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What's Happening?

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TODAY	TOMORROW	WEDNESDAY
<ul style="list-style-type: none">· Classes Resume	<p>5:00 The Community Table Cooking Classes: Holiday Appetizers</p> <p>6:00 Digital Drawing Exhibition & VR Performance(s)</p>	

Ride Board

Need a ride home or back to campus from break? Search for a ride or post a ride that you can offer to someone else.

Link: [Ride Board](#)

Submitted by: Judy Linza

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Friendly reminder regarding personal packages

Our campus mailrooms have reported receiving several personal packages for staff and faculty members. Please remember that having personal packages shipped to the University is not permitted as this creates congestion and extra work for our mail staff. The mailrooms should be used for business purposes only. Thank you for your cooperation.

Submitted by: Valerie Ewald

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TIAA Consultant on Campus

A TIAA consultant will be conducting one-on-one, 45-minute, individual retirement counseling sessions on Thursday, December 5 in the Human Resources Conference Room in Greene Hall. No matter where you are in life - just getting started or planning for retirement - a session can help you create a plan for your goals. To schedule an appointment, employees should call TIAA at 1.800.732.8353 and remain on the line for assistance; or register at www.TIAA.org/schedulenow.

Submitted by: Kim Wyant

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Approving Timesheets/Leave Reports Training

This is the fourth training in a 9 month series targeted at any AU employee who has supervisory roles in their department. This training can also be especially helpful for any staff who support the supervisors in their department.

This training will encompass: approving timesheets and leave reports in Banner

Supervisors who may be new in their rolls or need a refresher are encouraged to come. This is also open to anyone in the department who may be a proxy timesheet approver.

This training will be held on December 2, 2019 from 11:15am-12:00pm and on December 19, 2019 from 11:15am-12:00pm both located in the Kenyon/Allen Room in the PCC. This is the same training both days.

Attachment: [Flyer for Supervisor Training](#)

Submitted by: Kayleigh Misner

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Flute Lessons!

Flute lessons are available for all ages and abilities. If you are interested, please register for MUSC 104 01 or MUSC 304 01 Private Lessons-Flute and/or contact Mrs. Decker deckerr@alfred.edu

Flute Choir also will be available if there is enough interest.

Submitted by: Rachel Decker

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Canisteo Valley Bees make Honey

The Canisteo Valley lady bees have had a wonderful and productive honey season! We are selling honey with 20% of proceeds going towards the AU Marketing Club.

Quart=\$15

Pint=\$10

Contact Amy Rummel if you are interested. frummel@alfred.edu

Submitted by: Kathleen Hillman

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Jam Sessions

Do you have a dog at home? Are you missing them?

Stop by JAM SESSIONS today in the Powell Campus Center, Main Lounge from 12:00 pm - 1:00 pm and get some affection from Jam, Professor Morehouse's certified therapy dog.

Submitted by: Emma McDowell

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Holiday Concert with the AU Orchestra, Fri. Dec. 6

Friday, December 6 at 7:30 PM, the Alfred University Symphony Orchestra under the direction of Dr. Lisa Lantz, will present an Evening of Holiday Classics.

Featuring the music of LeRoy Anderson, music minor, Joseph Falvo will team up music faculty Dr. Raul Barcenes, and Christopher Lynn for Bugler's Holiday. And if you missed the Halloween Concert, Dustin Woodard will give a command performance of LeRoy Anderson's The Typewriter. An arrangement of Vivaldi's Winter by the Trans Siberian Orchestra, will show case student soloist, Aaron Vit on electric violin.

This concert is free and will be held in Miller Theater. Families are encouraged to attend.

Submitted by: Lisa Lantz

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Avoid Paycheck Delay with Direct Deposit

Stop down to the Payroll Office located in Greene Hall to sign up for Direct Deposit and avoid having to wait for a paper Check to come in the mail over the Holiday Break.

*We will only accept forms in person, do not send banking information via email.

**Please attach a voided check or a direct deposit form from your bank with the account and routing number attached to ensure accuracy.

Link: [Payroll Web Page - Payroll Forms](#)

Submitted by: Jessica Clinger

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Holiday Video - We Need Your Help

This year our University Holiday Video will be set to Deck the Halls. We need your help! On Thursday, December 5 at 2:30 PM join us by the Fiat Lux letters near Powell Campus Center to "decorate" one of our purple holiday trees with gold lights, have some holiday fun & star in our video!

Submitted by: Jodi Bailey

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AIDS Walk and Candlelight Vigil

Join the Wellness Center for our annual AIDS walk and candlelight vigil. Sunday, December 1 is World AIDS day, which is an opportunity for people worldwide to unite in the fight against HIV, to show support for people living with HIV, and to commemorate those who have died from an AIDS-related illness. The walk will consist of a short prayer led by interfaith advisor, Laurie Demott, followed by a walk around campus holding red LED candles. We will end back at Powell for doughnuts from Wegmans and hot chocolate.

