

Alfred Today

Friday, December 15, 2006

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PCC Mailroom closing for lunch

The PCC Mailroom will be closing from noon until 1 p.m., Monday-Friday starting on Friday, Dec. 15, 2006 until Monday, Jan. 15, 2007.

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Pool closing for break

The pool will be closed for public use after open swim on Thursday (12/14/06) night. It will re-open next semester.

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Student curator position -- Apply today!

APPLICATIONS DUE TODAY FOR EARLY SPRING '07 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 adviser about the possibility of obtaining course credit for the experience.

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

DEADLINE FOR APPLICATIONS:
FRIDAY, DEC. 15 AT 4:30 p.m.

Attachment: [STUDENT CURATOR POSITION spring 072.pdf](#)

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Payroll timesheets due by noon on Monday, Dec. 18t

Due to the upcoming holiday, all Banner timesheets for the payroll period of 12/03-12/16/06 are due to the Payroll Office by NOON on Monday, Dec. 18. This includes all non-statutory staff, all students, and all statutory temporary employees who are paid on the Banner payroll.

Any timesheets received after NOON on Monday will NOT be processed until the Jan. 12 pay date.

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Offices closing Monday, Dec. 18 at 12:45 p.m.

The following offices will be closing at 12:45 p.m. on Monday, Dec. 18 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 and Human Resources in Greene Hall, Research and Grants Accounting in Binns-Merrill.

The cashiering transactions will end for Monday, Dec. 18 at Noon for the Business Office in Carnegie Hall and the Student Service Center in Seidlin.

We're sorry for the inconvenience. Happy Holidays!

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Lost and Found Board

As the semester finishes and you're packing up to go home, remember that there is a lost and found board on my.alfred.edu, accessible through the Public Safety Web site or on the announcement board once you sign in. Please check the Lost and Found Board if you have need of it.

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Saxon Inn closing dates for the holiday break

The Saxon Inn will close at noon on Tuesday, Dec. 19, 2006 and will reopen on Tuesday, Jan. 2, 2007.

Future reservations can be made by sending an e-mail to saxoninn@alfred.edu or by calling 607.871.2600 to leave a voice message.

Happy Holidays!

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PCC Mailroom Hours over Break

The PCC Mailroom will be open on Tuesday, Dec. 26 and on Saturday, Dec. 30 from 8:30 a.m.-Noon on both days.

Please use side entrance off of the loading dock to get to the mailroom.

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Thank you to those who donated for the troops

Thanks to everyone who donated for the troop care package drive as well as those who came out to help us pack them up. We sent over 30 packages to a unit stationed in Afghanistan.

The Forest People

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December's One Card reconciliation

The Business Office has requested that cardholders have their One Card information for December reviewed and all the paperwork to your card manager by the 5th of January 2007. The card managers need to have all the transactions approved and the paperwork to Sue Peck by Tuesday, Jan. 9.

The Controller has been asked to produce a six-month budget status report for the next Board of Trustees meeting.

Instructions for printing out your statement online is as follows:

Log in to paymentnet

At the paymentnet home page click on electronic statement & payment A blank statement appears - type your credit card number and click on green arrow If you do not have your number handy click the dropdown arrow next to menu Click on User Search Type your last and first name in the appropriate boxes Click on Find Your current month statement should appear Click on either Print With Detail or Print Without Detail A message box appears in the center of the screen letting you know the statement is in PDF format Click ok Click on the green arrow in the upper right corner The statement will appear in PDF format Click on the toolbar to print

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Employment Opportunity

Director of the Counseling and Student Development Center
Division of Student Affairs
Crandall Center
Posting Date 12/14/06

Link for more information: <http://alfred.edu/hr/>

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Paychecks over the holiday break

The Payroll Office in Greene Hall will be open between 8:30 and 10 a.m. on Wednesday, Dec. 27 for employees that do not have direct deposit to pick up payroll checks. After 10 a.m., payroll checks not picked up will be mailed to your home.

Non-statutory direct deposit stubs will be available for pickup on Tuesday, Jan. 2 in the Business Office and statutory direct deposit stubs will be available for pickup by department secretaries after 10 a.m. on Tuesday, Jan.2.

This notice is effective for both statutory and non-statutory employees. Non-statutory employees may view their direct deposit stubs online at

https://banweb.alfred.edu/pls/prod/twbkwbis.P_WWWLogin

Happy Holidays!

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