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## What's Happening?

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TODAY	TOMORROW	SUNDAY
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>	2:00 <a href="#">Men's Basketball at Buffalo State</a> 7:30 <a href="#">Frank Sinatra: Celebrating 100 Years - A Cabaret</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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### **Exempt Staff - Make Sure Your Leave Reports are Up-to-Date!**

Please make sure any outstanding Banner Monthly Leave Reports and the one for December are submitted and approved by your supervisor before you (or they) leave for Holiday break. If you used your FH and/or Personal Day during a previous month or in December and the Leave Report is not approved, Banner will not accrue next year's FH and Personal Day and you will lose them.

Getting caught up and submitting December early will ensure the accrual process of these 2 days works as it should.

Thanks in advance for your cooperation!

Submitted by: Kathy Costello

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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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### Scheduled ITS Maintenance

On the night of Saturday, Dec. 26, starting at 10 p.m., ITS has scheduled an essential maintenance procedure on the electrical systems that provide power and cooling to the University Data Center. As part of that maintenance, we will need to shut off all University information systems, including email, Banner, University Web sites, and Blackboard. All systems will be brought back online by 6 a.m., Sunday morning.

If you have any questions, please feel free to contact the ITS Helpdesk at x2222 or [Helpdesk@alfred.edu](mailto:Helpdesk@alfred.edu).

We realize that this essential maintenance may be inconvenient. We have made every effort to schedule it at a time when it will be the least disruptive.

Submitted by: Gary Roberts

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### Posting Policy

It has come our attention that not all are aware of the posting policy in Powell Campus Center. Please see the policy below. Please contact Eliza at [ordway@alfred.edu](mailto:ordway@alfred.edu), with any questions.

Attachment: [Powell\\_Campus\\_Center\\_Posting\\_Policy\\_\(2\).pdf](#)

Submitted by: Center for Student Involvement

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### Spring Spend

It's never too early to plan on your spring spending, and Office & Procurement Services is here to help you.

Do you need a quote for any new equipment or supplies? We can provide you with a quote with the best price and best quality for your needs.

If you are also in need of training on strategic spend, please contact us at ext. 2698 or [procurement@alfred.edu](mailto:procurement@alfred.edu).

Submitted by: Cheryl Foster

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### Kankadea Review

The Kanakadea Review, the University's historical journal is looking for submissions of historical papers

for its next publication. If you have a paper you have done and are interested in submitting, please email it to [historyclub@alfred.edu](mailto:historyclub@alfred.edu).

Submitted by: Jonathan Makeley

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### Flute, Saxophone, and Clarinet Lessons

Flute, clarinet, and saxophone lessons are available for the Spring Semester. Lessons are 30 minutes (MUSC 104) or 60 minutes (MUSC 304) per week.

Please feel free to contact Prof. Decker at [deckerr@alfred.edu](mailto:deckerr@alfred.edu) with any questions.

Submitted by: Rachel Decker

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### Online Web Request Form and Web Standards

In order to ensure that requests for new web pages or changes to existing pages are directed to the appropriate individuals and handled in a timely manner, please use our online request form.

Please refer to our Web Standards, at <http://our.alfred.edu/web...>, for any questions.

This is the only request format that will be accepted. If you have questions regarding the form or its use please contact Webmaster, Judy Linza, at x2727 or e-mail [webmaster@alfred.edu](mailto:webmaster@alfred.edu).

Link: [Online Web Request Form](#)

Submitted by: Judy Linza

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### Miscellaneous Board

Post an item that doesn't quite fit into the lost and found or buy and sell boards, like "for rent" and "yard sales".

Link: [Miscellaneous Board](#)

Submitted by: Judy Linza

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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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