

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

In This Issue

Webmail users [click here](#)

Official News

- [PCC Mailroom Lunch Hours](#)
- [December Payroll Changes for Everyone](#)
- [Business Office Closing Early Dec. 20](#)
- [Data Center Move How Will it Affect You?](#)

General Announcements

- [Saxon Inn Closing Dates for the Holiday Break](#)
- [CDC Closed for Lunch Tuesday, Dec. 18](#)
- [Deadline for Printed Event Guide - Tuesday](#)
- [Instructional Technology Workshop](#)
- [Congratulations to the Video Contest Winners!](#)
- [Holiday Cheer](#)

What's Happening?

[More Events...](#)

TODAY

TOMORROW

WEDNESDAY

12:30 [Religious Institute](#)

PCC Mailroom Lunch Hours

The PCC Mailroom will begin closing at lunch time from noon-1 p.m. on Monday, Dec. 17, 2007 through Friday, Jan. 18, 2008. On Monday, Jan. 21 the Mailroom will return to its normal hours.

Thank you.

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

December Payroll Changes for Everyone

Due to the ITS Data Center move which will require the Banner system to be off-line over the holidays, the payroll scheduled to be paid on Dec. 28, will be paid a week early on Friday, Dec. 21, 2007. The next regularly scheduled payroll will be processed on Jan. 11, 2008 as usual.

All paper timesheets must be received by noon on Monday, Dec. 17. If Web-time-entry timesheets must be submitted to supervisors by 4:30 p.m. on Saturday, Dec. 15, and supervisors must approve them by 9 a.m. on Monday, Dec. 17. There will be no exceptions to these deadlines.

All paper timesheets received after noon for students and temporary employees will be processed with the Jan. 11 payroll; all Web-time-entry timesheets approved after 9 a.m. will have to be submitted on paper time sheets and also processed with the Jan. 11 payroll.

Employees with direct deposit will receive an e-mail on Thursday, Dec. 20. Those employees who receive paper paychecks may pick them up in the Carnegie Business Office on Friday, Dec. 21.

If you prefer to have a paper paycheck mailed, please e-mail your request to PAYROLL with your full mailing address by noon on Dec. 17.

Please note that the first 2008 payroll will be dated Jan. 11; this is three weeks from the Dec. 21st pay date, so please plan accordingly.

If you have any questions, you can contact the Payroll Office by e-mailing PAYROLL or by calling x2481 (Statutory) or x2961/2962 (Private).

[back to top](#)

[Send Email Reminder](#)

Business Office Closing Early Dec. 20

The following offices will be closing at 2:30 p.m. on Thursday, Dec. 20 so that staff may attend their Holiday Party: The Office of Vice President for Business & Finance, The Business Office in Carnegie Hall, Student Accounts Office in Seidlin, Payroll Office & Procurement Services in Greene Hall, Office of Sponsored Research Administration in Binns-Merrill.

The cashiering transactions will end Thursday, Dec. 20 at 2 p.m. for the Business Office in Carnegie Hall and the Student Service Center in Seidlin.

We're sorry for any inconvenience. Happy Holidays!

[back to top](#)

[Send Email Reminder](#)

Data Center Move How Will it Affect You?

The University's data center is moving to a newly renovated location on the ground floor of the Science Center over the holiday break, from Saturday, Dec. 22 through Wednesday, Jan. 2. During that time period, most central information technology resources such as Banner, U:Drive, E-mail and most Web pages will be unavailable.

Please Read the attached FAQ to learn more about the data center move.

ITS thanks you in advance for your patience as we work through this important and necessary data center move. This data center is being built with important Disaster Recovery/Business Continuity components such as a back-up generator, a fire suppression system, and a new HVAC system to ensure sufficient cooling of our central computing facilities. Once this new data center has been established, we will have a much greater chance of maintaining our internal business processes and systems in the event of a natural disaster or power disruption.

In planning this move, ITS chose the December break because it was the least inconvenient time for most campus community members. The holiday break is a time when most faculty, staff and students are not on campus.

Attachment: [Data Center Move--FAQ](#)

[back to top](#)

[Send Email Reminder](#)

Saxon Inn Closing Dates for the Holiday Break

The Saxon Inn will be closed Dec. 15, 2007 through Jan. 7, 2008. For future reservations, please call 607-871-2600.

Have a safe and happy holiday season.

[back to top](#)

[Send Email Reminder](#)

CDC Closed for Lunch Tuesday, Dec. 18

The Career Development Center will be closed from noon to 1 p.m. on Tuesday, Dec. 18, 2007. We apologize for any inconvenience.

[back to top](#)

[Send Email Reminder](#)

Deadline for Printed Event Guide - Tuesday

Next Tuesday is the deadline for inclusion in the printed event guide which is created by the Center for Student Involvement. Any events from Jan- Mar 10 will be included. Send event title, date, time, place, picture and one descriptive sentence to napolitano@alfred.edu. If you have already posted on the on-line calendar, we can grab the event from there but will still need a picture. Thank you for your contribution.

[back to top](#)

[Send Email Reminder](#)

Instructional Technology Workshop

Instructional Technology Workshop (Jan. 15-18)

Winter Institute 2008

AU ITS is offering a four-day, intensive technology workshop for Alfred University teaching faculty.

During the four days we will focus in on:

- * Blackboard
- * video strategies
- * editing video with iMovie
- * editing audio with GarageBand
- * editing photos with iPhoto
- * plagiarism detection with Turnitin.com
- * YouTube in conjunction with Blackboard
- * Facebook and your students

The workshop will run from 9 a.m. until 4 p.m. with an hour break for lunch. If you commit to all four days of the workshop you will receive a 4GB iPod Nano. Register right away because enrollment is limited.

For more information, open the attached file.

To enroll in the workshop please complete the registration form at the following link by Thursday, Dec. 20.

Link: [Workshop Registration](#)

Attachment: [Workshop Details](#)

[back to top](#)

[Send Email Reminder](#)

Congratulations to the Video Contest Winners!

Congratulations to the winners of the first video contest for current students. All the videos were very good & the judging was tough.

1st Morgan O'Brien

2nd Ashley Fantigrossi

3rd Kody Bornstein

Viewer's Choice Morgan O'Brien

Thanks to all those who entered!

Details on our spring contest will be out in January.

[back to top](#)

[Send Email Reminder](#)

Holiday Cheer

The Women's Leadership Center would like to wish everyone Happy Holidays!
Attachment: [holiday_card_2007.pdf](#)

[back to top](#)

[Send Email Reminder](#)

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