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## What's Happening?

[More Events...](#)

TODAY	TOMORROW	SATURDAY
10:00 <a href="#">Walk-In Hours - Career Development Center</a>	7:30 <a href="#">Frank Sinatra: Celebrating 100 Years - A Cabaret</a>	2:00 <a href="#">Men's Basketball at Buffalo State</a>
7:30 <a href="#">Frank Sinatra: Celebrating 100 Years - A Cabaret</a>	· <a href="#">End-of-Semester Food and Clothing Drive</a>	7:30 <a href="#">Frank Sinatra: Celebrating 100 Years - A Cabaret</a>
· <a href="#">End-of-Semester Food and Clothing Drive</a>	· <a href="#">The Giving Tree</a>	
· <a href="#">The Giving Tree</a>		

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

Due to the Holiday break, the checks for pay period 11/22-12/5 (check date 12/18) and 12/6-12/19 (check date 12/31) will automatically be sent to your home address on file.

Please email [payroll@alfred.edu](mailto:payroll@alfred.edu) or stop into the Payroll Office in Greene Hall if you need to make alternate arrangements for the delivery of these two paychecks.

Submitted by: Kathy Costello

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### **Undergraduate Students - Financial Aid Application Procedures 2016-17**

The AU Financial Aid Application and filing instructions for the 2016-17 academic year have been placed in your Powell Campus mailbox. Please be sure to stop by your mailbox to pick up these documents before you leave campus.

If you had an expected graduation date for December 2015 or May 2016 in the system, a financial aid application was not placed in your mailbox.

If you plan to return to AU for the 2016-17 academic year and did not receive an application packet, please pick one up at the Financial Aid Office in Alumni Hall. The Financial Aid Office is open 8:30 A.M. to 4:30 P.M., Monday through Friday.

Submitted by: Elena Wallace

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### **Early Deadline for Time Sheets for Current Pay Period**

Due to the Holiday Break, there will be an early deadline imposed for submission of timesheets for this pay-period 12/6-12/19. Timesheets must be submitted by midnight Saturday 12/19 and approved by midnight Sunday 12/20.

Staff will be running payroll during the break to produce paychecks dated Dec. 31, 2015.

Any timesheets not approved by these early deadlines will be processed in the next available pay period.

Submitted by: Kathy Costello

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### **Submit Invoices to Business Office by Wednesday, Dec. 16**

Due to the Holiday break, the last Accounts Payable check run of the year will be on Friday, Dec. 18. Please have any invoices that require payment before Jan. 5, 2016 to the Business Office by end of day Wednesday, Dec. 16.

The next Accounts Payable check run will not be until Jan. 5.

If you have any questions or concerns, please call us at 871.2128.

Submitted by: Jodi Howe

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## Carnegie Offices Re-open

The offices of President, Provost and Vice President for Business and Finance, as well as the Business Office have relocated to their new quarters in the just-remodeled Carnegie Administration Building.

Submitted by: Susan Goetschius

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## Request for Contract Form

An updated Request for Contract form is now available on the Business Office Web page. This form should be used when an independent contractor (e.g. performer, artist, lecturer, etc.) will be providing services for the benefit of Alfred University.

Please complete the form electronically and submit to the Office of the Vice President for Business & Finance at [lloydgm@alfred.edu](mailto:lloydgm@alfred.edu) at least three (3) weeks prior to the event. A determination will be made upon receipt of the Request as to whether a formal agreement will be needed and the individual making the request will be notified.

It should be noted that in order for the Business Office to process a check request for payment or reimbursement of expenses, a fully executed agreement or waiver of an agreement via the Request for Contract form will need to be attached.

Should you have any questions, or if your event is less than three (3) weeks away, please contact us via phone at 607.871.2966 for direction.

Attachment: [Request\\_for\\_Contract.pdf](#)

Submitted by: Lisa Clark

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## Protect Your Belongings

The Holiday Break exodus from campus is generally the time of year when belongings seem to disappear if rooms, offices, and cars are not locked. Please take an extra moment to lock all rooms, offices, and vehicles.

If you see an suspicious activity please report it immediately to the Office of Public Safety at 607.871.2108 or 911.

John M.Dougherty  
Office of Public Safety at Alfred University

Submitted by: Deborah Clark

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## Congratulations to December Grads!

Please take a minute to fill out the Career Development Center's graduate survey. If you have already secured employment or are enrolled in graduate school, we'd like to hear about it.

