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What's Happening?

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TODAY	TOMORROW	WEDNESDAY
10:00 WNY Leadership Conference	11:00 Presidential Inauguration Viewing	
2:00 Men's Basketball Game	6:00 Women's Basketball Game	
	Language Placement Exam	
	8:00 Presidential Inauguration Discussion	

Language Placement Exam

Every student who wants to take Spanish, French, or German at Alfred University and has taken this language in high school must take this exam. Those students who want to place out of the language requirement, or at least the first semester of the requirement, also need to take it.

Bring a #2 pencil and student ID card. If you have any questions please contact Dr. Cecilia Beach at fbeach@alfred.edu.

Location: Perlman 112

1/20/09

6-7:15 p.m.

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Federal Express Contract

Office Services and Procurement Services have teamed up to offer the best FedEx pricing to the University.

We have partnered with FedEx through a contracted agreement for the best rates for priority, standard, and ground. This contract will be a big savings to the University (72% of current dollars spent).

The departments that don't have an account already may contact Procurement Services to set up an account for your department or you may send your Federal Express mail to Office Services for processing.

Any questions please call Procurement Services for account setup and/or Office Services to process your FedEx out-going shipment at 871-2698.

Note: You must use the appropriate FedEx account to receive the discounted rates.

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Web Time Entry for Grad Students and Their Supervisors

Since the fall implementation of Web Time Entry for our grad students, we have made some changes to enhance the functionality of submitting your timesheets which should make this process more user-friendly to our grad students and their supervisors.

Some reminders; **all grad students are required to submit their time worked even when they are receiving a stipend.** Timesheets are legal documents which reflect the amount of time you are physically working to receive your paycheck. Please make sure the hours reported are an accurate account of hours and days worked during a pay-period. You also must submit your web timesheet in accordance with the bi-weekly pay-period timesheet deadlines. Automated Emails will continue to be sent as reminders.

Beginning this semester, for the grad students, we have changed the method of entering time from entering "in and out" to reporting hours worked per day. The web time sheet will look the same but when you enter a day, you no longer go to the "Time in and Out" screen; instead a box appears above the timesheet labeled "HOURS" to enter the number of hours you worked that day. You may still use the copy function to copy to other days if you worked the same hours on other days in the pay-period. Not only is this easier but if your supervisor requests that you do so, you can even submit timesheets with 0 hours worked if you did not work during a pay-period. Some supervisors have mentioned that they would like a timesheet turned in even if the student didn't work. That way they know that the student truly didn't work instead of wondering if the student simply forgot to enter their time and submit.

Also this semester, a change was made to the period of time and frequency of your stipend payments. This change was necessary to allow the Web time sheets to be available for the true dates of the academic semester. What this means is the ability to submit web timesheets throughout the entire semester now. If timesheets are not available for you to view, please remember that timesheets "appear" when paperwork from Financial Aid and/or your supervisor is processed. At the beginning of the semester, this may take some additional time and might not be there right at the beginning of the first pay-period. If it is still not available when it is time to submit, contact payroll@alfred.edu .

We hope you enjoy the new functionality. The updated instructions are below. If you have any questions; contact costello@alfred.edu .

Link: [Student Web Time Entry](#)

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Order Your Textbooks, Have Them Ready for Pick-up

Order your textbooks NOW @ www.whywaitforbooks.com and have them ready for pick-up when you return!

Save 25% on USED textbooks. Those who order first get the most USED textbooks.

Link: www.whywaitforbooks.com

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Inauguration Broadcast and Discussion - Jan. 20

How will you remember this day - just another first day back to classes, or historic? Join the Alfred community in recognizing the significance of the 2009 Presidential Inauguration by viewing the ceremony starting 11 a.m. on the big screens in Nevins and Holmes. At 8 p.m. there will be a panel discussion in Nevins.

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Blackboard News from ITS

Information Technology Services and the Alfred University libraries are pleased to announce a Blackboard enhancement designed to provide quick access to AU's library resources.

Beginning in the spring semester, each course's menu will contain external links to the Herrick and Scholes Library websites. These links will allow faculty and students to take advantage of online library services without exiting Blackboard.

ITS is proud to partner with Herrick and Scholes Libraries to support Alfred University's academic mission.

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Attention Students: Need a Campus Job that Offers More?

NEED and WANT a campus job that offers more excitement and BUCK \$\$ incentives?

- Pay Rent & still buy groceries & supplies with BUCKS\$\$
- Use BUCKS\$\$ at the Alfred Pharmacy for \$2 or more off your prescriptions
- _ Start earning BUCKS\$\$ and use them at downtown Alfred Businesses

So what job on campus has these great BUCK \$\$ incentives? The STUDENT DEVELOPMENT ASSOCIATES DO! For more information check out our facebook page @ Alfred University Student Development Assoc. or stop by the SDA BOOTH in PCC 1/19-1/23. SDA are a division of University Relations.

Attachment: [Folder_-_Application_SDA_JOB.doc](#)

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Walk-In Hours @ The Career Development Center

The Career Development Center will have walk-in hours from 1-4:30 p.m., Tuesdays-Thursdays, during the semester when school is in session. Stop in to see a counselor to talk about any career concerns/issues/questions that you may have.

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Federal Express Shipments

Departments without a Federal Express account please bring any of your outgoing Federal Express shipments (letters or packages) that need to be processed using Office Services account to Greene Hall by 1:30 p.m. Monday - Friday to insure that you receive the special FedEx rate.

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Keep Up on Saxon Scores

Visit the new Saxon Athletics web site for the latest news about Alfred University's sports teams!

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