

In This IssueWebmail users [click here](#)**Official News**

- [Early Deadline to Submit & Approve Timesheets Before Holiday Break!](#)
- [Smoking Policy Reminder](#)

General Announcements

- [December Graduates Mailbox Key Return](#)
- [Swain Discount Rates for Faculty/Staff, Students](#)
- [Frontier Pages Telephone Book](#)
- [AU Bookstore Open Through Dec. 24](#)
- [AU Faculty, Staff and families: Twilight Skiing at Swain](#)
- [Looking for Last-Minute Gift ideas? Come to the AU Bookstore](#)

What's Happening?[More Events...](#)

TODAY

TOMORROW

THURSDAY

Early Deadline to Submit & Approve Timesheets Before Holiday Break!

Due to the Holiday Schedule, the deadline for submission and approvals of timesheets for the pay-period 12/9-12/22 has been moved up to Friday, Dec. 21.

Since the payroll period 12/9-12/22 will be paid the Friday following the Holiday, P/R will coming in during the break to process this payroll.

Timesheets that are not in approved status cannot be processed and paid on the Jan. 4 pay date. Any timesheets not submitted and approved will be paid in the next available payroll.

Thanks in advance for getting this done early!

Submitted by: Kathy Costello

[back to top](#)[Send Email Reminder](#)**Smoking Policy Reminder**

It is Alfred University's policy to comply with all sections of the NYS Clean Indoor Air Act, therefore, smoking is prohibited in all University buildings, fire escapes, outdoor sporting events, and during on-campus outdoor activities/events.

Smoking is also prohibited within 25 feet of all building entrances, open windows, and outdoor air ventilation intakes. This includes extinguishing smoking paraphernalia prior to coming within the 25 foot radius of doors, entrances and open windows.

Thank you for your cooperation by using the appropriate receptacle to safely extinguish your materials.

Submitted by: Cherise Haase

[back to top](#)

[Send Email Reminder](#)

December Graduates Mailbox Key Return

Please remember to return your mailbox key by Friday, Dec. 14, 2012 to avoid any non-refundable fees.

Congratulations!

Submitted by: Susan Peck

[back to top](#)

[Send Email Reminder](#)

Swain Discount Rates for Faculty/Staff, Students

Swain is extending discounted rates for Alfred University Faculty, Staff and their families plus AU Students. University employees and their families and AU students may ski at Swain Resort any day after 3 p.m. at reduced rates.

In order to participate in the program please register with Judith Green. Discounted rates available through the ski season.

Questions may be addressed to Judith Green at jgreen@alfred.edu or 607.871.2966

See attachment for 2012-13 rates.

Attachment: [Swain_Form.doc](#)

Submitted by: Deborah Clark

[back to top](#)

[Send Email Reminder](#)

Frontier Pages Telephone Book

The 2013-14 Frontier Pages telephone books are at the Powell Campus Center Mailroom if you want to stop by and pick one up.

Thank you.

Submitted by: Susan Peck

[back to top](#)

[Send Email Reminder](#)

AU Bookstore Open Through Dec. 24

Bookstore hours for Dec. 17-23, open 9 a.m.-4 p.m.; Dec. 24, 9 a.m.-2 p.m. We will be closed Dec. 25 & 26, open 9 a.m.-3 p.m. Dec. 27, and closed Dec. 28. Hours Dec. 31, 9 a.m.-2 p.m.

We will see you in January! Happy Holidays everyone, enjoy break!

Submitted by: Marcy Bradley

[back to top](#)

[Send Email Reminder](#)

AU Faculty, Staff and families: Twilight Skiing at Swain

Alfred University faculty, staff and their immediate families may take advantage of reduced-price ski passes at Swain by participating in the Twilight Club.

For more information, contact club advisor Judith Green: (607) 871-2966, jgreen@alfred.edu.

Attachment: [Twilight Club for AU Faculty and Staff](#)

Submitted by: Susan Goetschius

[back to top](#)

[Send Email Reminder](#)

Looking for Last-Minute Gift ideas? Come to the AU Bookstore

We have Godiva chocolates on sale along with holiday decorations. There is a sale on bedrest pillows and large floor pillows, now \$12.49 each. Come check out the additional sales! Open this week 9 a.m. - 4 p.m.

Submitted by: Marcy Bradley

[back to top](#)

[Send Email Reminder](#)

[Alfred University](#) | [My AU](#) | [Our AU](#) | [Events](#) | [BannerWeb](#) | [Blackboard](#) | [News](#) | [Enews](#)