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TODAY	TOMORROW	SATURDAY
1:00 <a href="#">Jobsapalooza</a>		

### Chemical Inventories Due

All areas on campus which use or store chemicals are required to annually submit a chemical inventory to EH&S. You may submit your list in its current form no later than Thursday, Jan. 31. Please include the chemical name, manufacturer and amount on hand for each product, along with the division or area with supervisor/contact information.

This is also a reminder to those who have not entered MSDSs into the MSDS online system you are overdue, as this inventory system was to be complete in May 2007. This information is required for reporting which is due to Department of Homeland Security in January.

Thank you for your immediate attention to this matter.

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### Time Sheet Due Date

#### Time Sheet Due Date

Please note that all paper time sheets are due today, January 3, by noon. All supervisors of web time entry must approve and submit time sheets by 4:30 on Thursday, January 3. Paper time sheets submitted late will be processed with the next payroll; web time entry time sheets approved after the 4:30 deadline must be submitted on paper time sheets and will be processed with the next payroll.

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### Notice of Internal Posting

Associate 1  
Secretary, Office Services  
Greene Hall  
Posting date 1/2/08 - 1/8/08  
Link: [Secretary, Office Services](#)

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### **ALANA Reunion 2008!**

The 2nd ALANA Reunion will be taking place April 11-13, 2008. There are a lot of fun events planned for this weekend on AU's campus! Schedules for this weekend will be made available soon!

For further information or interest in helping with the event, please contact Reunion Coordinator, Jessica Cabrera at [jc2@alfred.edu](mailto:jc2@alfred.edu)! Spread the word, the Reunion is back!

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### **Alumni Association Awards: Deadline Extended**

The Alumni Association has extended the nomination deadline for its annual awards to Friday, Feb. 1, 2008. Each year a grateful Alumni Association bestows awards upon deserving recipients during Reunion Weekend. The Alumni Council welcomes nominations from all members of the University community (alumni, employees and students). Nominations should be e-mailed (Alumni Office E-mail, faxed (607.871.2391) or mailed to Mark Shardlow, Executive Director of Alumni and Community Relations, Saxon Drive, Alfred, NY 14802. Nominations will not be accepted verbally, or after the deadline.

A description of the awards categories and nomination form can be found at:

<http://www.alfred.edu/alu...>