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TODAY

TOMORROW

WEDNESDAY

Student Sign-Up For NY-Alert

Starting Wednesday, Aug. 20, Alfred University will initiate the NYS Alert system which provides emergency notification through e-mail, text, cell, and phone messages. All full-time students will be required to register for the NYS Alert system when BannerWeb is initially accessed.

The minimum registration requirement for all full-time students will be an AU e-mail address, however, there will be options for registering other methods of communication as well.

Part-time students will have the option to register if they choose. Starting August 20, full-time students will see a link to complete Emergency Alert contact information as soon as they login to BannerWeb. Part-time students will find the link "Emergency Alert Contact Information" under the "Personal Information" tab in BannerWeb. The link to BannerWeb is <http://banweb.alfred.edu>. Please see attachment for specific instructions on how to register. If you have any questions, call the ITS Helpdesk at x2222 with questions.

Attachment: [NYAlertSignup_Students.pdf](#)

[back to top](#)[Send Email Reminder](#)**Banner INB Navigation and Budget Training**

Banner Navigation training will be held Friday, Aug. 22, starting at 1 p.m. For those individuals who also need access to budgets in Banner, Theresa Gunn will provide budget training directly following Navigation training.

Attending Navigation is a pre-requisite for any access to Banner INB, including budgets. If you are planning on attending Navigation and/or budget training, please contact Denise Kirschner at #2602 or kirschdj@alfred.edu by noon Thursday, Aug. 21.

Attachment: [Banner_Access_Request_Form7.doc](#)

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Traffic on Main St on 8/20

On Wednesday, Aug. 20, both AU and ASC will be welcoming new students to campus starting at 8 a.m. We suggest that faculty and staff avoid the traffic light on Main St. if at all possible, as there will almost certainly be a long line.

Also, please be aware that if you use the ASC loop for access, traffic on that loop will be one-way for 8/20 only.

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Scholes Library Hours during Orientation Week

Scholes Library will be open 8 a.m.-4:30 p.m. during Orientation Week with the following exceptions: on Monday, Aug. 18, we will be closed until 1 p.m. for a staff retreat. On Tuesday, Aug. 19, we will be closed until 11 a.m. so that staff can attend the 2008 Opening Session and the College of Ceramics meeting immediately afterwards.

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Updated Banner Account Codes for Purchasing

The following Banner account codes for purchasing have been changed:

7701 = Furn. and Equip under \$5,000
7702 = Vehicles over \$5,000
7703 = Furn and Equip \$5,000 and over

Any questions please call the Business Office.

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Dining Services Hours

The last summer meal in Powell Dining Hall was served on Friday, August 1. Those with Faculty/M meal Plans can use your meals at Ade Dining Hall beginning with dinner on Wednesday, Aug. 13.

Cyber Fresh Cafe is now open Monday-Friday, 8 a.m.-1:30 p.m., until the semester begins.

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Vacation Accrual Reminder

We have come to the end of our grace period to allow a negative vacation balance. Effective July 1, 2008, only available benefit time can be used. I am very pleased to note that employees have managed their benefit time well, with very few exceptions.

Should an employee use more vacation than has been accrued, available personal/floating/merit will be deducted. If there isn't any available time in those categories, the time used will be deducted as no pay. An e-mail will be sent to the employee and supervisor regarding the action taken.

One of the positives to the new accrual system is allowing the employee to manage his/her own benefit time, no use it or lose it to deal with at the end of each year. However, the employee needs to plan according as to how they desire to use their vacation time.

Please think about your vacation plans for the rest of this year, and how you may need to manage your time to accommodate next year's vacation.

If you have questions, please feel free to contact Human Resources.

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AU Logotype and Style Manual Now Online!

The Communications Office gets many requests for the official Alfred University logotype for print, Web, and other purposes. For the convenience of the campus community, we have created several different downloadable formats, including jpegs, PDFs and eps files, along with instructions and guidelines for usage.

Simply go to our.alfred.edu, go to the "Faculty/Staff" link and look for AU Logotype & Style Manual on the drop down menu.

(The AU Logo files link is <http://our.alfred.edu/aut...>)

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Motor Vehicle Accidents

As the new academic year begins, it seems appropriate to remind the campus community about the proper reporting of motor vehicle accidents. All auto accidents must be reported immediately to the Office of the VP for Business & Finance in Carnegie Hall. The University has a contractual obligation to report any claims or notices of pending claims to our insurance carrier within 72 hours of the incident occurring. This applies to all University owned vehicles, rental vehicles, and your own personal vehicle when traveling on approved University business.

AU Motorpool vehicles:

An accident report including "The Do's and Dont's of Auto Accidents" can be found in the glove box of each AU owned vehicle. Should an accident occur, this report must be completed immediately and submitted to the Office of the VP for Business & Finance. You may contact the Office of the VP for Business & Finance for additional reports if needed. (Please note that only those drivers who register annually with the Motorpool are eligible to drive a University owned vehicle.)

Rental vehicles:

When renting a vehicle, carefully inspect the vehicle prior to leaving the rental agency and note any defects in the space provided on the rental agreement. Upon returning the vehicle, please complete a walk-around inspection to avoid claims from the rental agency against AU for damages. The University is charged for dents, dings, scratches, cracks (bumpers, windshields), etc. In the event of damage or an accident, contact the Office of the VP for Business & Finance immediately as we must adhere to the 72 hour rule to file a report. Please note: it is not necessary to purchase the additional insurance offered through the rental car agency as AU's insurance policy is extended to include auto rentals by authorized AU personnel.

Personal vehicle on authorized AU business:

When using your personal vehicle for authorized business travel, please be reminded that your personal auto insurance policy is considered as primary insurance should there be an accident. This means your personal auto policy is affected and responds to cover the damages. In most cases the University's insurance policy will act as secondary insurance once your personal auto insurance limits are exhausted.

Any questions should be directed to the Office of the VP for Business & Finance x 2966.

Office Supplies to Give Away @ 145 Binns-Merrill

free - first come first serve:
fax machine, computer with tower, keyboard
2 printers
2 adding machines
miscellaneous power cords
miscellaneous office supplies

contact sladedl@alfred.edu or burtoncs@alfred.edu for more information

Farmer Jason - Music Concert For Kids!

Wellsville Creative Arts Center
Saturday, Sept. 13
Doors 1 p.m./Show 2 p.m.
Tickets: \$5 advance / \$6 door
*one Free ice cream with each ticket

Songs about Tadpoles, Tractors, Jumping Kittens and Punk-Rock Skunks

After drawing sell-out crowds from Oshkosh to Oslo with his energetic and interactive children's concerts, Nashville-based FARMER JASON, the identical twin brother (wink, wink) of Jason Ringenberg of Jason and the Scorchers fame, brings his hootenanny to The Wellsville Creative Arts Center.

He'll be doing songs from his two albums, A Day At The Farm and Rockin' In The Forest With Farmer Jason. And he'll be singing about everything kids love - toads, chickens, squirrels, tractors, and opossums to name a few. In between songs, there will be cheerful eco-friendly chats and plenty of audience interaction.

For more information go to: www.wellsvillecreativeart...