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

TODAY	TOMORROW	WEDNESDAY
12:00 IART Senior Shows	12:00 IART Senior Shows	
· Food and Clothing Drive		

2015 Summer Hours Announced

Summer Hours will begin on Monday, May 18 and will continue through Friday, Aug. 7.

* While most University employees will be working according to the Administrative Office hours, some department schedules may vary. Please speak with your supervisor for your department's schedule.

Administrative Office Hours: 8 a.m. - 3:30 p.m.

Maintenance, Grounds and Custodial: No schedule change

Additional Information

- * On the door of your office, please post Summer 2015 office hours
- * Please change your voice mail message to indicate your specific summer hours
- * Any questions regarding payroll/time sheets, please contact the Payroll Department

Submitted by: Deborah Clark

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Year-end Cut-off Dates for Business Areas

Business Office:

July 10 - All transactions such as corrections, transfers, budget adjustments, year-end accruals, etc. submitted for fiscal year 2014-15.

Office & Procurement Services:

May 20 - All requisitions are due for fiscal year 2014-15.

June 30 - All Merchandise must be received for fiscal year 2014-15.

Accounts Payable:

June 30 - All merchandise and services must be received and invoiced to the University for fiscal year 2014-15.

July 8 - The cutoff date for travel expense forms that account for travel through June 30 for fiscal year 2014-15.

July 10 - Invoices for fiscal year 2014-15

University One Card Reconciliation for June:

June 19 - Last day for purchases on credit card for fiscal year 2014-15.

July 10 - Card holder review & send paperwork to card manager.

July 14 - Card manager approve & send paperwork to Program Administrator.

Submitted by: Jodi Howe

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Students - Don't Close Bank Account If You Have Direct Deposit!

If you are working through the end of the semester, remember that your final paycheck may be 5/22 if you are a grad or Work Study or 6/5 if you are non-Work Study. If you have Direct Deposit, please leave your bank account open to allow these final checks to clear.

If you do plan on closing your account before returning home, you must terminate your Direct Deposit by completing a form available in the Payroll Office located in Greene Hall and letting us know where to send your final checks.

Submitted by: Kathy Costello

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Students - Where Do You Want Your Final Payroll Checks to Go?

The final two payrolls of the semester will be paid on 5/22 and 6/5. If you receive a payroll check, they will be mailed to the home address we have on file for you.

If you need to make alternate arrangements to mail your check to a different address, please email payroll@alfred.edu or stop in the Payroll Office in Greene Hall.

Submitted by: Kathy Costello

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Summer School 2015/Financial Aid

If you plan to take summer classes at AU and are a current financial aid recipient, we are providing you the following information to help you determine if you may have financial aid eligibility applicable to summer enrollment.

Attachment: [Summer School Financial Aid Details](#)

Submitted by: Catherine Schnurle

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University Traffic/Parking Reminder

Only authorized University and Emergency vehicles are allowed to pass through or park on Academic Alley. All unauthorized vehicles parked in this area will be ticketed.

John M.Dougherty
Office of Public Safety at Alfred University
One Saxon Drive
Alfred, New York 14802
607.871.2108
dougherty@alfred.edu

Submitted by: Deborah Clark

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Graduates, Regalia Can Be Picked Up!

Congratulations May graduates! Regalia can now be picked up at the AU Bookstore. Please bring picture ID.

Store Hours: Monday-Thursday, 8:30 a.m.-5 p.m.; Friday, 8:30 a.m.-4 p.m.; Saturday, noon-4 p.m.; Sunday, noon-3 p.m.

Submitted by: Marcy Bradley

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New AU Physical Plant Office Hours

Due to staffing changes, the new AU Physical Plant Office Hours are 7:30 a.m. - 3:30 p.m. As always, for urgent facilities matters after office hours, the heating plant night watchman can be reached at x2157.

If you cannot reach the night watchman and the facility matter is an emergency, Public Safety can be reached at x2108.

Routine work orders can continue to be submitted via e-mail: workorder@alfred.edu

Thank You.

Submitted by: Deborah Clark

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Senior T-shirts Now on Sale! Saxon Seniors Make H15story!

Seniors, get your 2015 Seniors Make H15story t-shirt! On sale at the AU Bookstore; tees are \$12.

ALL proceeds go to your senior week events. Make sure to purchase your Senior Week wristband by May 1 (on sale at the bookstore, \$50 CASH).

Submitted by: Marcy Bradley

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Congratulations to all Graduating Students!

Please take a minute to fill out the Career Development Center's graduate survey found at the link below. If you have already secured employment or are enrolled in graduate school, we'd like to hear about it. The information is not reported in a personally identifiable way.

If you have questions about the survey or need career assistance of any kind, please contact us at 607.871.2164 or cdc@alfred.edu

Link: <http://www.alfred.edu/cdc/forms/gradsurvey/>

Submitted by: Susan Meacham

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Food and Clothing Drive

The Newman Club is sponsoring a Food and Clothing Drive from May 4 - May 11. Boxes in Residence Halls and the Newman Club Student Lounge.

Submitted by: St. Jude Newman Club

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TIAA-CREF Consultant on Campus

Sign up today. A TIAA-CREF consultant will be conducting one-on-one, 45-minute, individual retirement counseling sessions on Wednesday, May 13 and Thursday, June 11 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

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Ca\$h for your Textbooks @ the AU Bookstore

The AU Bookstore is now buying textbooks back for ca\$h. Bring your textbooks and student ID to sell your books. Remember to return your RENTALS by 5/11/15.

Submitted by: Marcy Bradley

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Summer Outdoor Lifeguards Needed for Foster Lake

Summer Outdoor Waterfront Lifeguards needed at Foster Lake: Under general supervision, ensures the safety of patrons at an outdoor waterfront/ recreation area by preventing and responding to emergencies.

Contact Cherise Haase, Myers Hall 117, haasec@alfred.edu, 607.871.2190 for more information or Human Resources for an employment application.

DUTIES AND RESPONSIBILITIES: Provide secure safety of patrons in the event of emergency. Provides emergency care and treatment as required until the arrival of emergency medical services. Presents professional appearance and attitude at all times, and maintains a high standard of customer service. Performs various maintenance duties as directed to maintain a clean and safe facility. Prepares and maintains appropriate activity reports. Performs miscellaneous job-related duties as assigned. Greets and validates all Foster Lake Access Pass Holders. Provides information to visitors on obtaining a Foster Lake Access Pass. Assists manager with office/administrative duties prior to and during the Summer Season from May 13-Aug. 23, 2015.

MINIMUM JOB REQUIREMENTS: Current certifications by a recognized source of training: Professional Rescuer CPR, First Aid, Waterfront Lifeguarding. Must have reliable transportation. Preference will be given to those over 18 years of age due to work requirements.

Attachment: [job_description_lifeguard-newspaper.doc](#)

Submitted by: Cherise Haase

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Buy and Sell Board

Have an item you want to buy or sell. Check out the buy and sell board by using the link below.

Link: [Buy and Sell Board](#)

Submitted by: Judy Linza

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