

# Alfred Today

Thursday, December 14, 2006

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## Charities Drive is failing

HELP!

For the first time in many years (at least 15), the AU Charities Drive will FAIL to reach its goal. Without your support, we will not be able to fund fully agencies such as the local Red Cross, the Alfred Ambulance, the Alfred Station Fire Department and the SPCA. These groups will not be able to provide all of the services we expect.

At the present time, each group will get 20% less than they are counting on receiving. Please give a holiday gift to your community. If you have misplaced your pledge form, send an e-mail to [fbentz@Alfred.edu](mailto:fbentz@Alfred.edu).

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## Study Night -- free pizza

**Event Date:** 12/14/2006

**Event Time:** 7 p.m.

**Location:** McMahon Student Lounge

Society of Women Engineers is holding a Study Night Thursday at 7 p.m. Come relax from all your studies, eat pizza, and hang out.

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## Pool closing For break

The pool will be closed for public use after open swim on Thursday (12/14/06) night. It will re-open next semester.

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## RHC meeting

**Event Date:** 12/14/2006

**Event Time:** 7 p.m.

**Location:** Kenyon-Allen Room

Want free money for your club or residence hall? Come to RHC this Thursday night and find out how you can get money to improve your residence hall or to have a party!

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## PCC Mailroom closing for lunch

The PCC Mailroom will be closing from noon until 1 p.m., Monday-Friday, starting on Friday, Dec. 15, 2006, until Monday, Jan. 15, 2007.

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## Fit Ctr

Sat/Sun 12/16-12/17 - Noon to 2 p.m.

M/T/W 12/18-12/20 Noon to 2 p.m. & 4-6 p.m.

12/21-1/1 - CLOSED

Mon-Fri 1/2-1/5 - Noon to 2 p.m. & 4-6 p.m.

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## Payroll timesheets due by noon on Monday, Dec. 18

Due to the upcoming holiday, all Banner timesheets for the payroll period of 12/03-12/16/06 are due to the Payroll Office by NOON on Monday, Dec. 18. This includes all non-statutory staff, all students, and all statutory temporary employees who are paid on the Banner payroll.

Any timesheets received after NOON on Monday will NOT be processed until the Jan. 12 pay date.

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## Offices closing Monday, Dec. 18 at 12:45 p.m.

The following offices will be closing at 12:45 p.m. on Monday, Dec. 18 so that staff may attend their Holiday Party: The Office of Vice President for Business & Finance, The Business Office in Carnegie Hall, Student Accounts Office in Seidlin, Payroll Office and Human Resources in Greene Hall, Research and Grants Accounting in Binns-Merrill.

The cashing transactions will end for Monday, Dec. 18 at Noon for the Business Office in Carnegie Hall and the Student Service Center in Seidlin.

We're sorry for the inconvenience. Happy Holidays!

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## PCC Mailroom hours over break

The PCC Mailroom will be open on both Tuesday, Dec. 26 and on Saturday, Dec. 30 from 8:30 a.m. - Noon.

Please use side entrance off of the loading dock to get to the mailroom.

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## Paychecks over the holiday break

The Payroll Office in Greene Hall will be open between 8:30 and 10 a.m. on Wednesday, Dec. 27 for employees that do not have direct deposit to pick up payroll checks. After 10 a.m., payroll checks not picked up will be mailed to your home.

Non-statutory direct deposit stubs will be available for pickup on Tuesday, Jan. 2 in the Business Office and statutory direct deposit stubs will be available for pickup by department secretaries after 10 a.m. on Tuesday, Jan. 2.

This notice is effective for both statutory and non-statutory employees. Non-statutory employees may view their direct deposit stubs online at

[https://banweb.alfred.edu/pls/prod/twbkwbis.P\\_WWWLogin](https://banweb.alfred.edu/pls/prod/twbkwbis.P_WWWLogin)

Happy Holidays!

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## Alfred Today during the holidays

Please plan accordingly:

Alfred Today will be distributed through Wednesday, Dec. 20, 2006. The next issue will not appear until Tuesday, Jan. 2, 2007.

May you all have happy holidays and a peaceful new year!

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## Notice of internal posting

Associate I  
Secretary, Psychology Division  
Full-time, 10-month Position  
(Aug. 15 - June 15)  
Posting Dates 12/14-12/19/2006

**Link for more information:**

[http://our.alfred.edu/authenticated/index.cfm/fuseaction/hr\\_internal.home.cfm](http://our.alfred.edu/authenticated/index.cfm/fuseaction/hr_internal.home.cfm)

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## Congratulations to all graduating students!

Please take a minute to fill out the Career Development Center's graduate survey to help us on our annual First Destinations report for your class. Whether you have plans settled or not (e.g., employment or graduate school), we'd like to hear about it.

The CDC uses your responses to understand the job and grad school market for AU students. The information is confidential and is not reported in a personally identifiable way.

If you have any questions about the survey or need any assistance with your career plans, please contact us at 871.2164 or [cdc@alfred.edu](mailto:cdc@alfred.edu). Thank you from the CDC staff!

Here's the survey: <http://www.alfred.edu/cdc/gradsurvey/>

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## December's One Card Reconciliation

The Business Office has requested that cardholders have their One Card information for December reviewed and all the paperwork to your card manager by the 5th of January 2007. The card managers need to have all the transactions approved and the paperwork to Sue Peck by Tuesday, Jan. 9.

The Controller has been asked to produce a six-month budget status report for the next Board of Trustees meeting.

Instructions for printing out your statement online is as follows:

Log in to paymentnet

At the paymentnet home page click on electronic statement & payment

A blank statement appears - type your credit card number and click on green arrow

If you do not have your number handy click the dropdown arrow next to menu

Click on User Search

Type your last and first name in the appropriate boxes

Click on Find

Your current month statement should appear

Click on either Print With Detail or Print Without Detail

A message box appears in the center of the screen letting you know the statement is in PDF format

Click ok

Click on the green arrow in the upper right corner

The statement will appear in PDF format

Click on the toolbar to print

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