

Alfred Today

Tuesday, December 12, 2006

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Get your invoices in by tomorrow

In preparation for the University holiday closing, please submit all of your accounts payable invoices to the Business Office in Carnegie Hall by Wednesday, Dec. 13. This includes all completed and approved invoices, check requests, and travel requests.

The last check runs in December will be on the 14th and 19th. The next check run will not be until Tuesday, Jan. 2, 2007.

Thank you!

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I.T.S. Helpdesk office hours

The I.T.S. Helpdesk Office hours are 8:30 a.m.-4:30 p.m., Monday-Friday, through Monday, Jan. 22, 2007. The Helpdesk is now located in room 108 of the Science Center, and our phone number is 871.2222.

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Non-statutory health insurance last chance

LAST CHANCE - Anyone who missed making a change to your health insurance may still do so until close of business on Thursday, Dec. 14. THERE WILL BE NO CHANGES BEYOND THAT DATE.

Please view prior announcements for information on the premium changes for 2007.

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Good luck packages

Encourage your friends to do well on their finals this week; give them a surprise "Good Luck" package :) APO will be selling three different packages in Powell at lunchtime at the beginning of this week.

Your package options...

~"Stress Reliever" includes a Mountain Dew, chocolate, snacks, and more

~"Keep Warm" includes hot cocoa, ramen noodle, popcorn, and more

~"Care Package" includes tea, chap-stick, hand sanitizer, and more

Please stop by our table to lighten the mood during this stressful time of year and Good Luck on Finals!

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Congratulations to all graduating students!

Please take a minute to fill out the Career Development Center's graduate survey to help us on our annual First Destinations report for your class. Whether you have plans settled or not (e.g., employment or graduate school), we'd like to hear about it.

The CDC uses your responses to understand the job and grad school market for AU students. The information is confidential and is not reported in a personally identifiable way.

If you have any questions about the survey or need any assistance with your career plans, please contact us at 871-2164 or cdc@alfred.edu. Thank you from the CDC staff.

Here's the survey: <http://www.alfred.edu/cdc/gradsurvey/>

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Paychecks over the holiday break

The Payroll Office in Greene Hall will be open between 8:30 and 10 a.m. on Wednesday, Dec. 27 for employees that do not have direct deposit to pick up payroll checks. After 10 a.m., payroll checks not picked up will be mailed to your home.

Non-statutory direct deposit stubs will be available for pickup on Tuesday, Jan. 2 in the Business Office and statutory direct deposit stubs will be available for pick up by department secretaries after 10 a.m. on Tuesday, Jan. 2.

This notice is effective for both statutory and non-statutory employees. Non-statutory employees may view their direct deposit stubs online at

https://banweb.alfred.edu/pls/prod/twbkwbis.P_WWWLogin

Happy Holidays!

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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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Need a publication designed/printed?

The Office of Communications offers design services to the campus community for major publications. If you or your office/department requires a major publication to be designed/printed, please send your request to:

http://forms.alfred.edu/communications/soundings_auth/

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