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| TODAY | TOMORROW | SATURDAY |
|-------|-----------------------------------------------------------------|----------|
| | 10:00 Dissertation Defense in School Psychology | |

Submit Your Timesheet Before You leave for the Holiday Break

Before you leave for the Holiday Break, please make sure to complete your worked hours on your timesheet for this week and then enter Holiday Hours on your time sheet for 12/23-12/27/19.

*Don't forget to Submit your timesheet for approval to your supervisor.

Pay Period 1, 2020: Working Dates: 12/15/19-12/28/19

Timesheets are Due 12/30/19 by Noon.

Pay Date: 1/10/2020

** If you are an essential employee, please complete and submit your timesheet after your last day of work over the break. Make sure to code Holiday pay and hours worked, plus a comment on your timesheet.

Submitted by: Jessica Clinger

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Last minute shoppers, SAVE at the AU Bookstore!

Still need a stocking stuffer or don't know what to buy someone? Remember the AU Bookstore! We have gift cards, both Barnes & Noble and other merchants. Check out our discounted rack for clothing and other goodies. Get 20% off regular priced merchandise. Bargain books are Buy 2, Get 1 Free. Lots of great reads in store!

Submitted by: Marcy Bradley

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Years of Service Recognition

The Employee Recognition Committee would like to announce Years of Service dates for the month of December 2019. The Committee will be observing years 1, 5, 10, 15, 20, 25, 30, 35, 40, 45, and 50.

At Alfred University, we realize that our employees are our greatest asset, and we are delighted to honor your dedicated service and commitment to this organization. It is our employees who uphold our principles, demonstrate our vision of working for a better future for our University, deliver on our customer promise and make us the passionate organization we are today.

The success of our organization is a direct result of your efforts and dedication. Your commitment to quality and personal and professional integrity is the differentiating factor that sets us apart from our competition.

On behalf of Alfred University, it is with great pride and admiration that we congratulate you on this service anniversary milestone.

Celebrating 1 Year of Service:

December 3- Ashton McCumiskey- Groundskeeper- Maintenance

December 3- Nicolas Crosby- Technical Services Assistant, Serials- Scholes Library

Submitted by: Kayleigh Jones

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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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Print & Digital Projects

Need to create a communication strategy for a new program? Have an upcoming event to promote? Have a unique story about your faculty or students to share? Looking to refresh the look and feel of existing materials? All print and digital communication efforts must be vetted by our office to ensure brand consistency. Our designer and writing/editing staff will review each job to ensure all the elements of a communications piece are on brand, factual, up-to-date and include the correct web links.

Link: [Office of Marketing & Communication](#)

Submitted by: Jodi Bailey

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Free Items for Office Use in Binns Merrill 140

The Office of Sponsored Projects in Binns Merrill 140 has the following free items for office use.
Items: Hanging File Folders, Letter Size, Standard Green.

Contact Terri Drake at the email provided for further information

Submitted by: OSP-Workstudy

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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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Alfred Holiday Walk and Cohen Gallery Holiday Sale

COHEN CENTER GALLERY

Turner - Cohen Holiday Sale

Across the Street: Alfred University/Alfred State Pop-Up Shop

on view through December 21

Gallery Hours: Tuesday - Friday 11:00 am-5:00 pm, Thursday 11:00 am - 8:00 pm, Saturday 12:00 pm - 4:00 pm

55 N Main Street, Alfred

Alfred Holiday Walk

Thursday, December 19, 5:00pm - 8:00 pm

SPECIAL EVENTS

Celebrate our vibrant community!

Alfred Village Businesses will be open late, running holiday specials, selling gift certificates, stocking stuffers and more! Take in the holiday decor, and some great holiday deals, enjoy carolers outside the Terra Cotta Coffee House, and enjoy our quiet winter village. Shop Local and celebrate local art!

Special Guest Carolers can be found in front of the Terra Cotta Coffeehouse

Special Hands-on activity at the Cohen Center

OPEN VENUES INCLUDE

ALFRED CERAMIC ART MUSEUM

Materiality: Masterworks from The Miller Ceramic Art Collection
on view through December 29, 2019

COHEN CENTER GALLERY

GALLERY 2

Gifts of Distinction Over 50 Local Artisans 43 N Main St, Alfred

TERRA COTTA COFFEEHOUSE

Paintings by Craig Prophet and special guest carolers! 34 N Main St, Alfred

THE ROSEBUSH

HUNGRY ON YOUR HOLIDAY WALK?

STOP IN FOR SOME HOLIDAY GOODIES

11 North Main St, Alfred

THE ROGUE CARROT

Great Gifts for the whole family!

14 1/2 West University St, Alfred

YARN OVER

Yarn, notions, knitted items and a welcoming atmosphere

Every Thursday is Knit Night

featuring Red Label: a new, hyper local line of yarn

569 NY-244, Alfred Station, NY

Submitted by: Caitlin Brown

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Dissertation Defense in School Psychology

Jalisa Barnes, M.A.CAS, NCSP, presents "Surviving or Thriving: An Exploratory Analysis Measuring the Awareness and Perceptions of Educators Toward the Social-Emotional Needs of Siblings of Children With Disabilities." Science Center 422B on Friday, December 20 at 10:00 am All are welcome.

Submitted by: Monica Reginio

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