

Alfred Today

Monday, December 18, 2006

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Credit Union closing

The credit union will be closed on Tuesday, Dec. 19, 2006 from 11:30 a.m.-1:30 p.m.

The credit union will also be closed on Dec. 25, 2006 and Jan. 1, 2007 in observance of Christmas and New Year's Days.

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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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PCC Mailroom hours over break

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

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

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PCC Mailroom closing for lunch

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

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Saxon Inn closing dates for the holiday break

The Saxon Inn will close at noon on Tuesday, Dec. 19, 2006 and will reopen on Tuesday, Jan. 2, 2007.

Future reservations can be made by sending an e-mail to saxoninn@alfred.edu or by calling 607.871.2600 to leave a voice message.

Happy Holidays!

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Added search function to Faculty/Staff Directory

The ability to search for faculty and staff by department and title has been added to the online faculty/staff directories. Check it out by clicking on the link below.

Link for more information: <http://our.alfred.edu/index.cfm/fuseaction/fsdirectory.start.cfm>

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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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