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TODAY

TOMORROW

SATURDAY

Year-end Cut-off Dates for Business Areas

Business Office:

Friday, July 8 - All transactions such as corrections, transfers, budget adjustments, year-end accruals, etc. submitted for fiscal year 2015-16.

Office & Procurement Services:

Friday, May 27 - All requisitions are due for fiscal year 2015-16.

Thursday, June 30 - All Merchandise must be received for fiscal year 2015-16.

Accounts Payable:

Thursday, June 30 - All merchandise and services must be received and invoiced to the University for fiscal year 2015-16.

Friday, July 8 - The cutoff date for travel expense forms that account for travel through June 30 for fiscal year 2015-16.

Friday, July 8 - Invoices for fiscal year 2015-16

University One Card Reconciliation for June:

Friday, June 17 -Last day for purchases on credit card for fiscal year 2015-16.

Friday, July 8 - Card holder review and send paperwork to card manager.

Wednesday, July 13 - Card manager approve and send paperwork to Program Administrator.

Submitted by: Jodi Howe

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Reminder for Faculty - Export Blackboard Course Content

As you are aware, AU will discontinue its use of the Blackboard LMS Monday, Aug. 15, 2016. The Canvas LMS will be used for AU's fall courses.

Instructors have access to their fall courses in Canvas and may begin adding materials at any time.

As a part of AU's Canvas contract, courses from Spring 2016 and Fall 2015 are being imported into Canvas for you. These courses are located in the Migrations Term, and you may copy them into your current or future courses.

Any faculty members wishing to re-use other content from Blackboard will need to export their courses and save them for later use. Course content from Blackboard can be imported into Canvas using the Blackboard course format or the Common Cartridge format.

Instructions for both export file formats are attached.

During the course import process, it has come to our attention that courses containing MP4 files frequently fail upon import. If you have MP4 files in your courses, you should remove them before exporting the course content. All MP4s and video files should be uploaded to the Ensemble streaming service. The resulting URLs should be pasted into Canvas. For assistance, please contact the ITS Helpdesk at 607.871.2222.

Canvas trainings are being offered throughout the summer and fall. If you have any questions, please contact Meghanne Freivald at 607.871.2363 or via email.

Link: [Import Course Content into Canvas](#)

Attachment: [Export courses in Blackboard Format](#)

Attachment: [Export Courses in Common Cartridge Format](#)

Submitted by: Meghanne Freivald

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Change in Accounts Payable Payment Processing

In an effort to increase productivity and improve efficiencies, the Business Office is transitioning to one check run per week. Currently, the Business Office processes payments on Tuesdays and Thursdays.

Starting the first week of July, payments will only be processed on Thursdays. Invoices will need to be received by the Business Office by end of day on Tuesdays in order to be processed in that week's check run.

If you have any questions, please feel free to contact Jodi Howe in the Business Office.

Submitted by: Jodi Howe

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New Mail Process Form

In order for the University to keep up with USPS mailing standards, a new mail form has been created by Procurement Services. A contents section has been added for ongoing safety precautions. Please use this form for all of your metered mail requests.

Metered mail is processed on the first floor of Greene Hall in Procurement Services.

Attached is the new form. However, for your convenience, there will be new ones available at Procurement Services.

Attachment: [New Mail Process Form](#)

Submitted by: Cheryl Foster

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Health & Wellness Ctr & Fitness Center Closed July 3 & 4

The Health & Wellness Center & Fitness Center will be CLOSED July 3 & 4. Regular summer hours will resume Tuesday, July 5.

Submitted by: Tony Aquilina

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AU Fridays

The Office of Admissions is hosting our first of six AU Friday's on July 8 for prospective students and their families. Registration will be held outside of the bookstore in Powell Campus Center starting at 9:30 a.m. Events will be held in PCC and will conclude after lunch/tours around 2 p.m.

Should you have any questions about the day, please contact Lindsey at x2241.

Attachment: [AU Friday Schedule](#)

Submitted by: Lindsey Chamberlain

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New Hires, Position Changes May '16

New Hires:

Amanda C. Baker, director, Career Development Center

Timothy J. Keenan, CACT project manager, CACT, McMahon Building

Travis M. Reed, co-coordinator, Environmental Health/Safety, Myers Hall

Position Changes:

Caitlin R. Brown, academic operations and program coordinator, Ceramic Art Museum

Daniel E. Hausman, A/V technician, Information Technology Services, Perlman Hall

Submitted by: Deborah Clark

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