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TODAY	TOMORROW	SATURDAY
9:00 Tai Chi Master is Back in Alfred!	9:00 Tai Chi Master is Back in Alfred!	10:00 AU Summer Ultimate
10:00 Do You Know Your Numbers?		
12:00 AU and ASC are Getting Fit!		

Modified Office Hours: 5/23 Business & Finance Division

On Thursday, May 23 the following offices will be unavailable, and/or services modified, from 10 a.m. until 3:30 p.m. We apologize in advance for any inconvenience.

- * Business Office - No cashiering services. Pay checks will be available beginning Friday, May 24. Any special circumstance requiring a check prior to this time should be discussed with Payroll prior to 10 a.m. on Thursday.
- * Environmental Health and Safety
- * Human Resources and Payroll
- * Mail Room, Office and Procurement Services - No incoming/outgoing mail services
- * Physical Plant (Non-Statutory Main Office)
- * Sponsored Research Administration
- * Student Service Center (Student Accounts only) - No cashiering services

Submitted by: Judith Green

[back to top](#)[Send Email Reminder](#)**Water Meter Installations Thursday**

Alfred Village crews will be installing new water meters beginning at 9:30 a.m., Thursday, May 23, at 6

Sayles St., and 15 & 17 Terrace St.

Submitted by: Deborah Clark

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Year-end Cut-off Dates for Business Areas

BUSINESS OFFICE:

JULY 12 - All transactions such as corrections, transfers, budget adjustments, year-end accruals, etc. submitted for fiscal year 2012-13.

OFFICE AND PROCUREMENT SERVICES:

MAY 17 - All requisitions are due for fiscal year 2012-13.

JUNE 28 - All merchandise must be received for fiscal year 2012-13.

ACCOUNTS PAYABLE:

JUNE 28 - All merchandise must be received and services performed and invoiced to the University for fiscal year 2012-13.

JULY 10 - The cutoff date for travel expense forms that account for travel through June 30th for fiscal year 2012-13.

JULY 12 -All June 30 invoices must be received for fiscal year 2012-13

UNIVERSITY ONE CARD RECONCILIATION FOR JUNE:

JUNE 21 - Last day for purchases on credit card for fiscal year 2012-13.

JULY 10 - Card holder review & paperwork submitted to card manager.

JULY 12 - Card manager approve & paperwork submitted to Program Administrator.

For additional detail please visit the following link to our website.

Link: [EOY Notice](#)

Submitted by: Susan Peck

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No Alfred Today Monday, May 27

There will be no Alfred Today on Monday, May 27, Memorial Day. Have a safe and enjoyable long weekend!

Submitted by: Deborah Clark

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Leave Balances Now Available on Your Pay-Stub and Direct Deposit!

Starting this pay period, your leave balances will be available on your Pay Stub and Direct Deposit. Please see attached to see an example of this new functionality and provide additional information to help you understand this process.

Link: [Leave Balances Info Doc](#)

Submitted by: Kathy Costello

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John Cage on Carillon

In the next few days, campus members may notice some unusual music coming from the carillon. You might say to yourself: that sounds like John Cage, and you would be correct!

University Carillonneur Laurel Buckwalter will be working on John Cage Music for Carillon 1 (he wrote 5), as part of the Carillon Project Cage 100, sponsored by the Forum of Contemporary Music Leipzig. Cage's rarely heard music for carillon will be played on over 1,000 bells (at 40 locations) all around the world from May to August 2013. The performance will be part of the carillon recital at 4 p.m., Saturday, June 8, Reunion Weekend.

Submitted by: Laurel Buckwalter

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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 Thursday, June 6, and Wednesday, June 19, 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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Summer hours, summer Zumba!

Zumba Fitness classes will be held in McLane Center gym, Mondays and Thursdays at 3:45 this summer. Come join the fun and get fit at the same time. Classes are open to anyone. Fee is \$3 per class for AU and Alfred State faculty, staff and students.

No class on Memorial Day.

Submitted by: Susan Goetschius

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Swingin' 2 the Oldies to Benefit Meals-on-Wheels

The Allegany Senior Foundation is hosting a party to benefit Allegany County Meals-on-Wheels - Swingin' 2 the Oldies, Saturday, June 8, 4 to 9 p.m. at the Activities Center of the Alfred State College Wellsville Campus.

There will be a theme basket auction, cash beer and wine bar, and the Barbecue Bandits smoked turkey and pulled pork for dinner, beginning at 5:30. The Swingin' follows to the big band music of the Jazz Ninjas.

For more information or tickets, call the Office for the Aging at 585-268-9390.

Tickets for the event are \$15 each, or 4 for \$50. The Activities Center will be open Saturday from noon to 2 p.m. for those wishing to participate in the basket auction only.

Submitted by: Deborah Clark

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