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TODAY	TOMORROW	SUNDAY
9:00 Tai Chi Master is Back in Alfred! 7:30 'Little Shop of Horrors' · Art Day Camp · English Equestrian Camp - Residential	10:00 AU Summer Ultimate 7:30 'Little Shop of Horrors'	11:00 Alfred Farmers Market 2:00 'Little Shop of Horrors' · Summer Programs Registration and Check-In · Robotics Engineering Summer Camp · Summer Art Institute - "How to Get Into a Top Art School" · Consumer Chemistry Camp · Renewable Energy Engineering Camp

Notice to All Hourly Paid Employees (including Students) and Supervisors

Discontinuation of Paper Time Sheets

Effective Aug. 1, 2013, the Payroll Department will no longer accept paper time sheets from hourly employees (including students). Therefore, all time must be recorded on Banner Web in the prescribed manner.

Employees must submit their time electronically for their supervisor to approve no later than midnight on the Wednesday following the end of a pay period. Occasionally, due to Holidays, an early deadline may be imposed but will always be preceded by an announcement in Alfred Today.

Failure to submit time electronically will result in a delay of payment and will require the supervisor to prepare and personally deliver a paper time record to the payroll department, with the employee's signature certifying the accuracy of the time worked. Paper records will not be accepted from anyone other than the employee's supervisor. Those who habitually fail to record their time using Banner Web will be contacted by the Director of Human Resources.

Submitted by: Mark Guinan

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Uploading Credit Card Receipts

In March, an announcement was made regarding changes to the MasterCard administrative process. In an effort to allow individuals time to become familiar with the new program features, scanning and uploading receipts was optional. It was noted at the time that "we will review the process again in August and it is our hope that cardholders will be more comfortable with this new Smartdata system feature."

Over the course of the past several months we have been monitoring the activity and working with individuals. We have determined that the majority have found the scanning feature to be convenient and have continued to upload their receipts. Therefore, beginning in September (for the August statement), we will no longer accept the hard copy submission of receipts. That is, all individuals will need to upload receipts into the Smartdata system.

A printed copy of the statement will still be required to have the cardholder's initials for submission to the card manager and receipts should be maintained until you have been notified by Office and Procurement Services that your information has been verified. All other requirements, including the completion of missing receipt forms should be followed.

Should you required additional training, Office and Procurement Services does offer monthly trainings every second Wednesday of each month from 1-3 p.m. located in the Banner Training room at the side entrance of Howell Hall.

Submitted by: Susan Peck

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New Hires, Position Changes June 2013

New Hires:

W. Richard Stephens, provost and vice president, Academic Affairs

Bruce B. Rosenthal, director, School of Business

Michael E. Oyer, groundskeeper/landscaper, Physical Plant

Dale R. Watson, groundskeeper/landscaper, Physical Plant

Position Change:

Katherine A. Price, Student Accounts representative, Student Service Center

Submitted by: Deborah Clark

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Summer Reading Program Family Film: 'The Indian in the Cupboard' (1995) PG

Monday, July 22 at 10:30 a.m.

Nancy Howe Auditorium

David A. Howe Public Library

155 N. Main St., Wellsville

585-593-3410

A boy receives a cupboard as a present and discovers that it turns a plastic Indian to life. This excellent adaptation of Lynne Reid Banks' popular children's book is full of adventure and wisdom. Stars include Hal Scardino, Lindsay Crouse, Litefoot, and David Keith.

Family Films will continue on Monday mornings at 10:30 a.m. through July and August. The library-sponsored movie is free and open to the general public.

Submitted by: Deborah Clark

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AU Summer Programs Update

Another great camp week comes to a close today! We appreciate the hard work and dedication of camp directors Nancy Kohler, Corrie Burdick, Dan Napolitano, Diane Mix, and Dave Murray, along with all the other instructors, coaches, and staff who made these programs possible.

We are now looking forward to welcoming 60 new campers who will begin arriving on Sunday for camps in chemistry, robotics, renewable energy engineering, art, and tennis.

We will also be hosting guests visiting the area for the upcoming Tough Mudder Event and a local wedding.

We're hoping for another successful week and appreciate everyone's continuing help and hospitality.

Link: [Summer Programs Calendar](#)

Submitted by: Melody McLay

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