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

TODAY	TOMORROW	FRIDAY
1:00 <a href="#">Boston University Webinar</a>	6:30 <a href="#">Senior and Parent Reception/Dinner</a>	4:00 <a href="#">Free Senior BBQ - Hosted by Student Affairs &amp; WLC</a>
· <a href="#">Art of Birth, Death, and Rebirth at Herrick</a>	· <a href="#">Men's Track &amp; Field Meet (A)</a>	· <a href="#">Board of Trustees</a>
	· <a href="#">Board of Trustees</a>	· <a href="#">Art of Birth, Death, and Rebirth at Herrick</a>
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**Students Staying Over the Summer Must Register**

Any student staying over the summer who has a mailbox at the Powell Campus Center Mailroom must register with the Clerk at the Mailroom by Friday, May 15, 2009 to continue to receive mail. Otherwise the box will be closed and mail will be forwarded to the home address.

[back to top](#)[Send Email Reminder](#)**Mailroom Closing for Lunch**

The Powell Campus Center Mailroom will be closing from noon-12:30 p.m. beginning Monday, May 18 until summer hours end in August.

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## **Year-end Cut-off Dates for Business Areas**

### **Procurement Offices:**

All purchasing requisitions are due to the Procurement Offices in Greene Hall no later than Friday, May 22 for processing. Remember, even if you have an outstanding PO, if the merchandise is not received by the end of June, it will not be charged to the current fiscal year budget (2008-09). It is important that you are aware of delivery times so the merchandise is received by June 30.

Please be aware that if you submit a requisition that requires processing through the bid process, this takes additional time and resources. There is no guarantee that your purchase will be charged to the 2008-09 budget.

### **Office Services and Accounts Payable:**

All merchandise and printing/mailing services must be received and invoiced to the University by Wednesday, June 24, in order to be processed in the current fiscal year. All invoices with the proper signature and account coding need to be submitted to the accounts payable clerks in Carnegie Hall by Wednesday, June 24 to allow time for processing.

### **University One Card:**

One Card cutoff date to charge purchases on your credit card will be Thursday, June 25. The transactions that you charge in June and are POSTED to your account in PaymentNet by June 30 will show on your July statement.

Be aware that the merchants do not always update their transactions daily. This could mean your charge may not be posted until July and miss the 2008-09 budget. Please plan accordingly.

The reconciliation schedule for July will be accelerated to get these expenses posted in the current 2008-09 fiscal year. Your reconciled statement with receipts needs to be given to your card manager by Tuesday, July 7.

Remember, you will need to print your statement from the PaymentNet Web site. The card managers need to approve and forward the statements to Sue Peck by Friday, July 10. The transactions posting to Banner will be done on Wednesday, July 15. It is essential that the proper coding be in PaymentNet before this is posted.

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## **Time/Attendance Reports for Exempt Employees**

### **Reminder:**

Exempt Employees - Please send your April time/attendance reports to HR.

Approved attendance reports are to be forwarded to Human Resources Services no later than 5 days after the end of the month.

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## **EH&S Chemical Inventory Reminder**

If your division/department uses or stores chemicals or products requiring an MSDS, then a chemical inventory must be submitted to AU Environmental Health and Safety annually. The submission deadline for all chemical inventories is Monday, June 15.

The standard Alfred University chemical inventory form (an MS Excel spreadsheet) can be found on the EH&S Web site: <http://our.alfred.edu/ind...> under the heading "AU EH&S Forms", right click on "Chemical Inventory Form" and select "Save As" to download the spreadsheet on your computer.

### **Chemical Inventory Submission Instructions:**

To facilitate compilation of inventories throughout Alfred University, only the chemical inventory form found on the AU EH&S website will be accepted for submission. The form has a comment (small red triangle in the upper right corner of each header cell), which, when the cursor is hovered over that

triangle, will provide the specific information required in that cell or column.

The completed form must be submitted electronically to EH&S by attaching to an e-mail sent to [envhealthsafety@alfred.edu](mailto:envhealthsafety@alfred.edu) .

Contact EH&S x 2190 if there are any questions regarding the completion of the chemical/product inventory. Once the inventory is completed submit an electronic copy of the inventory using the following file name structure: Division or Department name (all lower case)\_CI\_MM/DD/YY that file is being submitted, i.e. environmentalhealthandsafety\_CI\_061008.xls. Make certain that the \*.xls file extension (MS Excel specific) is included in the file name. Those performing the chemical/product inventory may adjust font size, column width or row height, and copy additional blank rows as needed within the spreadsheet, however, there should be no changes made to the font style (Arial), form headers, cell formatting, or printer set-up within the form prior to electronic submission.

