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TODAY

TOMORROW

THURSDAY

Business Office Closing Early - Paycheck Availability

On Tuesday, Dec. 20 the Business Office and the Student Accounts section of the Student Service Center will close at 2 p.m. Paychecks will be available for pickup 9 a.m. - 2 p.m. Tuesday and 8:30 a.m. - 4:30 p.m. Wednesday. We apologize for any inconvenience.

If you have any questions or concerns, please call us at 871-2128. Happy Holidays.

Submitted by: Tammy Raub

[back to top](#)[Send Email Reminder](#)**No Parking in Front of Seidlin/Powell 12/19-12/21**

Please do not park in the alley (by Powell Campus Center/Seidlin Hall) this Monday -Wednesday 12/19-12-21/11. The bookstore is having a small renovation starting Monday and will have delivery trucks through the week. Thank you.

Submitted by: Marcy Bradley

[back to top](#)[Send Email Reminder](#)**Important Payroll Information**

If you have received a notice from the IRS concerning your tax return for calendar year 2010, specific to earnings, please contact Mark Guinan or Kathy Costello for information on how to respond.

Mark can be reached in the Office of Human Resources at 607-871-2909 or by e-mail

Guinan@alfred.edu. Kathy can be reached at 607-871-2276 or by e-mail at Costello@alfred.edu.

Attached is an instruction sheet for protesting the tax issue.

Attachment: **Response Documents**

Submitted by: Deborah Clark

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Submit and Approve Timesheets Before You Leave for the Holiday!

Due to the Holiday Schedule, the deadline for submission and approvals of timesheets occurs during our Holiday break. If you don't want to be doing this from your home computer while you are enjoying your time off, please submit your timesheet before you leave.

Approval deadlines are also during the break and it would be nice for your supervisor to be able to do their approvals before they leave as well.

Since the payroll period 12/11-12/24 will be paid the Friday following the Holiday, P/R must have all timesheets approved and ready to process when we return on Tuesday, Jan. 3.

Timesheets that are not in approved status will not be processed and paid Jan. 6.

Thanks in advance for getting this done early!

Submitted by: Kathy Costello

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Herrick's Holiday Break Hours

Herrick's hours for the holiday break will be:

Monday, Dec. 19 - Wednesday, Dec. 21: 8:30 a.m. - 4:30 p.m.

Thursday, Dec. 22 - Monday, Jan. 2: CLOSED

Tuesday, Jan. 3 - Friday, Jan. 6: 8:30 a.m. - 4:30 p.m.

Saturday, Jan. 7 - Sunday, Jan. 8: CLOSED

Monday, Jan. 9 - Friday, Jan. 13: 8:30 a.m. - 4:30 p.m.

Saturday, Jan. 14 - Sunday, Jan. 15: CLOSED

Monday, Jan. 16: 8:30 a.m. - 4:30 p.m.

Tuesday, Jan. 17: Regular Hours Resume

Submitted by: Erinnae Baker

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Residence Life Office Closing

The Office of Residence Life will be closing at noon on Wednesday, Dec. 21. Happy Holidays to all!

Submitted by: Karen Porter

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Curating Campus Call for Art

Campus Life Council is looking for donations of artwork. We are working to permanently install work in

the residence halls. Please send a photograph with medium and demesions to CLC@alfred.edu

The first two halls up for Curating Campus are Brick and Canon. If you are interested in helping pick art work, please also contact Sarah at CLC@alfred.edu Thank You in advance for your generous donations.

Link: [Capus Life Council on Facebook](#)

Submitted by: Sarah Shafer

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Classic Movie: 'Bringing Up Baby' (1938)

Tuesday, Dec. 27 at 6:45 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585-593-3410

Enjoy a wonderful screwball comedy classic with Katharine Hepburn and Cary Grant. A madcap heiress sets her sight on an absentminded zoologist and proceeds to make a shambles of his life. From Hagar Wilde's original story, this 1938 film stars include Grant, Hepburn, Charlie Ruggles, Barry Fitzgerald, and Ward Bond.

This library-sponsored movie is free and open to the general public.

Submitted by: Deborah Clark

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Family Movie Matinee: 'Up' (2009) PG

Thursday, Dec. 29 at 1:30 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585-593-3410

This imaginative animated movie was a popular movie released in 2009. The film is the touching story of an old man who embarks on an adventure, traveling with balloons to transport his house and a stowaway young boy. Voices include Ed Asner, Christopher Plummer, and John Ratzenberger. Rated PG.

This library-sponsored movie is free and open to the general public.

Submitted by: Deborah Clark

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Family Movie: 'The Polar Express' (2004) G

Friday, Dec. 23 at 1:30 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585-593-3410

The 2004 animated version of the beloved Christmas book by Chris Van Allsburg is for all ages. A magical train ride on Christmas Eve takes a boy to the North Pole to receive a special gift from Santa.

Rated G.

This library-sponsored movie is free and open to the general public.

Submitted by: Deborah Clark

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