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TODAY	TOMORROW	THURSDAY
9:00 <a href="#">Tai Chi Master is Back in Alfred!</a>	9:00 <a href="#">Tai Chi Master is Back in Alfred!</a>	9:00 <a href="#">Tai Chi Master is Back in Alfred!</a>
8:30 <a href="#">International Folk Dancing</a>	5:30 <a href="#">High Holy Day Services</a>	12:10 <a href="#">Bergren Forum -WILD Events in Alfred</a>
	<a href="#">Kripalu Yoga Classes</a>	4:45 <a href="#">Zumba Fitness Classes</a>
	6:30 <a href="#">Leadership Week 2013: True AU</a>	6:30 <a href="#">Leadership Week 2013: True AU</a>

**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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### College Work-Study Procedure Changes 2013-14

Federal regulations have changed with regard to when an employee may complete the Form I-9. The new rules state the Form I-9 may not be completed until the individual is offered and accepts employment. This requires the following changes for the College Work-Study Green Cards.

NEW STUDENTS (First-time Freshmen and Transfer Students Fall 2013)

- 1) Once you and a student have agreed to fill a position, you will complete the Green Card as you have in prior years.
- 2) The completed Green Card is not to be returned to the Financial Aid Office.
- 3) The completed Green Card should be given to the student with these instructions
  - Take the Green Card and the attached form LS 54 to Human Resources (HR) in Greene Hall during normal business hours.
  - Complete a Form I-9 at HR. (Remind the student to take their identity/citizenship documentation with them)
  - Do the above within 48 hours.
- 4) Reminder to employers: students are not permitted to work before taking the Green Card to HR and completing the Form I-9.

RETURNING STUDENTS

- 1) Returning student who have not worked on campus previously or have not worked on campus after Sept. 1, 2011 will need to complete the Form I-9. Follow the above guidance for New Students.
- 2) Returning students who have worked on campus after Sept. 1, 2011 likely have an active, valid Form I-9. You will need to check this. If the student has an active, valid Form I-9, you will complete the Green Card as you have in prior years. The completed Green Card and the attached form LS 54 can be returned to the Financial Aid Office in Alumni Hall.

CHECKING FOR A FORM I-9

If there is any doubt whether or not a student has a valid Form I-9 on file, you may check this. A shared folder, "shared-Student Employment," has been placed on the U: drive. It contains a file with all students who currently have an active, valid Form I-9 as of Aug. 15, 2013. The "shared-Student Employment" folder also contains a file which explains what type(s) of identification are needed to complete the Form I-9. When you click on the file, you will see a dialog box open that indicates the document is reserved by the Financial Aid Office and further asks that you "Enter password to modify or open as read only." Click on the button titled, "Read Only" to open the document.

Submitted by: Elena Wallace

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### Leadership Week 2013: True AU

6:30 - 8 P.M., TUESDAY AND WEDNESDAY, SEPT. 3 & 4  
POWELL CAMPUS CENTER

"High energy workshops to prepare you to make a difference; Free food and prizes too!"

Attachment: [LW2013\\_Schedule.pdf](#)

Submitted by: Heather Folts

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### 'Open Press' Exhibit

OPEN PRESS

Curated by: Xiaowen Chen

Date: Sept. 6 - Oct. 11

Location: Fosdick-Nelson Gallery

Open Reception: Sept. 6

Time: 7-9 P.M.

This exhibition features contemporary Chinese artists actively working in the field of printmaking. Participating artists include: Chen Haiyan, Chen Qi, Chi Peng, Fan Min, Huang Yian, Jiang Lu, Kang Jianfei, Kong Guoqiao, Li Fan, Li Yuzhi, Xiang Jing, Xu Bing, Yang Feng, Zhang Ye and Zhang Yifan

Submitted by: Shelly Grant

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### Potluck Party for All ODK (faculty and staff)

All members of ODK are welcome and encouraged to attend our potluck party on Thursday, Sept. 5 from 6-8 p.m. in the Judson Leadership Center. Everyone bring a dish to pass and enjoy mingling with Alfred's ODK!

