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What's Happening?

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TODAY	TOMORROW	THURSDAY
9:00 Tai Chi Master is Back in Alfred!	9:00 Tai Chi Master is Back in Alfred!	9:00 Tai Chi Master is Back in Alfred!
7:00 Wingate Memorial Carillon Recital	• Tennis Day Camp	12:00 Summer Location for AU/ASC Weight Watchers Meetings
• Tennis Day Camp	• Robotics Engineering Summer Camp	3:45 Zumba@ Fitness Class
• Robotics Engineering Summer Camp	• Summer Art Institute - "How to Get Into a Top Art School"	• Tennis Day Camp
• Summer Art Institute - "How to Get Into a Top Art School"	• Consumer Chemistry Camp	• Robotics Engineering Summer Camp
• Consumer Chemistry Camp	• Renewable Energy Engineering Camp	• Summer Art Institute - "How to Get Into a Top Art School"
• Renewable Energy Engineering Camp		• Consumer Chemistry Camp
		• Renewable Energy Engineering Camp

Notice to All Hourly Paid Employees (including Students) and Supervisors

Discontinuation of Paper Time Sheets

Effective Aug. 1, 2013, the Payroll Department will no longer accept paper time sheets from hourly employees (including students). Therefore, all time must be recorded on Banner Web in the prescribed manner.

Employees must submit their time electronically for their supervisor to approve no later than midnight on the Wednesday following the end of a pay period. Occasionally, due to Holidays, an early deadline may be imposed but will always be preceded by an announcement in Alfred Today.

Failure to submit time electronically will result in a delay of payment and will require the supervisor to

prepare and personally deliver a paper time record to the payroll department, with the employee's signature certifying the accuracy of the time worked. Paper records will not be accepted from anyone other than the employee's supervisor. Those who habitually fail to record their time using Banner Web will be contacted by the Director of Human Resources.

Submitted by: Mark Guinan

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Uploading Credit Card Receipts

In March, an announcement was made regarding changes to the MasterCard administrative process. In an effort to allow individuals time to become familiar with the new program features, scanning and uploading receipts was optional. It was noted at the time that "we will review the process again in August and it is our hope that cardholders will be more comfortable with this new Smartdata system feature."

Over the course of the past several months we have been monitoring the activity and working with individuals. We have determined that the majority have found the scanning feature to be convenient and have continued to upload their receipts. Therefore, beginning in September (for the August statement), we will no longer accept the hard copy submission of receipts. That is, all individuals will need to upload receipts into the Smartdata system.

A printed copy of the statement will still be required to have the cardholder's initials for submission to the card manager and receipts should be maintained until you have been notified by Office and Procurement Services that your information has been verified. All other requirements, including the completion of missing receipt forms should be followed.

Should you require additional training, Office and Procurement Services does offer monthly trainings every second Wednesday of each month from 1-3 p.m. located in the Banner Training room at the side entrance of Howell Hall.

Submitted by: Susan Peck

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Used Electronics and Scrap Metal Removal

Please search out all unwanted electronic equipment that would qualify for recycling based on the AU Electronic Disposal Policy. Office equipment, non-alkaline rechargeable batteries and scrap metal will also be collected for recycling.

Submit Electronics and Scrap Metal Disposal Survey Form(s) to Dean Perry no later than Friday, July 26, 2013 - perrydr@alfred.edu or Myers Hall, Rm. 117.

Chairperson, Supervisor or designee should coordinate department survey efforts to eliminate duplicate submissions.

Collection of material will take place July 29 and 30, 2013. Place a sign or label material "For Electronic Recycling" and store in an easily accessible area. On the survey, provide the specific material storage location, name and phone number of contact person. NYSCC personnel should submit survey as outlined above but place material for recycling in the hallway outside of your door. Contact Dean Perry for questions, X2196.

Link: [EHS Web Site](#)

Attachment: [Electronic and Scrap Metal Disposal Policy](#)

Attachment: [Electronic and Scrap Metal Disposal Survey Form](#)

Submitted by: Dean Perry

Faculty/Staff Meal Plans

Dining Services is once again offering meal plans for Faculty and Staff to use on campus!

Block Meals - All-you-care-to-eat meals in Ade Dining Hall. Meals are good for breakfast, lunch, or dinner during regular serving hours and are valid until May 5, 2014.

