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What's Happening?

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TODAY	TOMORROW	SATURDAY
12:10 Bergren Forum - GLASSARTENGINE	· Fall Semester ends after last Final Exam	

Accounts Payable Invoices Deadline

There will be no checks processed during the University's Holiday Break.

All invoices must be received in the Business Office by Tuesday, December 17 end of day to be paid out on Dec. 19. Any invoices received after this date will not be paid until we return. The next check run will be January 9, 2020.

Thank you & Happy Holidays!

Submitted by: Amanda Azzi

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Timesheet Due Date Deadline Changes for 2020

We have changed the timesheet deadline dates, they are reflected in the payroll calendar that is attached to this email. Please note, this is for everyone on campus, including students who submit a timesheet. This will change starting with the #1 payroll of 2020.

You will see that it says 12/30/19 for the due date from employees and we are not here on 12/30/19, we are asking that all employees who do not need to work over break submit their timesheet for 12/15/19-12/28/19 before they leave on break. If you are an essential employee who will need to work during break, you should complete your timesheet by 12/30/19.

Please remember that if you are a non-essential employee and do not work that you should code Holiday hours as long as you are eligible. If you are an essential employee that has to work during the Holiday, you should code your number of regularly scheduled hours (40 hours per week would code 8 hours holiday and a 35 hours per week would code 7 hours holiday) as Holiday time and code hours worked on that day as well. The essential employee who has to work will be paid the regular holiday time plus time and a half for all hours worked during the break. We will then ask that Supervisors approve those timesheets on Monday, January 6, 2020 by Noon at the latest.

Previously, timesheets were due from the employees on Wednesday at Noon, this has been moved up to Monday at Noon. Previously, the Supervisors had until Thursday at Midnight to approve the timesheets, this has been moved up to Monday at Midnight.

By updating this process, it will allow our Payroll Department more time to accurately process and audit our three different payrolls. We wanted to create better efficiency for our department, but also for the employees to ensure our Payroll processes are the best they can be.

If you have any questions or concerns about this, please contact Mark Guinan, Director of Human Resources or Kayleigh Jones, HR Generalist.

Attachment: [Payroll Calendar](#)

Submitted by: Kayleigh Jones

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Save 25% on tees and caps @ AU Bookstore

Catch the savings before it is gone at the AU Bookstore! All winter wear, tees, and base ball caps 25% OFF this week!

Link: alfred.bncollege.com

Submitted by: Marcy Bradley

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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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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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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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Design/Video/Photo Requests

Do you have an upcoming print or electronic design project? Do you need a professional photo or video for your program? Be sure to give the Marketing Office enough notice so your deadlines can be met. (We request 6 weeks if possible.) Please complete our online Project Request Form so we can get your project in our project management system!

Link: [Project Request Form](#)

Submitted by: Jodi Bailey

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Senior Show

Date: December 7-12, 2019

Reception, Saturday, December 7

Time: 4:00 pm - 7:00 pm

Location: Robert C. Turner Gallery

The Alfred University Senior Shows, which are a requirement for graduation from Alfred University's acclaimed School of Art and Design, have become a major attraction for art lovers, who are drawn to Alfred for the opportunity to see and purchase work by some of the country's most promising young artists.

The Alfred University Senior Shows, which are a requirement for graduation from Alfred University's acclaimed School of Art and Design, have become a major attraction for art lovers who are drawn to Alfred for the opportunity to see and purchase work by some of the country's most promising young artists.

December mid-year graduates mount their thesis exhibits in the Robert C. Turner Gallery in the McGee Pavilion. Please join us for the opening of the annual Bachelor of Fine Art (BFA) Thesis Exhibitions that showcase work by the candidates for the BFA degree from Alfred University's School of Art and Design and the New York State College of Ceramics. The exhibitions will open with receptions from 4:00 pm - 7:00 pm on Saturday, December 7.

Work on display represents a diverse number of mediums and genres including ceramics, painting, sculpture, photography, printmaking, video, sonic arts, interactive media, interactive graphic design and drawing.

Submitted by: SOAD Events

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Turner- Cohen Holiday Sale & Alfred State/University Pop-Up Shop

Opening Reception: Friday, December 6

Time: 5:00 pm - 8:00 pm

Date: December 6 - 22

Location: Cohen Gallery 55 N Main Street

Cost: FREE

The Cohen Gallery is pleased to present two end-of semester, concurrent holiday sales events. Both exhibitions will open to the public with a reception on December 6, from 5:00 pm - 8:00 pm. Just in time for holiday shopping, the gallery will be open through December 22. Hours are Tuesday - Friday,

11:00 am - 5:00 pm, Thursday, 11:00 am - 7:00 pm and weekend hours from 12:00 pm - 4:00 pm.

In addition to the Shop at the Cohen which features work by renowned local artists, Turner Gallery interns are moving across the street to host a Holiday Sale at the Cohen Gallery! Works made by students in the School of Art & Design will be for sale. 20% of proceeds will go to the Turner Gallery.

The adjacent Alumni Gallery at the Cohen will feature a collaborative exhibition by students in classes on both campuses. Alfred University Professor of Expanded Media William Contino and Alfred State Professor of Digital Media & Animation, Michael Haleta bring their students together for an end of year print showcase highlighting a broad range of print media and artwork from students at Alfred University and Alfred State. Works for sale include: prints, jewelry, textiles, clothing and more.

Submitted by: SOAD Events

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Open Position-Provost, Vice President for Academic Affairs

Please see the link below for more information on the open Provost, Vice President for Academic Affairs position.

