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### December Holiday Payroll

For the #1 Payroll of 2021, that covers the dates of 12/13/2020-12/26/2020, the timesheets will be due on 12/28/2020 and will need to be approved by Supervisors on 12/29/2020. All hourly employees that are not working over the holiday break need to submit their timesheets to their supervisors for approval on Tuesday 12/22/2020 before leaving work.

Dates for the Holiday Break: 12/23/2020-1/1/2021

How to enter Holiday time on timesheets:

Under the Holiday slot on your timesheet, enter the required hours per day you have to work (per your job classification). You will be either entering 7 or 8 hours depending on your job description and accrued leave time. It is very important that you do not code your time as time worked during the break, unless you are truly working.

For hourly employees who will be required to work over the holiday break:

You should code your normal hours per day (7 or 8 per your job classification) to the Holiday slot on your timesheet. You will also code your worked hours on your timesheet, in the normal worked slot. You should have two entries each day that you are required to work over the Holiday Break. Only essential staff deemed necessary and prior approval by their Supervisor will have coded work hours over the break.

Submitted by: Kayleigh Jones

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### Join AU's Winter Book Discussion: The Purpose of Power

All Alfred University students, staff, and faculty are invited to join a campus-wide discussion of

The Purpose of Power: How We Come Together When We Fall Apart by Alicia Garza.

Garza is a co-founder of the Black Lives Matter movement, and her book offers a guide for unifying and motivating people to become active agents of change in a challenging world.

See attached flyer for more information.

Link: [SIGN UP HERE to receive a copy of the book and membership in a discussion group.](#)

Submitted by: Mallory Szymanski

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### Still time to sign up: Music Courses for Allen Term

Students,  
Get ahead with Allen Term/Winter Term courses.

MUSC 110 Music Appreciation  
Attributes: CLAS: (C) The Arts, CoB: Humanities

MUSC 211 World Music  
Attributes: AU: Global Perspective, CLAS: (C) The Arts,  
CoB: Humanities, SoAD: Humanities-'Other'

Submitted by: Lisa Lantz

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### Open Position-Human Resources Associate

Please see the link below for more information on the open Human Resources Associate position.

Link: [Human Resources Associate](#)

Submitted by: Tamara Green

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### Open Position-Visiting Clinical Instructor

Please see the link below for more information on the open Visiting Clinical Instructor position in the Health and Human Performance Division.

Link: [Visiting Clinical Instructor](#)

Submitted by: Tamara Green

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### Open Position-Summer Programs Coordinator

Please see the link below for more information on the open Summer Programs Coordinator position.

Link: [Summer Programs Coordinator](#)

Submitted by: Tamara Green

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#### **AU Charities Drive Payroll Deduction form due Friday**

Thank you to those who have donated to the Charities Drive, many by payroll deduction. A sizable donation in honor of Wes Bentz, long time Community Chest board member, was gratefully received. You may donate to the Alfred-Alfred Station Community Chest, the United Way of Allegany County, and/or the United Way of the Southern Tier. If you are planning to contribute by payroll deduction, please return the form to Trish Debertolis (Powell CC) before Friday, December 11. Contributions by check will be accepted several months into 2021, but payroll deduction needs to be put in place before the end of December.

Submitted by: Laurel Buckwalter

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