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## TODAY

## TOMORROW

## FRIDAY

12:00 [Service Award and Retiree Recognition Lunch](#)**Year-End Cutoff Dates for Business Areas****Procurement Offices:**

All purchasing requisitions are due to Procurement Services in Greene Hall no later than Friday, May 20 for processing. Remember, even if you have an outstanding PO, if the merchandise is not received by Monday, June 27, it will not be charged to the current fiscal year budget (2010-11). It is important that you are aware of delivery times so the merchandise is received by June 27.

Please be aware that if you submit a requisition that requires processing through the bid process, this takes additional time and resources. There is no guarantee that your purchase will be charged to the 2010-11 budget.

**Accounts Payable:**

All merchandise and services must be received and invoiced to the University by Monday, June 27 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 Monday, June 27 to allow time for processing.

**Travel:**

The cutoff date for travel expense forms that account for travel through June 30 is Friday, July 8 to ensure your travel is charged to 2010-11.

**University One Card:**

One Card cutoff date to charge purchases on your credit card will be Friday, June 17. 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 daily. This could mean your charge may not be posted until July and miss the 2010-11 budget. Please plan accordingly.

The reconciliation schedule for July will be accelerated to get these expenses posted in the current 2010-11 fiscal year. Your reconciled statement with receipts needs to be given to your card manager by Tuesday, July 5.

Remember, you will need to print your statement from the PaymentNet Web site. Instructions to do this are on the One Card Web site. The card managers need to approve and forward the statements to

Sue Peck by Friday, July 8. The transactions posting to Banner will be done on Wednesday, July 13. It is essential that the proper coding be in PaymentNet before this is posted.

Submitted by: Sue Peck

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### **Attention: Returning Temporary Summer Employees**

When you enter time worked in Banner Self Service for your summer job, you will notice that your Web Time Sheet now looks different than your Timesheet did last year. Under the heading "Earnings" is the code "Worked", and also a list of other leave benefit codes.

Since you are a temporary summer employee, you are not eligible for benefit time so the only code you should use is "Worked".

PLEASE NOTE that Banner will allow you to enter time using the other codes even though you are not eligible for them. But if you do, the payroll process will issue NO PAY for these units of time. To ensure that your paycheck is calculated correctly and that you are accurately paid for all the time you actually worked, please ignore the benefit codes and only record hours in "Worked".

If you have any questions please contact [payroll@alfred.edu](mailto:payroll@alfred.edu).

Submitted by: Kathy Costello

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### **Change of Location for Service Award Luncheon**

Please note that the Service Award and Retiree Recognition Luncheon on Friday, June 3 will be held in the Knight Club in the Powell Campus Center from noon to 2 p.m. This is a change from the original location.

Submitted by: Mark Guinan

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### **AU Museums are Open!**

The Schein-Joseph International Museum of Ceramic Art and the Inamori Kyocera Museum of Fine Ceramics are located on the top floor of Binns-Merrill Hall. Hours are Wednesday through Friday, 10 a.m. - 4 p.m. Free admission.

Submitted by: Susan Kowalczyk

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### **Order the "Retrospective BFA 2011" SoAD Catalog online at blurb.com!**

The "Retrospective BFA 2011" catalog features the work of the BFA 2011 graduates of the School of Art + Design.

For an online preview and purchase, go to:  
<http://www.blurb.com/book...>

Link: [Retrospective BFA 2011](#)

Attachment: [retrospective\\_bfa2011.pdf](#)

Submitted by: Judy Livingston

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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 Tuesday, June 14 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 1.800.732.8353; remain on the line for assistance.

If you need assistance with scheduling, please call the Human Resources Office at 607.871.2118.

Submitted by: Kim Wyant

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### **A Finger Lakes Success Story**

A Finger Lakes success story of lakes, land, people and wildlife will unfold before your eyes in "Back From the Brink: The Story of Hemlock and Canadice Lakes," the inaugural program of the Finger Lakes Museum.

The programs will take attendees on a journey spanning 150 years as experts trace the history of Canadice and Hemlock lakes, the rescue of the Bald Eagle and the permanent protection of the lakes for all to enjoy.

The series includes three programs, which will be presented June 4, 16 and 23 at the Rochester Museum & Science Center; on July 2, 14 and 28 at Keuka College; and Aug. 6 and 18 and Sept. 1 at the Finger Lakes Wine Center in Ithaca. The series is open to the public and pre-registration is requested at [www.fingerlakesmuseum.org](http://www.fingerlakesmuseum.org) or call 315.595.2200. Admission is free.

The series will kick off with Part I, From the Brink of Extinction: The Bald Eagles of Hemlock and Canadice, at 2 p.m. Saturday, June 4, in the Eisenhart Auditorium at the Rochester Museum & Science Center, 657 East Ave., Rochester, NY 14607.

Submitted by: Deborah Clark

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