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EARLY PAYROLL APPROVAL REQUIRED

In order to properly and timely pay student and non-student employees for the December 30 pay day it is required that all time be submitted for approval no later than noon on Tuesday, December 20 and approved by Supervisors by noon Wednesday, December 21. Any time that is not submitted and/or approved will be paid on the first pay roll in January 2017. Please submit your time correctly and on time to assure that you will receive your pay on the 30th and have a great holiday break!

Submitted by: Mark Guinan

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Beware: Credit Card Scam for 'Tuition' Payments

Some Alfred University students and/or parents are receiving phone calls phishing for credit card information. Callers tell students or parents they represent "Alfred University Student Services" and claim the University is now accepting credit cards for tuition payments. They then request the information be given over the phone, and promise a tuition discount if the information is provided.

These calls are not coming from Alfred University. We do not accept credit card payments for tuition. Do not disclose or provide your credit card information if someone claims to represent "Alfred University Student Services."

Submitted by: Susan Goetschius

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Business Office Closing Early

The Business Office will close at 2:30pm Tuesday December 20th. There will be no cashiering after 2pm in the Business Office or Student Service Center. We apologize for any inconvenience.

Submitted by: Jodi Howe

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Mail Room Hours 12/19-21, 2016

The Powell Campus Mailroom will be closed Noon-1pm, Monday, 12/19 through Wednesday, 12/21/16.

Thank you for your cooperation and understanding.

Submitted by: Donna Sturdevant

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Pool Closed

The pool is currently closed for the regular open swim hours.

Submitted by: Brian Striker

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Athletic Facility Hours of Operation

- The Fitness Center will be closed from Friday, December 23 until Monday, January 2 for Winter Break.

- The Fitness Center hours from now until the start of the Spring Semester are: Weekdays - 10:00 am to 6:00 pm | Weekends - 12:00 pm to 4:00 pm

Submitted by: Krystal Cooper

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Spring Career Expo!

The Spring Career Expo, sponsored by Kohler Co., will take place on Friday, February 17 from 11am-2pm, in the Joyce and Walton Recreation Center (McLane Annex). For an overview of the event and a growing list of employers, please visit the Saxon JobLink from the CDC website at: **www.alfred.edu/cdc**. If you need assistance with preparing for the fair, you can schedule an appointment on the Saxon JobLink, or you can call 871-2164 or email **cdc@alfred.edu** to schedule an appointment.

Submitted by: Jill Crandall

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#FoMO

Michael Perrone will defend his dissertation, #FoMO: Establishing Validity of the Fear of Missing Out Scale with an Adolescent Population. Please join us for this event on Wednesday, 12/21 at 4:00 pm in Science Center 422B.

Submitted by: Bethany Stiller

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Post Your Positions on Saxon Job Link!!

Do you have a position on campus that you would like filled? Use the Career Development Center's Saxon Job Link, this online system allows you to list a position for it to appear immediately to students. Sign in , or sign up and create an account at:

https://alfred-csm.sympli...

You may contact the CDC with any questions at x2164.

Submitted by: Valerie Daciw

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Event Guides Submissions

The spring semester event guides will be built off of the events listed on AU Connect. Please be sure to get your events on that website for consideration in the event guide. If you need assistance with AU connect please contact **csi@alfred.edu** to schedule a training on the website.

Submitted by: Center for Student Involvement

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Safe Zone Training

"The Gay Alliance's SafeZone program was created to develop, enhance and maintain environments in workplaces, schools and other social settings that are culturally competent and supportive to LGBTQ (lesbian, gay, bisexual, transgender and queer) individuals, as well as straight, cisgender people who care about diversity, equality and inclusion." -

Trainings Schedule:

Monday, January 16th from 1:00 - 4:00pm
Wednesday, March 8th from 1:00-4:00pm

To Register or for more information contact Tricia Debertolis **debertpa@alfred.edu**

Submitted by: Eliza Ordway

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Who improved AU? Nominate for Student Innovation Award!

As 2016 wraps up, please take a moment to look back to recognize students who shaped our campus and community. The Board of Trustees annually recognize Student Innovation - student-led efforts which improve our community while having the potential to make a lasting (sustainable) impact. Please send a few sentences to **csi@alfred.edu** about a student (or group of students) and initiative which made an impact.

Link: **csi@alfred.edu**

Submitted by: Center for Student Involvement

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TIAA Consultant on Campus

A TIAA consultant will be conducting one-on-one, 45-minute, individual retirement counseling sessions on Wednesday, January 18, in the Human Resources Conference Room in Greene Hall. Let her help you make financial decisions that are right for you. To schedule an appointment, employees should call TIAA-CREF at 1.800.732.8353; remain on the line for assistance.

Submitted by: Kim Wyant

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Alfred University Gallery Server Pro - IMPORTANT UPDATE - NOV. 2016

AU's faculty/staff photo library, Gallery Server Pro (**http://gsp.alfred.edu**) has expanded over the past year!

Hundreds of images have been added since Gallery Server Pro (GSP) was originally launched in the fall of 2015, and new ones continue to be added almost daily.

Below is a refresher for all faculty/staff.

This searchable photo library contains a wide variety of downloadable AU images ranging from seasonal campus scenics, to classrooms/labs, selected campus events, official AU Faculty/Staff portraits, and much more.

GSP images are in folders cataloged by semester, by month and by topic, and as new photo

assignments are completed, selected images are cataloged and posted on a regular basis. The photos are extensively tagged to assist in searches for specific subjects.

WHO CAN ACCESS GALLERY SERVER PRO?
GSP is accessible to any faculty or staff member who has been provided access by ITS. It is NOT accessible to students, or to the public.

TO ACCESS GALLERY SERVER PRO
1. Go to our.alfred.edu and hover over the left-hand side menu item "Faculty/Staff." The Gallery Server link is the 13th item listed in the fly-out menu.
2. Type in **http://gsp.alfred.edu** in your browser

Once GSP launches in your browser, you will need to enter your AU username (not full email) and email password.

IF YOU HAVE TROUBLE ACCESSING GSP
Those who haven't yet accessed GSP, must email Steven Bucklaew of ITS (**bucklaew@alfred.edu**) who will provide access and confirm it via email soon after he receives the request. It usually happens within minutes!

BEFORE YOU DOWNLOAD
The primary use of many of these images is for Admissions and University Relations marketing efforts in both printed and web formats. In order to keep track of downloads (except for faculty/staff portraits), we recommend you email Rick McLay (**mclay@alfred.edu**) or Judy Linza (**linza@alfred.edu**) with a brief description of which image(s) you are downloading, and where it is going to be used.

DOWNLOADING AN IMAGE
There are two recommended downloadable formats:
1. Web optimized (low resolution but full size), and 2. Original (high resolution). To download the image of your choice, use the download/share icon, which is the one on the left in the icon grouping above each image, and follow the directions.

ATHLETICS PHOTOS
Please contact Mark Whitehouse, AU's Sports Information director (whitehouse.alfred.edu) if you have any questions regarding access to and usage of athletics images.

If you have any questions about GSP, or if you have images that you would like to be considered for inclusion, please contact Rick McLay at **mclay@alfred.edu** or Ext. 2736.

Submitted by: Deborah Clark

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