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TODAY	TOMORROW	FRIDAY
12:30 Religious institute		12:30 Holiday Luncheon
3:00 Holiday Art Bazaar		2:00 Annual Homemade Cookie Sale

Invoices Due End of Day 12/13 in Business Office

In preparation for the University holiday closing, please submit all of your accounts payable invoices to the Business Office in Carnegie Hall by the end of the day on Thursday, Dec. 13. This includes all invoices, check requests, and travel requests and they need to be completed and have all approvals.

The last check runs in December will be on the 18th and 20th. The next check run will not be until Thursday, Jan. 3.

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Herrick Library Extended Hours/24-hour Study

Dec. 6-14

Thurs. Dec. 6 8 AM - 2 AM
Fri., Dec. 7 8 AM - 2 AM
Sat., Dec. 8 8 AM - 2 AM
Sun., Dec. 9 10 AM - 3 AM
Mon., Dec. 10 8 AM - 3 AM
Tues., Dec. 11 8 AM - 3 AM
Wed., Dec. 12 8 AM - 3 AM
Thurs., Dec. 13 8 AM - 3 AM
Fri., Dec. 14 8 AM - NOON

Attachment: [24-Hour Study Room Information](#)

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Chemical Waste Removal

A campus-wide chemical waste removal will occur during the week of 12/17/07. Both hazardous (regulated by EPA, DEC, or other government agency) and non-regulated (not regulated by said agencies but not approved for local landfill or drain disposal) waste will be accepted for removal.

The waste must be received in your Central Accumulation Area by 12/17/07. NYSCC contact Kenny X2460 or Shanti X2497; the rest of AU contact me X2540 to arrange for receipt of waste.

In order to obtain TSDF approvals and estimate the cost for the removal I will need a waste log sheet of your current waste sent to me ASAP. FAX 2086 or e-mail mitchel@alfred.edu.

You may still accumulate waste and add to your list notifying me of the additional waste by 12/12/07.

Waste log sheets are available at <http://our.alfred.edu/ind...>
Contact me with any questions.

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Library Web Sites Unavailable Dec. 22-Jan. 2

The Web sites of Herrick and Scholes libraries will be unavailable from Dec. 22, 2007 through Jan. 2, 2008. This is due to the upcoming data center move. There will be no access to resources normally available through the libraries' Web sites, including the online catalog, electronic journals, research databases, and interlibrary loan.

Please note that Herrick and Scholes libraries are also closed from Dec. 22 through Jan. 2.

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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).

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Paycheck Distribution for Students

All student payroll checks dated Dec. 14 that have not been requested to be mailed will be available in the Payroll office Thursday after 3 p.m. and Friday until noon.

If you wish for your payroll checks dated 12/14 to be sent to your Powell box or mailed to your home address, please e-mail Payroll by Thursday, Dec. 13 at noon.

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Statutory Employees Check Your Address

Please check the mailing address on your paycheck/direct deposit advice. This is the address that your W-2 will be mailed to from NYS in January. If the address needs updating, please contact Nancy Gillette in writing at gillette@alfred.edu.

Requests for duplicate W-2's will take a longer period of time due to system changes. Thank you!

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PCC Mailroom Closed

The Mailroom in PCC will be closing at Noon on Friday Dec. 14 for the entire afternoon for staff to attend the Holiday Luncheon. The Mailroom will re-open on Monday, Dec. 17 at 8:30 a.m.

Thank you.

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Office Services Closing

Office Services will be closing at Noon on Friday, Dec. 14 for the entire afternoon for the staff to attend the Holiday Luncheon. If you have mail that needs to be metered please have it to Office Services by 11 a.m.

Thank you.

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Holiday Art Bazaar

You are invited to the Holiday ART BAZAAR

Wednesday
Dec 12
3-6 p.m.
Harder Hall Lobby

HANDMADE ARTS & CRAFTS

This is your opportunity to support art students and give unique gifts to friends and family!

jewelry*ceramics*glass*photos*prints*drawings*paintings*knits*stuff*
etc. etc. etc.