Link: [AU EH&S Forms](#)

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### **A 'Thank you' Reception for Crandall Health Center**

As you may be aware, in July operation of the Crandall Health Center will shift from St. James Mercy Health back to Alfred University. While some of the Health Center staff will remain a part of our campus community, others will be moving on. In an effort to show our appreciation for their service and dedication to our students, the Division of Student Affairs is hosting a "Thank You" reception for the Crandall Health Center staff this Friday, May 15, from 3 - 4 p.m. in the President's Reception Area of Carnegie Hall (the area between the President's Office and the Student Affairs Office).

Please join us in thanking the staff of the Crandall Health Center for playing such an important role in the lives of our students.

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### **ITS Faculty/ Staff Training Schedule through 5/15**

Blackboard Learn 9  
Thursday 5/14 1 - 2:30 p.m.  
Friday 5/15, 9 - 10:30 a.m.

Microsoft Office 2007  
Tuesday 5/12, 2 - 3 p.m.

Microsoft Excel 2007  
Wednesday 5/13, 10 - 11 a.m.

To sign up for one of these sessions, contact Meghanne Freivald at 871.2363 or via e-mail. All trainings will be held in 306 Perlman Hall.

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### **Dining Services Retail - Now Hiring for Fall '09 Semester**

CYBER FRESH CAFE & MIDKNIGHT EXPRESS ARE NOW HIRING FOR THE FALL '09 SEMESTER

IF INTERESTED PLEASE COME IN AND ASK FOR A MANAGER TO GET SIGNED UP.

HURRY! SHIFTS ARE FILLING UP FAST!

DONT MISS OUT ON THIS OPPORTUNITY TO BECOME PART OF THE TEAM.

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### **ITS Faculty/ Staff Trainings 5/25 -5/29**

Blackboard Learn 9  
Monday 5/25, 1-2:30 p.m.  
Tuesday 5/26, 1-2:30 p.m.  
Thursday 5/28, 10 - 11:30 a.m.  
Friday 5/29 12:30 - 2 p.m.

Microsoft Office 2007  
Monday 5/25, 10 - 11 a.m.

Turnitin.com Anti-Plagiarism Tool  
Thursday 5/28, 1 - 2 p.m.

To sign up for one of these sessions, contact Meghanne Freivald at 871.2363 or via e-mail. All trainings will be held in 306 Perlman Hall.

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### **Business Office Tip of the Week**

If you are leaving for the summer, please take a few minutes for some year-end housecleaning.

-Check over your area to make sure you have sent all invoices and travel reconciliations to the Business Office for payment.

-Review your budget to make sure all expenses are properly charged.

-Submit any purchase requisitions by this Friday to the Procurement group for processing.

-Check Web time entry to ensure all timesheets have been approved and submitted.

-Make sure your One Card statement has been reconciled and submitted to your area card manager.

Thank you! Enjoy your summer!

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### **Reunion 2009 -- Save the Date**

Reunion 2009 - Save the Date  
Details: Faculty & Staff please join us for Alfred University Reunion June 12-14, 2009!

Everyone is welcome with a special invitation being extended to - Alfred's Golden Saxons and the classes of: 1959, 1964, 1969, 1974, 1979, 1984, 1989, 1994, 1999, 2004.

Contact us at the Office of Alumni and Community Relations 607.871.2144 or visit us on the Web.

Hope you can join us!  
Link: [Track Reunion plans on the web site.](#)

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### **The Impact of the Economy on Higher Education and AU**

Open to the University Community

On Tuesday, June 9, 2009, (12:10-1 p.m.) the University Staff Development Committee will have Stan Colla, V.P. University Relations, and Giovina Lloyd, V.P. Business and Finance, present "The Impact of the Economy on Higher Education and AU" in Nevins Theatre.

Refreshments will be available and you can also bring your lunch with you.

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### **Confluence-Traditional/contemporary on flute, piano, foot percussion**

Concert, Thursday, May 14 at 7 p.m.

Nancy Howe Auditorium at the David A. Howe Public Library in Wellsville

Join us for an exciting concert as the duo play flute, piano, and foot percussion in a variety of traditional and contemporary pieces. Tonight's music will focus on music from Quebec, New England, Ireland, including original selections.

The duo will include generous touches of Latin jazz, groove, swing, blues, and classical music, underscoring both the versatility of the musicians and the interconnection of seemingly separate genres. You will love their hot reels and sweepingly beautiful waltzes!

This library-sponsored concert is free and open to everyone.

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