If you already have a shirt, bring it! If not, you can purchase one for \$10 at the party. We hope to see many members!

Submitted by: Erin Mayo

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### Get Your Ticket!

Performing Arts is pleased to be present Kyle Abraham/Abraham.In.Motion -'Pavement"! This "amazing dance company is one of THE HOT TICKETS in New York City!" They will be performing ONLY FRIDAY NIGHT in the Miller Theater. Tickets are going fast - DON'T WAIT! RESERVE your ticket today - email [performs@alfred.edu](mailto:performs@alfred.edu) or visit the online Box Office.

Link: [Box Office](#)

Attachment: [KYLE Abraham Press Document](#)

Submitted by: Nancy Freelove

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### Women's Leadership Conference

11 A.M. Sunday, Sept. 8  
Olin Building

This Women's Conference titled Safety Awareness and Femal Empowerment will provide different aspects of women's safety. There will be workshops for self-defense, travel safety, legal rights, party safety, online safety, campus safety, and safe sex.

\$10 for AU students, \$12 for all others. Lunch included.

Link: [Click to register!](#)

Submitted by: Heather Folts

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### **Business Office Student Club Package**

The Business Office in Carnegie Hall has put together a Student Club package to help the Clubs with any Business Office forms, hoping this information would be helpful and less confusing regarding our procedures.

Please do not hesitate to contact the Business Office with any questions.

If you are a Student Group representative, please have a signing rights information sheet filled out ASAP, with signatures, so that we may have the updated information on file for our records.

Attachment: [Complete\\_Student\\_Club\\_Package\\_Revised\\_8\\_27\\_13.doc](#)

Submitted by: Marty Fuller

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### **EndNote X7 Available for Win & Mac**

The latest EndNote X7 is available for both Windows and Mac systems. You can find the installer in U:\Public\AULibraries\Endnote\. For Windows users, make sure you save the installer and the license file under the same directory to avoid license error.

Submitted by: Fang Wan

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### **Bikes Bikes Bikes!**

The Saxon Bike Hub is open and ready for the season!

Come down to the top floor of Davis Gym to rent a bike, get your bike fixed, or even store your bike.

Hours: Monday-Friday: 1 - 5p.m.  
Saturday & Sunday: Noon - 2 p.m.  
(Subject to change after mid-semester break)

Rental Rates:  
\$3/day  
\$8/week  
\$25/month

Print this page and bring it to the bike hub to receive \$5 off a bike tune-up or discounted rental rates!

(Valid until 9/20/13)

Submitted by: Bike Lending

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### Row Row Row - Boat Needed!

Do you have an old boat that you do not want anymore? Consider donating it to the Division of Performing Arts for its upcoming production of "Much Ado About Nothing." The boat does not need to float. Pick-up can be arranged. Contact Zachary Hamm at [hamm@alfred.edu](mailto:hamm@alfred.edu)

Submitted by: Nancy Freelove

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### Student Carillonneur This Year

Senior Scott DeFranco-Norton has been appointed Student Carillonneur for this academic year as University Carillonneur Laurel Buckwalter will be teaching in Xiamen, China. Visitors are always welcome in the carillon when it is being played.

Scott will play noon times at 12:30 p.m. and on Saturday at 4 p.m. as he is able.

Submitted by: Laurel Buckwalter

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### Educator Price: NY Times Newspaper Subscription Available

The AU Bookstore is offering the NY Times newspaper subscription for the semester OR the full academic year. Newspapers get delivered Monday-Friday, not weekends. Papers can be picked up at the AU Bookstore after 1:30 p.m .daily.

Newspapers start Sept. 3. The subscription price is \$40.80 for the semester (Sept. 3 thru Dec. 13) or full academic year \$82.80. Please call or email to arrange a subscription.

Submitted by: Marcy Bradley

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### Homecoming 2013

Alfred University Homecoming 2013, Oct. 5

Tailgate Picnic  
11 A.M. - 12:30 P.M.