Block of 10 Meals - \$60
Block of 20 Meals - \$100

You can begin using your Faculty/Staff Meal Plan when Ade Dining Hall opens for summer camps on Monday, June 24 - the schedule for each week varies and will be posted at the front door. Those without a Faculty/Staff plan are welcome to purchase individual meals at the regular rate.

You can purchase a meal plan at Cyber Fresh Cafe from now until Friday, June 21 from 8:30 a.m. - 1:30 p.m. We accept cash, checks, and credit cards. After June 21, plans can be purchased at Ade Dining Hall through Friday, Aug. 2, 2013.

Submitted by: Michelle Miller

New Hires, Position Changes June 2013

New Hires:

W. Richard Stephens, provost and vice president, Academic Affairs
Bruce B. Rosenthal, director, School of Business
Michael E. Oyer, groundskeeper/landscaper, Physical Plant
Dale R. Watson, groundskeeper/landscaper, Physical Plant

Position Change:

Katherine A. Price, Student Accounts representative, Student Service Center

Submitted by: Deborah Clark

AU and ASC are Getting Fit!

Lose weight and feel great in the community of friends from Alfred University and Alfred State!

Whether you are a current member of Weight Watchers or have not yet joined, join us at our summer At Work meetings each Thursday at noon at our summer location in the lounge area of Hinkle Library on the Alfred State College campus.

At Work meetings are always fun, friendly, informative and fit into your work day's lunch hour. What could be easier? Join your fellow faculty, staff, and students in working toward that healthier lifestyle today!

Losing weight feels great, and is even more enjoyable when in the company of friends.

For further information, please contact Beth Turner by email at turnerea@alfredstate.edu or by

phone at 607-587-4080.

Submitted by: Deborah Clark

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Zumba Fitness Classes: Get Ready to Move!

Join instructor Denise Eck for Zumba Fitness Classes at 3:45 p.m. Mondays and Thursdays from July 8-Aug. 8. This Thursday ONLY class will be at McLane. After that, we will be in Davis. Cost for AU and ASC faculty, staff and students is \$3 per class. No need to sign up in advance, just come join the fun.

Join the Alfred Zumba Fitness Facebook page to get class updates!

Link: [Alfred Zumba Fitness Facebook page](#)

Submitted by: Susan Goetschius

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Todd Larsen Solo Theater Show

Todd Larsen, Alfred-Almond Central School alumnus ('83) and son of John and Barbara Larsen, returns to premiere a new solo theater production: "The In-Between," before its Hollywood, CA, and New York City performances beginning in the fall. This will be Todd's first return performance to his hometown in over 25 years.

This premiere performance takes place on Friday, July 26, 2013, at 8 p.m. in the Orvis Activities Center Cappadonia Auditorium on the Alfred State campus. Admission is free.

"The In-Between" is a cleverly woven tour de force performance of acting, movement, and visual images in which Todd shares his creative journey from Alfred to his adventures in Hollywood.

"Aspects of the production are based on my life," Todd says, "but it is truly about each one of us, and our gifts of creativity. It's everyone's story and how we must realize our dreams and pursue them. It's about the quest to find the 'magic moments' in life, when the dynamic potential between ourselves and possibilities touch."

Todd first began acting in his parents' productions at Alfred State, where they directed in the Drama Department from 1965-93. Along with his acting at Alfred-Almond CS, he began studying mime and movement. He produced several productions locally at the colleges and high schools and has gone on to be recognized as one of the top movement theater creators in the United States. He currently resides in Hollywood, CA, working as an actor and entrepreneur.

Any questions regarding the show can be directed to Janna Buckwalter at buckwajb@alfredstate.edu.

Submitted by: Laurel Buckwalter

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Classic Comedy Film Series: 'Arsenic and Old Lace' (1944)

Tuesday, July 23 at 6:45 p.m.
Nancy Howe Auditorium
David A. Howe Public Library

155 N. Main St., Wellsville
585-593-3410

This comedy film of two elderly ladies who poison lonely gentlemen callers is an excellent adaptation of Joseph Kesselring's hit play. The cast includes Cary Grant, Priscilla Lane, Raymond Massey, Peter Lorre, and many others.

This is the second in a series of four comedies on Tuesday evenings. This library-sponsored movie is free and open to the general public.

Submitted by: Deborah Clark

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