

[Submit](#)[Employment](#)[News](#)[Calendar](#)[Classifieds](#)[Spiritual Life](#)

In This Issue

Webmail users [click here](#)

Official News

- [Year-end Cut-off Dates for Business Areas](#)
- [Change in Accounts Payable Payment Processing](#)
- [New Mail Process Form](#)

General Announcements

- [Noontime Session - New Overtime Rules with Mark Guinan](#)
- [MostArts Festival Tickets On Sale](#)
- [Room Reservations](#)
- [AU Photo Library Online - Gallery Server Pro](#)

What's Happening?

[More Events...](#)

TODAY	TOMORROW	THURSDAY
12:00 ATS Council - New Overtime Rules with Mark Guinan		

Year-end Cut-off Dates for Business Areas

Business Office:

Friday, July 8 - All transactions such as corrections, transfers, budget adjustments, year-end accruals, etc. submitted for fiscal year 2015-16.

Office & Procurement Services:

Friday, May 27 - All requisitions are due for fiscal year 2015-16.

Thursday, June 30 - All Merchandise must be received for fiscal year 2015-16.

Accounts Payable:

Thursday, June 30 - All merchandise and services must be received and invoiced to the University for fiscal year 2015-16.

Friday, July 8 - The cutoff date for travel expense forms that account for travel through June 30 for fiscal year 2015-16.

Friday, July 8 - Invoices for fiscal year 2015-16

University One Card Reconciliation for June:

Friday, June 17 -Last day for purchases on credit card for fiscal year 2015-16.

Friday, July 8 - Card holder review and send paperwork to card manager.

Wednesday, July 13 - Card manager approve and send paperwork to Program Administrator.

Submitted by: Jodi Howe

[back to top](#)[Send Email Reminder](#)

Change in Accounts Payable Payment Processing

In an effort to increase productivity and improve efficiencies, the Business Office is transitioning to one check run per week. Currently, the Business Office processes payments on Tuesdays and Thursdays.

Starting the first week of July, payments will only be processed on Thursdays. Invoices will need to be received by the Business Office by end of day on Tuesdays in order to be processed in that week's check run.

If you have any questions, please feel free to contact Jodi Howe in the Business Office.

Submitted by: Jodi Howe

[back to top](#)

[Send Email Reminder](#)

New Mail Process Form

In order for the University to keep up with USPS mailing standards, a new mail form has been created by Procurement Services. A contents section has been added for ongoing safety precautions. Please use this form for all of your metered mail requests.

Metered mail is processed on the first floor of Greene Hall in Procurement Services.

Attached is the new form. However, for your convenience, there will be new ones available at Procurement Services.

Attachment: [New Mail Process Form](#)

Submitted by: Cheryl Foster

[back to top](#)

[Send Email Reminder](#)

Noontime Session - New Overtime Rules with Mark Guinan

The Administrative and Technical Specialist (ATS) Council has invited Mark Guinan, Director of Human Resources Services, to talk to us about the new overtime regulations and how they might impact us at our monthly open informational meeting Tuesday, June 28, at noon in Nevins Auditorium.

The U.S. Department of Labor has recently issued new regulations that set a higher weekly salary rate for persons to be exempt from the minimum wage and overtime provisions of the Fair Labor Standard Act (FLSA). The new regulations will go into effect on Dec. 1, 2016. These new regulations will affect you if you are currently a non-faculty, salaried employee earning less than \$47,476 annually.

At this point, Mark is still working through the legislation to determine how it will affect different employees at AU, so he will not be able to provide definitive answers to all of our questions. We want you to have an opportunity to start discussing changes now since several people have asked about them.

