

In This IssueWebmail users [click here](#)**Official News**

- [Emergency Water Shutdown in Science Center Today](#)
- [U:Drive Maintenance Beginning Friday, Aug. 2 Through Weekend](#)
- [Elimination of Excused Time](#)
- [General Business Policies](#)
- [Notice to All Hourly Paid Employees \(including Students\) and Supervisors](#)

General Announcements

- [McLane Gym Closed for Refinishing](#)
- [AU and ASC are Getting Fit!](#)
- [New Hires, Position Changes June 2013](#)
- [Free Filing Cabinets](#)
- [Zumba Fitness Classes: Get Ready to Move!](#)
- [Lecture: 'The Mighty Falls of Niagara'](#)
- [Allegany County Relay for Life, Aug. 2-3](#)
- [Texaco Country Showdown](#)

What's Happening?[More Events...](#)

TODAY	TOMORROW	FRIDAY
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!
	12:00 Summer Location for AU/ASC Weight Watchers Meetings	
	3:45 Zumba@ Fitness Class	

Emergency Water Shutdown in Science Center Today

Due to an urgent maintenance issue the water will be shut off Wednesday the 31st of July in the Science Center. The estimated time of the shutdown will be from 7 A.M. to noon. We apologize for the inconvenience.

Thank you, the Physical Plant.

Submitted by: Deborah Clark

[back to top](#)

[Send Email Reminder](#)

U:Drive Maintenance Beginning Friday, Aug. 2 Through Weekend

ITS Network Services will be performing maintenance on the U:Drive Friday, Aug. 2, 2013.

U:Drive resources will be unavailable beginning at 6 p.m. on Friday, for the duration of the weekend. If there is U:Drive content to which you will need access during this time, please make a local copy.

For questions or further information, contact the Help Desk at helpdesk@alfred.edu or 871.2222.

Submitted by: Fion MacCrea

[back to top](#)

[Send Email Reminder](#)

Elimination of Excused Time

Effective Aug. 1, 2013 the practice of allowing up to 2 hours of excused time to attend to medical or legal appointments will be discontinued. While appointments should be scheduled outside of the normal work hours when possible, if an employee needs time off to attend to such matters, paid time off will need to be used.

In order to accommodate this change, employees may now use sick time in one-hour increments to attend to medical appointments for themselves or their immediate family as defined in the employee handbooks. If an individual chooses to make up the time needed for a medical appointment instead of using benefit time, it must be done within the same work-week as the scheduled appointment and must be reflected on time sheets. All time must be made up with the approval of, and in coordination with, the supervisor. University policies regarding proper supervision during the work day need to be followed.

If an employee must be out of the office for a legal appointment, both the personal day and floating holiday can now be used in one-hour increments. Otherwise, an employee should use vacation time to account for such time off (vacation time must still be used in day increments).

Attachment: [Excused_Time_Policy_Change_\(2013\)_pdf.pdf](#)

Submitted by: Mark Guinan

[back to top](#)

[Send Email Reminder](#)

General Business Policies

In response to a number of questions received concerning acceptable business expenses, and in an effort to offer guidelines to avoid taxation issues for employees, General Business Policies were compiled in a single document. The attached should serve as a supplement to travel and other policies.

Should you have questions or require clarification, please contact Giovina Lloyd in the VP for Business & Finance Office.

Link: [General Business Policies](#)

Submitted by: Giovina Lloyd

[back to top](#)

[Send Email Reminder](#)

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

[back to top](#)

[Send Email Reminder](#)

McLane Gym Closed for Refinishing

The McLane Gymnasium will be closed for refinishing this week and next. It will be open for use again on Monday, Aug. 12.

Submitted by: Tony Aquilina

[back to top](#)

[Send Email Reminder](#)

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

[back to top](#)

[Send Email Reminder](#)

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

[back to top](#)

[Send Email Reminder](#)

Free Filing Cabinets

Office and Procurement Services has a couple of filing cabinets to give away. One is a 3-drawer lateral putty color and the other one is a 4-drawer vertical black.

Please stop down and take a look if you are interested in either one.

Submitted by: Susan Peck

[back to top](#)

[Send Email Reminder](#)

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 in Davis Gym. 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

[back to top](#)

[Send Email Reminder](#)

Lecture: 'The Mighty Falls of Niagara'

Speaker: Craig Braack, Allegany County Historian
Wednesday, July 31 at 7 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585-593-3410

The world's most famous waterfalls are just a few hours' drive from us. In an illustrated talk, Craig will discuss their formation, discovery, and current exploitation for the benefits of power generation and tourism in this illustrated talk. The Niagara Falls State Park, the first state park in the nation, will also be covered.

This library-sponsored program is free and open to the general public.

Submitted by: Deborah Clark

[back to top](#)

[Send Email Reminder](#)

Allegany County Relay for Life, Aug. 2-3

The 2013 Allegany County Relay for Life event will open at 5 p.m., Friday, Aug. 2 and run through 7 a.m. Saturday, Aug. 3, at the Allegany County Fairgrounds, Angelica.

Day of Event activities include:

Opening Ceremony and Recognition of Survivors at 7p.m.

Food by Eastern Star and Trapper Johns

Live Entertainment throughout with BlindSun Enterprises and Liquid Jam Project

Basket Auction opens at 7:30 p.m. and drawing at Midnight

Birthday Party Games from 7:30-9:30 p.m.

Luminaria/Rememberance Ceremony at 9:30 p.m.

2 MOVIEs on the BIG screen - First starting at 10:30 p.m. and 2nd at Midnight

For more information:

Erin Harvey | Community Representative

Eastern Division | American Cancer Society, Inc.

1120 South Goodman St.

Rochester, NY 14620

Mobile: 585.465.3223

Submitted by: Deborah Clark

[back to top](#)

[Send Email Reminder](#)

Texaco Country Showdown

There will be a local country music talent show sponsored by Radio Station WZKZ, Saturday, Aug. 10 at 2 p.m., at the Nancy Howe Auditorium, David A. Howe Public Library, 155 N. Main St., Wellsville; 585-593-3410. Please contact WZKZ (585.593.9553) for entry information.

Submitted by: Deborah Clark

[back to top](#)

[Send Email Reminder](#)