Tickets: \$12 for adults, \$6 for AU Students, Faculty/Staff and children under 12. (The tailgate picnic will be located on the north end of Merrill Field. You will need to purchase your game ticket prior to

coming onto the field for the tailgate picnic.)

Alfred Saxons vs. Buffalo State Bengals at 1 P.M.

Tickets: \$5 for adults, \$2 for children under 12, free for AU Students (with ID), Faculty and Staff.

Carillon Recital at the Davis Memorial Carillon, 4:00 PM

Hall of Fame Reception, Kenyon-Allen at 5 P.M. and Dinner, Knight Club of Powell Campus Center at 6 P.M.

Tickets: \$30 per person

Celebrate AU's Hall of Fame with the induction of the following new members:

Wes Carr '82 - Men's Track and Field

Joe Havens '91 - Football

Conor Walsh '02 - Men's Skiing

Lindsay deCsipkes '02 - Women's Lacrosse & Tennis

Pat Kerwin '03 - Men's Swimming

RSVP by 9/27/13 at: [www.alfred.edu/alumni/reg...](http://www.alfred.edu/alumni/reg...)

GO SAXONS!

Submitted by: Audrea Sirianni

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### **Hornell YMCA Offers Self-Defense Class**

The Hornell YMCA will offer a new self-defense class this fall. The class will be offered on Thursdays from 5 to 6 p.m. for 10 weeks starting Sept. 5 and concluding Nov. 7.

This self-defense class will be instructed by Sheriff David Cole. Sheriff Cole has over 30 years' experience in karate and is a 6th-degree black belt. He is also a former NYS Police defense tactics instructor and the current self-defense instructor for the Sheriff's CIRT (SWAT) team and the corrections CERT team.

This YMCA class will meet the needs of the community as it will teach techniques for self protection. The class will be designed to teach simple self-defense to defend against all types of single and multiple attacks. It will include very simple blocks, punches, strikes, kicks and stances, with each week developing on the week before.

This class is open to men and women ages 13 and up. The fee for YMCA members is \$20 and \$40 for non-members. Class space is limited; contact the YMCA for more information.

Rebecca Weaver Hamm  
Director, Music and Arts  
YMCA OF HORNELL NEW YORK, INC.  
18 Center St.  
Hornell, NY 14843  
P 607 324 5520  
[www.hornellymca.com](http://www.hornellymca.com)

Submitted by: Deborah Clark

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### **Tai Chi Master is Back in Alfred!**

Tai Chi master Guigang Liu is back in Alfred and will give 3 sessions of Tai Chi classes from May to October! The schedule is as follows:

Spring Tai Chi class: 6 weeks from May 13 to June 21, 9-11 a.m. weekdays. Yijin Jing, Five-animal Exercises, 24-form Tai Chi, and Swimming dragon Tai Chi will be taught and practiced.

Summer Tai Chi class: 6 weeks from July 15 to Aug. 23, 9-11 a.m. on weekdays. "Swimming dragon Tai Chi Sword" will be added for this session.

Fall Tai Chi class: 6 weeks from Sept. 2 to Oct. 11, 9-11 a.m. weekdays.

There will be Tai Chi Performance in mid-September for Moon Festival Celebration.

Place: Village Bandstand. Main Street, Village of Alfred

These classes are sponsored by Confucius Institute at Alfred University and are free to the public!

Submitted by: Jing Zhu

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### Participate in Handel's 'Messiah'

SING HANDEL'S MESSIAH!

Olean Community Messiah 2013 is now accepting singers. Sing-up today by sending a message with your name and vocal part (S.A.T.B) to:

[OleanChorus@verizon.net](mailto:OleanChorus@verizon.net)

Piece: Oratorio, HWV 56, The Messiah by George Frederic Handel

Concert Date: Sunday, Nov. 17, 2013 at St. Mary of the Angel, Olean

Weekly Rehearsals: Wednesdays, 6:30-8:30 p.m. (starting on Wednesday, Sept. 11, location TBA)

Olean Community Orchestra Academy

Dr. Mark Hijleh, Music Director

Submitted by: Deborah Clark

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