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TODAY

TOMORROW

SUNDAY

Early Deadline for Submission & Approval of Time Sheets is Today!

Today is the early deadline for approval of timesheets for the pay-period 12/9-12/22. Remember, due to the Holiday break, we are processing the payroll during the break so all timesheets must be approved when P/R comes in to process the payroll.

All timesheets that are not submitted and approved when we start the payroll will not be included in the Jan. 4 check date.

Submitted by: Kathy Costello

[back to top](#)[Send Email Reminder](#)**Exempt Staff - Please Do Your December Leave Report Today!**

Please make sure any outstanding Banner Monthly Leave Reports and the one for December are submitted and approved by your supervisor before you (or they) leave for Holiday break. If you used your FH and/or Personal Day during a month and the Leave Report is not approved, Banner will not accrue next years FH and Personal Day.

Getting caught up and submitting December early will ensure the accrual process of these 2 days works as it should.

Submitted by: Kathy Costello

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The training schedule has been set for the new Master Card Program. The mandatory training will be

for cardholders as well as card reviewers (anyone that logs into the paymentnet website).

Attendance to the training is required before a credit card will be given and for access to the new MasterCard website.

Cardholders are required to turn in their current Visa cards at the training session they attend.

The trainings will take place in the Olin Building, room 214.

The dates are: Jan. 14 - 18, 10 a.m.-noon OR 1 - 3 p.m. each day. Please note, there are two sessions offered each day for you to choose the best time for you.

Please email pecksm@alfred.edu with the date that you will be attending the MasterCard training session.

Submitted by: Susan Peck

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HAPPY HOLIDAYS!

May you all have a very happy, restful, and healthy holiday break. Alfred Today will return on Jan. 3, 2013.

Submitted by: Deborah Clark

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TIAA-CREF Consultant on Campus

You're invited! Jason Sciotti, Individual TIAA-CREF Consultant, will be conducting one-on-one, 45-minute, individual retirement counseling sessions on Jan. 9, Feb. 7, and March 5 in the Human Resources Conference Room in Greene Hall. Let him help you make financial decisions that are right for you.

To schedule an appointment with Jason, Non-Statutory employees should call TIAA-CREF at 1.877.209.3144 and Statutory employees should call TIAA-CREF at 1.800.732.8353; remain on the line for assistance.

Submitted by: Kim Wyant

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