WHEN: December 2nd

TIME: 5 PM

LOCATION: 1st floor of Powell

Submitted by: Amanda Khodorkovskaya

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Throwback Thursday De-Stress Event

It's that time of year! Stress levels are high and deadlines are looming. Take a break from it all and come over to the Knight Club for a Throwback Thursday De-Stress Event. Enjoy games from childhood, watch movies from the past, and munch on familiar treats from when you were younger. This event is open to ALL students and is FREE!

WHEN: Thursday, December 5

WHERE: Knight Club Powell

TIME: 3:00 pm - 7:00 pm

Submitted by: Amanda Khodorkovskaya

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Job Opening - Secretary, Divisions of English and Communication Studies

Please see the link below for more information on the open Secretary in the Divisions of English and Communication Studies position.

Link: [Secretary, Divisions of English and Communication Studies Position](#)

Submitted by: Tamara Green

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Job Opening-Institute for Electronic Arts Research Specialist

Please see the link below for more information on the open Institute for Electronic Arts Research Specialist position.

Link: [Institute for Electronic Arts Research Specialist Position](#)

Submitted by: Tamara Green

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Please enter Holiday Hrs for Nov 28th and 29th, if eligible for Holiday Pay

If you are eligible for Holiday Hours, please enter HOLIDAY on your Timesheet for Thanksgiving, Nov. 28th and Friday, Nov. 29th. This is for pay period 25: 11/17-11/30/19.

*If you are a 70 Hour per pay period employee, enter 7 hours of Holiday each day.

*If you are an 80 hour per pay period employee, enter 8 hours of Holiday each day.

REMINDER: Timesheets will be due Wednesday, December 4th. Please open and submit your timesheet prior to the Due Date.

Link: [Payroll Helpful Hints](#)

Submitted by: Jessica Clinger

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Inaugural Charity Dinner and Ball

Join us for the Inaugural Charity Dinner and Ball sponsored by the Institute for Cultural Unity, Student Activities Board and Brother to Brother.

The Charity Dinner will be from 6:00 pm - 8:00 pm on Friday, December 6 in the Knight Club.

Following the Dinner, the Charity Ball will be from 8:00 pm - 11:00 pm in Susan Howell Hall.

Dress for both events is "Dress to Impress"

Tickets are \$10 per person inclusive of both events and all proceeds collected will be donated to CASA of the Southern Tier.

Tickets may be purchased from the Center for Student Involvement on the first floor of the Powell

Campus Center.

There are 150 Tickets available for the Dinner and Ball .

Individual entry to the Ball only (no Dinner) is also available at a reduced cost (\$5).

Link: [AU Connect Event Page](#)

Attachment: [Charity Dinner and Ball Poster](#)

Submitted by: Brian Saltsman

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The Community Table Cooking Classes: Holiday Appetizers

Tuesday, December 3

5:00 pm - 7:00 pm

The Community Table

Sign up by Monday, December 2.

Call 871-2247 or email snyderhg@alfred.edu.

Class size is limited.

Saxon Swipe, plus \$5

(Meal Plan Members - Cash, Credit, Dining Dollars, or Fiat Bux)

or \$16 (Cash or Credit)

The Community Table is located on the second floor
of Powell Campus Center, next to the bookstore.

Submitted by: Marie Williams

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Campus Labs Visit

Representatives from Campus Labs will be on campus on Tuesday, December 3 to teach faculty and staff how to best use our programs: Beacon (early alert system), Baseline (assessment, including building and sending surveys and creating rubrics), and Engage/AU Connect (event platform). You'll also learn how the systems can be integrated for an even better experience. Two sessions will be offered in Nevins Theater: the first will be held from 10:00 am - 11:30 am, and the second will be held from 1:30 pm - 3:00 pm. Choose the one that best fits your schedule!

For questions, please contact guyer@alfred.edu. Pre-registration is not required.

Submitted by: Kimberly Guyer

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Reminder: Time Sheets Due December 4th for Pay Period 25

Time Sheets are due by Wednesday, December 4th for Pay Period 25, starting 11/17/19-11/30/19. If you have not started your Time Sheet yet, please be sure to start and submit electronically prior to Midnight on Wednesday. Please refer to the link below for help filling out your time sheet.

If you are eligible for Holiday Hours, please enter HOLIDAY on your Timesheet for Thanksgiving, Nov. 28th and Friday, Nov. 29th. This is for pay period 25: 11/17-11/30/19.

Link: [Banner Self Service Web Time Entry & Approvals Documentation](#)

Submitted by: Jessica Clinger

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