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TODAY	TOMORROW	SUNDAY
5:30 Alfred University Men's Basketball- St. John Fisher College	2:00 Alfred University Men's Basketball- Nazareth College	
7:30 Alfred University Women's Basketball vs. St. John Fisher College	4:00 Alfred University Women's Basketball vs. Nazareth College	

Update: Timesheet Due Date Deadline Changes for 2020

We have changed the timesheet deadline dates, they are reflected in the payroll calendar that is attached to this email. Please note, this is for everyone on campus, including students who submit a timesheet. This will change starting with the #1 payroll of 2020.

You will see that it says 12/30/19 for the due date from employees and we are not here on 12/30/19, we are asking that all employees who do not need to work over break submit their timesheet for 12/15/19-12/28/19 before they leave on break. If you are an essential employee who will need to work during break, you should complete your timesheet by 12/30/19.

Please remember that if you are a non-essential employee and do not work that you should code Holiday hours as long as you are eligible. If you are an essential employee that has to work during the Holiday, you should code your number of regularly scheduled hours (40 hours per week would code 8 hours holiday and a 35 hours per week would code 7 hours holiday) as Holiday time and code hours worked on that day as well. The essential employee who has to work will be paid the regular holiday time plus time and a half for all hours worked during the break. We will then ask that Supervisors approve those timesheets on Monday, January 6, 2020 by Noon at the latest.

Previously, timesheets were due from the employees on Wednesday at Noon, this has been moved up to Monday at Noon.

****UPDATE****Previously, the Supervisors had until Thursday at Midnight to approve the timesheets, this has been moved up to Tuesday at Noon. ******

By updating this process, it will allow our Payroll Department more time to accurately process and audit our three different payrolls. We wanted to create better efficiency for our department, but also for the employees to ensure our Payroll processes are the best they can be.

If you have any questions or concerns about this, please contact Mark Guinan, Director of Human

Resources or Kayleigh Jones, HR Generalist.

Attachment: [Payroll Calendar](#)

Submitted by: Kayleigh Jones

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Attention: New Timesheet Due Dates for 2020

Timesheets will now be due Mondays by Noon following the end of each pay period. Approvals are Due Tuesdays by Noon, following the end of the pay period.

Pay Period 2: 12/29/19 - 1/11/20:

Time sheets due Monday, January 13 by Noon

Approvals due Tuesday, January 14 by Noon

Timesheet Tips:

* Timesheets are Due the Monday after Pay Day. If Friday is your last working day of the week, then Pay Day marks the end of your pay period. On Pay Day Fridays, Review and Submit your timesheet before you leave for the day on Friday (unless you work Saturdays).

* Be Proactive and take 2 minutes daily to fill out your time sheet. Completing your timesheet before you leave every day will help ensure accuracy and will eliminate rushing to complete it before the deadline.

* Opening your time sheet at the beginning of a new pay period will let you know if there is an issue with your time sheet and allows us time to fix it ahead of the deadline

* Please notify HR and Payroll if your supervisor changed

* Make sure to click "Submit" at the end of the Pay Period when finalizing your time sheet so it is sent to your supervisor for approval

* If you miss the deadline to submit your time sheet online, please stop down to our office in Greene Hall and pick up a paper time sheet

* Notify your supervisor that you submitted your timesheet and make sure they approve it by Tuesday.

* If you submit your timesheet and need to make a correction before the deadline, ask your supervisor to return it to you for correction or send an email to payroll@alfred.edu and we will return it to you.

Link: [Payroll Schedule 2020](#)

Submitted by: Jessica Clinger

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Open Position-Dean of Student Wellbeing

Please see the link below for more information on the open Dean of Student Wellbeing position.

Link: [Dean of Student Wellbeing Position](#)

Submitted by: Tamara Green

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Job Opening-International Admissions Specialist

Please see the link below for more information on the open International Admissions Specialist position.

Link: [International Admissions Specialist Position](#)

Submitted by: Tamara Green

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Job Opening-Visiting Assistant Professor in Philosophy

Please see the link below for more information on the open Visiting Assistant Professor in Philosophy position.

Link: [Visiting Assistant Professor in Philosophy Position](#)

Submitted by: Tamara Green

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Job Opening-Part-Time Secretary to the Director of Athletics

Please see the link below for more information on the Part-Time Secretary to the Director of Athletics position.

Link: [Part-Time Secretary to the Director of Athletics Position](#)

Submitted by: Tamara Green

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Seeking nominations for Spirit of Service Awards!

Know an Alfred faculty/staff member, student, or community member who makes a difference? Nominate them for a 2020 Spirit of Service Award! The annual Spirit of Service Awards recognize those in the greater Alfred community who demonstrate a strong commitment to serving others and actively live out the principles of Martin Luther King, Jr., including equality, social justice, community, and service.

The 2020 Celebration of Service award ceremony will take place at the Union University Church at 5:00 PM on January 28, 2020. All Spirit of Service Award nominees will be honored, and awards will be presented to winners in each category. All nominations must be submitted by Monday, January 20, 2020 for consideration. Questions? Email AU Service Learning Coordinator Corey Fecteau, fecteau@alfred.edu

Link: [2020 Spirit of Service Award Nomination Form](#)

Attachment: [2020 Spirit of Service Awards](#)

Submitted by: Corey Fecteau

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Miguel Angel Rojas's Art Trajectory and The Vulnerability of the Subject

Nydia Gutierrez
Historian and Curator of Latin American Art
Tuesday, January 28, 2020, 4:30 pm
Binns Merrill Hall Room C

Nydia Gutierrez was born in Venezuela and is currently based in Medellín, Colombia, South America. Gutierrez is an architect from the Pontifical Xavierian University (Pontificia Universidad Javeriana) in Bogotá, Colombia. She is also a museologist from the JKF University in San Francisco, U.S. She is the former Chief Curator of painting and sculpture at the Museum of Fine Arts in Caracas, Venezuela. She teaches in the Master program of Museology at the National University of Bogotá, Colombia. Gutierrez just recently retired as the Chief Curator of the Museum of Antioquia, Medellín, Colombia. One of her many publications is *The Vulnerable Individual: Assessment of Psychoanalytic Notions in the work of Miguel Ángel Rojas*.*

*Miguel Ángel Rojas is a Colombian conceptual artist born in Bogotá in 1946. His work includes drawing, painting, photography, installations and video and is often related to the sexuality, the marginal culture, the violence and problems involved with drug consumption and production.

Link: [Alfred Ceramic Art Museum](#)

Submitted by: Natalie Lambert

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