Link: [Provost, Vice President for Academic Affairs](#)

Submitted by: Tamara Green

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Winter Break Athletic Facility Hours of Operation

Hours of operation for the Joyce Walton Health & Wellness Center & Gibbs Fitness Center are listed below:

Beginning Saturday, 12/14:

Saturdays & Sundays 10am-2pm
Mondays-Fridays 6am-6pm

CLOSED 12/24-12/25 & 1/1/20

Regular in-semester hours resume on Tuesday 1/21/20

Submitted by: Tony Aquilina

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Alfred University Contract Review Policy

If you are entering into an agreement with a person or company to perform a service for the University, a contract may need to be executed that defines the agreement between Alfred University and the individual/organization. In order to determine if this is needed, or if the service can be documented in another way (purchase order or signed proposal), please forward all available information to the Procurement office for review.

Things that might qualify include:

- Maintenance/Service agreements

- Consulting services
- Software license renewals

In addition to a contract, the supplier may be required to have a certificate of insurance naming the University as an additional insured on file. This will be requested whenever a supplier is contracted to work on campus.

Procurement Services will help direct you through the process to ensure that the University's and the supplier's interests are protected.

Submitted by: Melissa Badeau

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Fiat Bux Holiday Deal!

Get \$5 in Fiat Bux FREE for every \$50 you purchase!

Save tax at all AU Fresh locations.
A value of nearly \$60!

Purchase at Powell Caf or MidKnight Express.
Offer ends on December 13.
Fiat Bux valid through May 15, 2020.

Submitted by: Marie Williams

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AU Fresh Food Drive for AU Food Pantry

Ade Dining Hall - Bring in two non-perishable items and get a meal.

Fresh ns at Powell Caf - Bring in one non-perishable item and get \$1.00 off a smoothie or yogurt.

Starbucks - Bring in one non-perishable item and get \$1.00 off a specialty drink.

Food drive ends Friday, December 13.

Submitted by: Marie Williams

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Job Opening-Administrative Assistant, Provost Office

Please see the link below for more information on the open Administrative Assistant in the Provost Office position.

Link: [Administrative Assistant, Provost Office](#)

Submitted by: Tamara Green

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Attention Students: Please Fill out and Submit your Timesheet before you go

Students, before you leave on break, please fill out and submit your time sheet electronically to your supervisor after your last day of work this pay period.

Pay Period 26 Dates: 12/1/19-12/14/19,

Pay Date: 12/27/19

Timesheets Due Prior to 12/16/19

Timesheet Helpful Hints:

*Open your time sheet and complete it daily.

*Always open your timesheet at the beginning of a pay period to avoid errors. If you miss the deadline we can correct your timesheet and return it to you if you opened it prior to the deadline.

Submitted by: Jessica Clinger

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Winter Break Athletic Facility Hours of Operation

Hours of operation for the Joyce Walton Health & Wellness Center & Gibbs Fitness Center are listed below:

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CLOSED 12/24-12/25 & 1/1/20

Regular in-semester hours resume on Tuesday 1/21/20

Submitted by: Tony Aquilina

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Bergren Forum - Angus Powers

DUE TO THE LOSS OF ELECTRICITY THE BERGREN FORUM HAS BEEN RESCHEDULED TO THURSDAY DECEMBER 12

The Bergren Forum is sponsored by the Division of Human Studies, The College of Liberal Arts and Sciences and the Provost's Office will be meeting at 12:10 pm on Thursdays in the Nevins Theater, Powell Campus Center.

Bring a brown bag lunch, coffee and tea will be provided.

Speaker: Angus Powers

Topic: "GLASSARTENGINE"

When: Thursday, December 12 2019

Since its inception four years ago, Professor Powers has been teaching a collaborative course with engineering faculty at The New York College of Ceramics titled GLASSARTENGINE. The course is offered to both glass engineering and glass art students, who are paired to work through research and

technical challenges to create new physical combinations of glass as a material. The course has had many successful research results and an equal number of challenges and dead ends. In a lecture I would love to share how each group, respectively, has begun to learn the language of the other, along with their habits, and expectations.

Submitted by: Marilyn Saxton

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Open Forum- Director of Admissions Candidate

You are invited to an open forum on Thursday, December 12 from 2:15 pm - 3:15 pm, in the Nevins Theater. Jonathan Kent will present on: "What are the Characteristics of a High Functioning Admissions Office." Contact Janet Lynch x2406 or lynch@alfred.edu, if you would like a copy of the resume.

Submitted by: Janet Lynch

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Alfred Montessori School Marketplace Fundraiser

If you are looking for a gift or just a hot meal please come down to the Alfred Fire Hall (A.E. Crandall Hook & Ladder Co.) between 10:00 am - 3:00 pm, Saturday, December 14 and help support the Alfred Montessori School Fundraiser.

There will be numerous gift items available for purchase from local area artisans and small businesses.

A delicious variety of soups, stews, pastas and deserts will be available to purchase for lunch.

Entry: \$3 Donation, children 12 and under free.

Meals: \$7 Adults, Children \$5

All proceeds benefit the Alfred Montessori School.

Thank You for Your Support!

Attachment: [Alfred Montessori School Marketplace Poster](#)

Submitted by: Kevin Gagne

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Library Materials Due Dec. 13th

Students: Please remember to return Herrick and Scholes Library materials by Friday, December 13.

Students, Faculty and Staff: If you have Library materials that are due, but would like an extension over winter break please contact the Libraries or, go to primo.alfred.edu and log in to your Library account to renew online.

Link: [Renew Library Materials](#)

Submitted by: Mechele Romanchock

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Job Opening-Secretary, Division of Counseling & School Psychology

Please see the link below for more information on the open Secretary of the Division of Counseling and School Psychology position.

Link: [**Secretary of the Division of Counseling and School Psychology**](#)

Submitted by: Tamara Green

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