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TODAY

TOMORROW

THURSDAY

Recording Time in BannerWeb for the Early Release on Friday May 30

Questions on how to account for the "early release time" on Friday, May 30 have been coming in to the Payroll Department. Please record your "out" time as 3:30 just as normal. Even though you were released early it is still considered "work time" and you will be compensated for it.

Please feel free to contact the Payroll Department if you have any questions.

Submitted by: Mark Guinan

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Year-end Cut-off Dates for Business Areas

Business Office:

July 11 - All transactions such as corrections, transfers, budget adjustments, year-end accruals, etc. submitted for fiscal year 2013-14.

Office & Procurement Services:

May 16 - All requisitions are due for fiscal year 2013-14.

June 27 - All Merchandise must be received for fiscal year 2013-14.

Accounts Payable:

June 27 - All merchandise and services must be received and invoiced to the University for fiscal year 2013-14.

July 8 - The cutoff date for travel expense forms that account for travel through June 30th for fiscal year 2013-14.

July 11 - Invoices for fiscal year 2013-14

University One Card Reconciliation for June:

June 20 -Last day for purchases on credit card for fiscal year 2013-14.

July 10 - Card holder review & send paperwork to card manager.

July 14 - Card manager approve & send paperwork to Program Administrator.

Attachment: [Year-end Cut-off Dates for Business Areas](#)

Submitted by: Susan Peck

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Extended Fitness Center Hours for Reunion Weekend

The McLane Fitness Center will open at 8 A.M. from Friday June 6 through Sunday, June 8 for Reunion Weekend. The facility will close at its regularly scheduled times each of those days.

Submitted by: Tony Aquilina

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Career Development Center Closed June 3 & 4

The CDC will be closed for a staff retreat on Tuesday, June 3 and Wednesday, June 4, 2014. We apologize for any inconvenience.

Submitted by: Susan Meacham

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Internal Job Posting - Operations Associate

Employment Opportunity:
Operations Associate
Grade C1

Link: [Oper Assoc Posting](#)

Submitted by: Kim Wyant

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Zumba toning classes for June

Sign-ups are now under way for June Zumba toning classes, to be held Tuesdays and Thursdays at noon in the multi-purpose room at the Heath and Wellness Center. Cost for all eight classes is \$40, payable at the time of registration. Minimum of 7 required for the class to be held. Drop-ins possible if the minimum number is reached.

Attachment: [Registration form](#)

Submitted by: Susan Goetschius

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Concert: Genesee Valley Central School Jazz Band

Tuesday, June 3 at 7 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585-593-3410

The Jazz Band, under the direction of Alva Robbins, will present an exciting evening of music featuring selections by Duke Ellington, Louis Prima, Benny Goodman, Jeff Jarvis, and many other modern composers.

We'll also have talented soloists from the school community in this night full of music. Be ready to dance in the aisles!

The library-sponsored concert is free and open to the general public.

Submitted by: Deborah Clark

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