.... a plethora of bargains, art & love

Attachment: [bazaar poster](#)

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Work Study Position Open Apply Now!

Spring 2008 WORK STUDY POSITION AVAILABLE

JOIN OUR TEAM AS A ...
PUBLICITY INTERN

The Women's Leadership Center (WLC) seeks a dynamic and self-motivated intern to assist with writing, designing, and postering publicity materials for the WLC including flyers, newsletters, and reports. The intern will also perform general office duties such as creating/updating Excel spreadsheets, performing internet research, and assisting with event planning. The intern will work with the Director, Office Manager, and Intern staff as part of a team.

The successful candidate will have strong writing skills, an interest in women's issues, good attention to detail, and professional etiquette. Design experience and or familiarity with Publisher a plus.

The Women's Leadership Center follows the Alfred University equal opportunity employment policy.

This position requires a commitment of approximately 6 hours per week, and is paid at minimum wage.

Deadline to apply: Tuesday, Feb. 5. Position will remain open until filled. Resumes may be submitted electronically to wlc@alfred.edu, or in person. Please submit a cover letter, resume and the name of one reference (preferably faculty). For more information, contact the WLC: (607) 871-2971.

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Equipment/Supplies Available

For AU use, the following is available free of charge:
33 rolls of standard size (2 1/4 inch) calculator paper.
4 IBM (Lexmark) cartridges Easy Lift-Off tape.
2 dozen IBM (Lexmark) cartridge ribbons (#138099).
1 Epson Stylus inkjet printer (used).
1 HP 1011 Laser printer (used).
First come, first served. Call Gary Ostrower at 871-2999, or e-mail.

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APO Popcorn Sales

Alpha Phi Omega has collaborated with the Five Rivers Boy Scout Council to raise money selling Trail's End popcorn.

Currently, individual microwave packets are going for \$1 each. Flavors include Unbelievable Butter, Butter Light, and Kettle Corn.

If you are interested in purchasing a packet or two, please contact alphaphi@alfred.edu. Your support is appreciated.

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20% Off Sale @ Bookstore Friday, Dec. 14

Faculty, staff, and administration receive 20% OFF store- wide Friday, Dec. 14.

Godiva chocolate 30% OFF, all children's books 25% OFF.

We are holding a children's book drive, donate a new or slightly used book to area needy children.

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Internship & Summer Job Fair Save the Date

Thursday, Feb. 21, 2008

Noon to 2 p.m.

Powell Campus Center

Last year we had close to 50 employers either attending or collecting resumes.

More information will be available after winter break.

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Wanted: Student Curator

DEADLINE FOR APPLICATIONS:

TUESDAY, FEB. 5

NOW ACCEPTING APPLICATIONS FOR EARLY SPRING '08 SHOW (Unpaid internship as a curator for the WLC)

The student curator will choose an exhibit theme, solicit / select student works that are in keeping with that theme, mount the exhibit, and take down the exhibit when it is over (returning the exhibit space to its original condition). The exhibit will be of one month duration, minimum.

Although the position is unpaid, as with any curator internship position, students should inquire with their academic advisor about the possibility of obtaining course credit for the experience.

FOR AN APPLICATION WITH A DETAILED DESCRIPTION OF THE POSITION, CONTACT: Women's Leadership Center at wlc@alfred.edu, Or call 607.871.2971.

Attachment: [STUDENT_CURATOR_APPLICATION_spring_082.pdf](#)

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ITS Reminder - IRS E-mail Hoax

If you receive an e-mail from the IRS saying that you have a refund coming -- it is a HOAX. In this e-mail they ask for your Social Security number and credit card information. Please delete. They are "phishing" for your personal information.

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Credit Union Holiday Hours

Listed below are the scheduled hours over the holidays.

Christmas:

12/24--closed

12/25--closed

12/26--regular hours

New Years

12/31--regular hours

1/1--closed

1/2--regular hours

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