in motion! The center is located off County Road 12/Jericho Hill Road at 5174 Lake Road. This event is free.

In addition, also from 2-4 p.m., there will be a Wine & Canvas event with art instructor Kristi McNulty '14. She will guide participants in creating a painting of the University's Steinheim "castle" while socializing and enjoying a beverage in the Cohen Gallery on Main Street. Participants must be age 21 or older. Space is limited and a \$35 pre-registration fee is required. Please call 607.871.2144 or email alumni@alfred.edu to sign up.

On Saturday evening all are invited to enjoy some magical jazz featuring father and daughter musical soulmates David Miller '66 and Rebecca DuMaine as they perform arrangements of well-loved and lesser-known jazz in the Miller Performing Arts Center. Admission is free.

Find the full Reunion Weekend schedule at: <https://www.alfred.edu/al...>

Submitted by: Deborah Clark

I Scream! You Scream! We all Scream for Ice Cream!

On Wednesday, June 15, the Support Staff Council and ATS Council will be hosting an Ice Cream Social with support from President Edmondson. Scooping begins at noon outside the 1st floor of Powell Campus Center and will continue until 1:30.

Submitted by: Eliza Ordway