The CDC uses this information to understand the job and grad school market for AU students. The info

is confidential and 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](mailto:cdc@alfred.edu)

Link: [Graduate Survey](#)

Submitted by: Susan Meacham

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### Weight Watchers Meeting Schedule for December

Our Weight Watchers At Work Meetings will be held on Thursday, Dec. 10 and Dec. 17. For those who want to weigh in prior to the University's Holiday Luncheon, you will be able to do so beginning at 11:30 a.m. on the 17th.

There will be no meetings on the 24th and 31st of December. Our meetings will resume after the holiday break. We hope you will join us in the new year on Thursday, Jan. 7!

Meetings begin at noon in the Human Resources Conference Room in Alfred State's Pioneer Center. For further information on joining, please contact Marilyn Robin at 607.587.4027 or email her at [robinmf@alfredstate.edu](mailto:robinmf@alfredstate.edu).

Best wishes for a safe, happy and healthy holiday season!

Submitted by: Anne Cornell

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### Drum Set and Percussion Lessons

Drum Set and Percussion Lessons are available from Dr. Vicki Eaklor and Dustin Woodard for the Spring Semester. Lessons are available for 30 minutes (Beginner) and 1 hour (Advanced) per week.

Please feel free to sign up for any of the 106 sections or either of the 306 sections. Note that fees for 306 are double those for 106 but you can be an advanced player and sign up for 106.

If you have any questions regarding lessons do not hesitate to contact Dr. Eaklor at [feaklor@alfred.edu](mailto:feaklor@alfred.edu) or Dustin Woodard at [Woodard@alfred.edu](mailto:Woodard@alfred.edu).

Submitted by: Dustin Woodard

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### Support Staff Panelist Discussion: Submit Your Questions

Are you a support staff employee with questions on how your job affects our students? Questions like, "Who do I go to if I know a student is in need of personal help?" or "How do you handle sensitive situations between students, faculty, or staff?"

Submit your questions to [fosterc@alfred.edu](mailto:fosterc@alfred.edu). Your question will be asked anonymously to our panelists during our Student Success Impact panelist session on Dec. 17. Thank you for your participation!

Submitted by: Cheryl Foster

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### Operation Santa Claus

Check out the latest blog posting from the University Archives to discover how AU students helped bring cheer to residents of Germany during the Berlin Airlift 67 years ago. The story of the Soviet blockade and its effect brings to mind the plight of Syrian refugees today; people trying to survive the ravages of war within their country.

If you like reading short bits of Alfred history, "follow" the blog to automatically receive email notifications of new postings!

Link: [University Archives Blog](#)

Submitted by: Laurie McFadden

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### Faculty/Staff Holiday Appreciation Sale Thursday & Friday

The AU Bookstore will have the annual Faculty/Staff Appreciation Sale this Thursday & Friday 12/10 & 12/11. There are additional discounts on Burt's Bees 30% off, 25% off Godiva chocolate, 25% off Champion brand clothing, stocking stuffers, and bargain books.

We will have a hot chocolate bar on Friday from 11:30 a.m.-1 p.m. and other treats to eat!

Submitted by: Marcy Bradley

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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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### Requisition Form

Office and Procurement Services has created a more user friendly fillable requisition. It is attached for your convenience.

As a reminder, purchases over \$1,000 are processed through our office. Please contact us for any questions at ext. 2698 or [procurement@alfred.edu](mailto:procurement@alfred.edu).

Attachment: [Requisition\\_form\\_102015.pdf](#)

Submitted by: Cheryl Foster

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### Job Posting - Track & Field

Employment Opportunity:  
PT Assistant Track & Field Coach

Link: [Asst Track & Field Coach Posting](#)

Submitted by: Kim Wyant

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### Internal Job Posting - Helpdesk Technician

Employment Opportunity:  
Helpdesk Technician

Link: [Helpdesk Posting](#)

Submitted by: Kim Wyant

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### Concert: Andover Ecumenical Choir

Monday, Dec. 14 at 7 p.m.  
Nancy Howe Auditorium  
David A. Howe Public Library  
155 N. Main St., Wellsville  
585-593-3410

This favorite regional choir has performed regularly on the Auditorium's stage for several years with their inspirational Advent and Lenten programs. Join the members on Monday, Dec. 14 at 7 p.m. for their Advent concert with a selection of instrumental accompaniments under the direction of Marcy Bledsoe.

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

Submitted by: Deborah Clark

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