We will invite Mark to speak to us again in the fall when he will know more. If you would like to read about the legislation before the meeting, here is a link to the relevant Department of Labor FAQ page: <https://www.dol.gov/whd/o...>

ATS Council

Vicky Westacott - Co-Chp - Enrollment Management
Mark Klingensmith - Co-Chp - NYSCC
Bonnie Dungan - Secretary - Academic Affairs
Jennifer Posener - Academic Affairs
Donna Sturdevant - Business and Finance

Michelle Pomeroy - Enrollment Management
Robin Howard - NYSCC
John Dougherty - Student Affairs
Amanda Khodorkovskaya - Student Affairs
Jessica Hurlbut - Student Affairs
Amy Jacobson - University Relations

Submitted by: Deborah Clark

[back to top](#)

[Send Email Reminder](#)

MostArts Festival Tickets On Sale

"The Magic Returns" July 3-9 and you won't want to miss a minute of the MostArts Festival and Young Pianist Competition. Purchase Tickets Online at www.MostArts.alfred.edu, call 607. 871.2828, or email MostArts@alfred.edu

Link: [MostArts Festival](#)

Submitted by: Nancy Freelove

[back to top](#)

[Send Email Reminder](#)

Room Reservations

If you'd like to reserve Howell Hall or Powell Campus Center for an event taking place between today and Sunday, Aug. 7 reservations should be done with Bonnie Dungan at Summer Programs. If the reservation is for Aug. 8 or after please contact CSI@alfred.edu.

Submitted by: Eliza Ordway

[back to top](#)

[Send Email Reminder](#)

AU Photo Library Online - Gallery Server Pro

AU has a new searchable photo library, Gallery Server Pro (<http://gsp.alfred.edu>), accessible to AU faculty/staff. This library contains a wide variety of downloadable AU images ranging from seasonal campus scenics, to classrooms/labs, to selected campus events. To access, please go to our.alfred.edu and scroll down the left-hand side to Faculty/Staff. Click on Faculty/Staff and scroll down to Gallery Server Pro.

Gallery Server images are cataloged by semester, by month and by topic, and as new photo assignments are completed, additional images will be cataloged and posted on a regular basis. The photos are extensively tagged to assist in searches for specific subjects.

NOTE: The images have been carefully selected from more extensive photo sessions that include alternative views and formats (landscape vs portrait). Those images are archived separately and you will need to contact Rick McLay, director of Creative Services at 2736 (mclay@alfred.edu) to inquire about those additional images. There is also a separate folder dedicated to faculty/staff portraits, many of which were completed the week of Aug. 17, 2015.

BEFORE YOU DOWNLOAD

The primary use of many of these images is for Admissions and University Relations marketing efforts in both printed and web formats. In order to keep track of downloads (except for faculty/staff portraits), please contact Rick McLay (mclay@alfred.edu) or Judy Linza (linza@alfred.edu) with information on which images you are downloading, and where they are going to be used.

TO DOWNLOAD

Access to Gallery Server requires AU username/password to review images and to download in three formats: 1. Thumbnail (small image), 2. Web optimized (low resolution but full size), and 3. Original (high resolution). To download the image of your choice, use the download/share icon, which is the one on the left in the icon grouping above each image, and follow the directions.

ADDING PHOTOS TO THE AU PHOTO LIBRARY

We welcome the opportunity to obtain images from faculty and staff. Though much effort goes into documenting as many things as possible on campus, it is impossible to cover it all. When there are events such as art shows, or special lab/classroom activities that faculty/staff are photographing, we would very much like to review those images so that the library is as comprehensive as possible. Please contact Rick McLay if you have images that you think should be considered for this.

ATHLETICS PHOTOS

Current images of athletics events are available at (<http://gosaxons.com>). By contractual arrangement with the professional photographer, there will be a charge for athletics images. Mark Whitehouse, AU's Sports Information director (whitehouse.alfred.edu), is the contact regarding usage.

If you have any questions or suggestions for photos you want cataloged and included, please contact Rick McLay at mclay@alfred.edu or Ext. 2736. If a student requests access, please contact Rick McLay.

Submitted by: Deborah Clark

[back to top](#)

[Send Email Reminder](#)

[Alfred University](#) | [My AU](#) | [Our AU](#) | [Events](#) | [BannerWeb](#) | [Blackboard](#) | [News](#) | [Enews](#)