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- Family Concert: Sing a Story-Read a Song with Nan Hoffman

What's Happening?**More Events...**

TODAY	TOMORROW	SUNDAY
2:00 Carillon Recital, this Friday · Men's Track & Field Meet (A) · Women's Track & Field Meet (A) · Art of Birth, Death, and Rebirth at Herrick	3:00 'BAFA'Senior Shows 4:00 Senior shows! · Art of Birth, Death, and Rebirth at Herrick	· Art of Birth, Death, and Rebirth at Herrick

Graduation Regalia has Arrived for Pick-up @ Bookstore

Graduates can pick up regalia at the AU Bookstore, photo ID required.

Have you gotten your senior tee? Did you get a ticket for the senior trip on May 13? Tees and tickets

are available at the bookstore.

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Business Office Closing Friday Noon - 2 p.m.

The Business Office will be closed Friday, May 8 from Noon to 2 p.m. for the Service Award Luncheon.

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Office Services & Procurement Services Closing Friday Noon-2 p.m.

Office Services and Procurement Services will be closed Friday, May 8 from Noon to 2 p.m. for the Service Award Luncheon.

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Financial Aid Office Closed Friday, 5/8/09 Noon - 2 P.M.

The Financial Aid Office in Alumni Hall will be closed from noon - 2 p.m. on Friday, 5/8/09 so that staff may attend the Service Recognition Luncheon.

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Summer Employment Process

Please notify Human Resources if you have any summer positions available in your department that you want posted (an e-mail listing is sufficient). HR will post all open summer positions electronically and in Greene Hall.

If you want to review applications please contact HR. Once you have interviewed and/or made your selection, complete the Student/Summer Payroll Authorization form (link below) and return to HR.

Whenever possible, supervisors are encouraged to give priority to Alfred University students, as well as children of AU staff. As a reminder, AU employees may not supervise their own immediate family members.

Any summer employee who has not worked for the University previously, MUST report to Human Resources to complete all necessary paperwork BEFORE beginning employment.

Summer wage will be \$7.15/hour through July 23, 2009 after which time it will increase to \$7.25/hour consistent with the change in the Federal Minimum Wage rate. Each department must stay within its budget allocation, certified by your signature on the hiring document. Additionally, summer hire forms should be approved by the area Vice President prior to submitting to HR.

Please remember that the FOAP (Fund, Org, Account, Program) must be included on the hiring document and cannot be a student number. Furthermore, summer hires are considered temporary employees regardless of their student status and should be classified as such in the account coding.

Laws covering employees under 18 years of age restrict work assignments and hours, and require that such employees have a valid work permit for employment eligibility. Human Resources must be contacted before workers in this age group are hired.

If you have questions or need assistance with this process, please call Karen Dyring at ext. 2118 or email dyring@alfred.edu

Link: [Student/Summer Payroll Authorization Form](#)

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Deadline for Classroom and Lab Software Updates

If software updates or upgrades are needed in any classroom or lab for the Fall 2009 semester, please notify Mike Stone (stone@alfred.edu) or Patty Crast (crastp@alfred.edu) prior to 06/30/09.

Any requests received later than this date cannot be guaranteed and may be scheduled for the winter break.

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NYS Withholding Tax Table Changes

New York State did NOT make changes to the withholding tax table for employees earning less than \$200,000.

NYS did revise the withholding tax computation rules for employees earning over \$200,000 per year. The new tables are effective with the May 15 payroll. Affected employees who need to adjust their withholding tax should complete form IT-2104 (Employee's Withholding Allowance Certificate) in the Payroll Office in Greene Hall.

More information can be viewed at www.nystax.gov

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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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Drawn to Diversity Moved to Friday Night

Alfred University students will share their research regarding diversity in animation on Friday (May 8) evening at 8 p.m. in Nevins Theater. The event will consist of short documentaries created on various topics by AU students.

The date was moved up because of student conflicts with senior shows. Their documentaries will be shown again on Saturday night at 8 p.m. in Nevins but without the students in attendance.

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Senior Week (May 11-15)...Events/Activities

SENIORS- Mark your calendars for a host of SENIOR WEEK events/activities May 11-15. Comedians, Trips, Dinners, all for the GRADS OF 2009! **Many of the activities require pre-purchased tickets** (View the attachment for details).

Sponsored by AU PRIDE, University Relations, & S.A.B.

Attachment: [pdf](#)

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Senior & Parent Reception/Dinner.. Hosted by Board of Trustees

The Board of Trustees will be honoring the Graduating Class of 2009 & their Parents with a Reception & Dinner on Thursday, May 14 at Ade Dining Hall (Business Casual attire).

* 6:30 p.m. Reception

* 7:15 p.m. Dinner

****RESERVATIONS REQUIRED BY Friday, MAY 8****

Tickets are \$15 per person & are available at Powell Campus Center Information Desk.

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Herrick Material Needs to be Returned

Please note that all Herrick material must be returned before you leave for the summer. All material that has not been returned will be charged to your account starting Monday, May 11.

Any questions please contact Jessy Santana at js7@alfred.edu and 607-871-2184

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MFA Thesis Exhibition Openings

Opening on Friday, May 8, 2009, 7 p.m.

Fosdick-Nelson Gallery:
Jenna Efrein and Andrea Marquis

Schein-Joseph Museum, BMH:
Seth Payne

Gallery Talks, Sunday, May 10

1 p.m., Jenna Efrein and Andrea Marquis
2 p.m., Seth Payne

Community Welcome

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CA\$H for Your Textbooks

Classes are ending; get CA\$H for your textbooks!
Make your load lighter, SELL your textbooks BEFORE leaving for home.
AU Bookstore 5/1-5/15

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Chengdu students to plant 'thank you tree'

Students from the city of Chengdu, Sichuan Province in China, who have been studying in Alfred under a State University of New York initiative to aid their earthquake-damaged province, will plant a 'thank you tree' at 10:30 a.m. Tuesday, May 12, at the Terra Cotta building on Main Street.

The event is open to the public.

Link: [Press release: Chinese students to plant tree](#)

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Pool Closed

The pool will be closed for open swim from Monday, May 11 through Monday, May 18. Starting May 18, pool hours will be 11:30 a.m.-1 p.m. and 3-5 p.m.

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Many Thanks from Dining Services!

A big Thank You to those who completed the Dining Spring Survey and congratulations to Cori Leyden-Sussler, the winner of the \$100 American Express Gift Check!

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Classic Movie: 'Take Me Out to the Ball Game'

Tuesday, May 12 at 6:45 p.m.

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

This movie musical, placed in the turn of the century, stars Frank Sinatra, Gene Kelly, and Esther Williams. Busby Berkley directed this 1949 classic film about two baseball-playing vaudevillians. The library-sponsored movie is free and open to everyone.

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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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Family Concert: Sing a Story-Read a Song with Nan Hoffman

Saturday, May 16 at 10:30 a.m.
Nancy Howe Auditorium at the David A. Howe Public Library in Wellsville

Nan Hoffman treats us to a concert for all ages to celebrate our creativity and the warm spring world. Music, particularly folk music, can give us clues to our past, nature and the environment, and the many ways people live, work and play. Be ready to stimulate your imagination and participate in this family concert.

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

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