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## What's Happening?

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TODAY	TOMORROW	WEDNESDAY
9:00 <a href="#">Tai Chi Master is Back in Alfred!</a>	9:00 <a href="#">Tai Chi Master is Back in Alfred!</a>	9:00 <a href="#">Tai Chi Master is Back in Alfred!</a>
3:45 <a href="#">Zumba@ Fitness Class</a>		6:00 <a href="#">Rochester Area Event</a>

### Notice to All Hourly Paid Employees (including Students) and Supervisors

Discontinuation of Paper Time Sheets

Effective Aug. 1, 2013, the Payroll Department will no longer accept paper time sheets from hourly employees (including students). Therefore, all time must be recorded on Banner Web in the prescribed manner.

Employees must submit their time electronically for their supervisor to approve no later than midnight on the Wednesday following the end of a pay period. Occasionally, due to Holidays, an early deadline may be imposed but will always be preceded by an announcement in Alfred Today.

Failure to submit time electronically will result in a delay of payment and will require the supervisor to prepare and personally deliver a paper time record to the payroll department, with the employee's signature certifying the accuracy of the time worked. Paper records will not be accepted from anyone other than the employee's supervisor. Those who habitually fail to record their time using Banner Web will be contacted by the Director of Human Resources.

Submitted by: Mark Guinan

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### Elimination of Excused Time

Effective Aug. 1, 2013 the practice of allowing up to 2 hours of excused time to attend to medical or legal appointments will be discontinued. While appointments should be scheduled outside of the normal work hours when possible, if an employee needs time off to attend to such matters, paid time off will need to be used.

In order to accommodate this change, employees may now use sick time in one-hour increments to attend to medical appointments for themselves or their immediate family as defined in the employee handbooks. If an individual chooses to make up the time needed for a medical appointment instead of using benefit time, it must be done within the same work-week as the scheduled appointment and must be reflected on time sheets. All time must be made up with the approval of, and in coordination with, the supervisor. University policies regarding proper supervision during the work day need to be followed.

If an employee must be out of the office for a legal appointment, both the personal day and floating holiday can now be used in one-hour increments. Otherwise, an employee should use vacation time to account for such time off (vacation time must still be used in day increments).

Attachment: [Excused\\_Time\\_Policy\\_Change\\_\(2013\)\\_pdf.pdf](#)

Submitted by: Mark Guinan

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### Uploading Credit Card Receipts

In March, an announcement was made regarding changes to the MasterCard administrative process. In an effort to allow individuals time to become familiar with the new program features, scanning and uploading receipts was optional. It was noted at the time that "we will review the process again in August and it is our hope that cardholders will be more comfortable with this new Smartdata system feature."

Over the course of the past several months we have been monitoring the activity and working with individuals. We have determined that the majority have found the scanning feature to be convenient and have continued to upload their receipts. Therefore, beginning in September (for the August statement), we will no longer accept the hard copy submission of receipts. That is, all individuals will need to upload receipts into the Smartdata system.

A printed copy of the statement will still be required to have the cardholder's initials for submission to the card manager and receipts should be maintained until you have been notified by Office and Procurement Services that your information has been verified. All other requirements, including the completion of missing receipt forms should be followed.

Should you require additional training, Office and Procurement Services does offer monthly trainings every second Wednesday of each month from 1-3 p.m. located in the Banner Training room at the side entrance of Howell Hall.

Submitted by: Susan Peck

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### General Business Policies

In response to a number of questions received concerning acceptable business expenses, and in an effort to offer guidelines to avoid taxation issues for employees, General Business Policies were compiled in a single document. The attached should serve as a supplement to travel and other policies.

Should you have questions or require clarification, please contact Giovina Lloyd in the VP for Business & Finance Office.

Link: [General Business Policies](#)

Submitted by: Giovina Lloyd

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### **McLane Gym Closed for Refinishing**

The McLane Gymnasium will be closed for refinishing this week and next. It will be open for use again on Monday, Aug. 12.

Submitted by: Tony Aquilina

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### **Zumba Fitness Classes: Get Ready to Move!**

Join instructor Denise Eck for Zumba Fitness Classes at 3:45 p.m. Mondays and Thursdays from July 8-Aug. 8 in Davis Gym. Cost for AU and ASC faculty, staff and students is \$3 per class. No need to sign up in advance, just come join the fun.

Join the Alfred Zumba Fitness Facebook page to get class updates!

Link: [Alfred Zumba Fitness Facebook page](#)

Submitted by: Susan Goetschius

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### **Comedy Film Series: 'Those Magnificent Men in Their Flying Machines'**

Tuesday, Aug. 6 at 6:45 p.m.  
Nancy Howe Auditorium  
David A. Howe Public Library  
155 N. Main St., Wellsville  
585-593-3410

Comedy film of the great 1910 London-to-Paris airplane race involves international conflicts, romance, and cheating. Large cast of actors includes Red Skelton, Stuart Whitman, Sarah Miles, James Fox, and Robert Morley.

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

Submitted by: Deborah Clark

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### **Texaco Country Showdown**

There will be a local country music talent show sponsored by Radio Station WZKZ, Saturday, Aug. 10 at 2 p.m., at the Nancy Howe Auditorium, David A. Howe Public Library, 155 N. Main St., Wellsville; 585-593-3410. Please contact WZKZ (585.593.9553) for entry information.

Submitted by: Deborah Clark

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