

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

- [Important Notice Regarding Reporting of Time Worked](#)
- [Computer Scam That Asks You to Call a Phone Number](#)

**General Announcements**

- [Tuesday Carillon Recital](#)
- [Admissions AU Friday Summer Open House](#)
- [TIAA-CREF Consultant on Campus](#)
- [Family Summer Reading Program Film: 'The Incredibles' \(2007\) PG](#)
- [Lecture: Birds of Florida](#)

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

TODAY	TOMORROW	THURSDAY
7:00 <a href="#">Wingate Memorial Summer Carillon Recital Series</a>		

**Important Notice Regarding Reporting of Time Worked**

This is meant as a reminder that individuals are required to report their actual hours worked each day. Summer hours for most office staff are 8 a.m.-3:30 p.m.

Individuals arriving after 8 a.m. should not report a start time of 8 a.m.; rather, it should be reported based on when the employee arrives at his/her desk ready to begin the work day. With a shorter work day, the lunch period is reduced to 30 minutes. If an employee takes a longer lunch period on a particular day, he/she must report that on their weekly time record.

"Complete and accurate" record keeping is a requirement under the U.S Department of Labor Wage and Hour Division FLSA regulations. It is also a New York State requirement that a lunch period be observed during the work day.

Should supervisors or staff have any questions, please contact the Human Resources Office for guidance.

Submitted by: Mark Guinan

[back to top](#)

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**Computer Scam That Asks You to Call a Phone Number**

This computer SCAM starts with a pop-up window saying that your computer has been infected and you should call a phone number to fix the problem. This is a SCAM. Once they get you on the phone they will try to remote into your computer. When you allow them remote access, they can put anything on your computer and possibly steal passwords to your bank records and/or charge card purchases.

If you see this pop-up, please reboot your computer without calling them. Once you reboot the pop-up should go away and not return. However, If you have called the number and have allowed them to remote in, please take your computer off the network immediately and call us for further instruction. 607-871-2222.

If this is your personal computer, please call your service provider ASAP.

Submitted by: Patty Crast

[back to top](#)

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### **Tuesday Carillon Recital**

On Tuesday, July 21, Lee Cobb will perform the third recital in the Wingate Memorial Summer Carillon Series. Lee has toured extensively throughout the United States and the Netherlands as a carillon recitalist.

He currently is organist and choirmaster at St. Luke's Episcopal Church, Fort Myers, FL. He also is a published composer of many works for carillon, chorus, and organ.

His program will include classical works by Lopez, Bach, and Borodin and popular selections by Erroll Gerner, Meredith Wilson, the Beatles, and Scott Joplin.

The recital is free and runs from 7 to 8 p.m., rain or shine.

Submitted by: Laurel Buckwalter

[back to top](#)

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### **Admissions AU Friday Summer Open House**

The Office of Admissions is hosting its second of five AU Friday Summer Events this Friday, July 24, for prospective students and their families. Registration will be held in Ade Dining Hall starting at 9:30 a.m.

Students will have the chance to sit in on panels, tour facilities and campus, as well as meet with faculty for lunch.

Should you have any questions about the day, please contact Tracy at x2411.

Attachment: [AU Friday Schedule](#)

Submitted by: Tracy Valentine

[back to top](#)

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### **TIAA-CREF Consultant on Campus**

Sign up today as space is limited. A TIAA-CREF consultant will be conducting one-on-one, 45-minute, individual retirement counseling sessions on Tuesday, July 28, and Tuesday, Aug. 25, in the Human Resources Conference Room in Greene Hall. Let him help you make financial decisions that are right for you.

To schedule an appointment, Non-Statutory employees should call TIAA-CREF at 1.877.209.3144 and Statutory employees should call TIAA-CREF at 1.800.732.8353; remain on the line for assistance.

Submitted by: Kim Wyant

[back to top](#)

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### Family Summer Reading Program Film: 'The Incredibles' (2007) PG

Wednesday, July 22 at 10:30 a.m.  
Nancy Howe Auditorium  
David A. Howe Public Library  
155 N. Main St., Wellsville  
585-593-3410

This animated film is about a family of superheroes who now live in a witness protection program and must suppress their superhero powers until they are called back into service. The characters are voiced by Craig T. Nelson, Holly Hunter, Samuel L. Jackson, and Jason Lee, among many.

The library-sponsored film is free and open to the general public.

Submitted by: Deborah Clark

[back to top](#)

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### Lecture: Birds of Florida

Speakers: John & Sue Babbitt  
Wednesday, July 22 at 7 p.m.  
Nancy Howe Auditorium  
David A. Howe Public Library  
155 N. Main St., Wellsville  
585-593-3410

Florida's long peninsula straddles both the temperate and tropical zones and acts as a funnel for millions of birds traveling the Atlantic flyway. The Great Florida Birding Trail is a 2,000-mile-long collection of more than 400 sites in Florida where habitats are protected for the state's 480 different species. Join John and Sue as they share their amazing collection of bird photography and experiences.

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

Submitted by: Deborah Clark

[back to top](#)

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