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TODAY	TOMORROW	FRIDAY
		9:00 <a href="#">Reunion Registration</a>
		12:00 <a href="#">Reunion Golf Scramble</a>
		1:30 <a href="#">Reunion: Campus golf cart tour</a>
		3:30 <a href="#">Reunion: Campus golf cart tour</a>
		5:00 <a href="#">Reunion: Flavors of Alfred/Community Carnival</a>
		9:00 <a href="#">Reunion: Welcome Back Party</a>
		10:00 <a href="#">Stull Observatory</a>

**Year-end Cut-off Dates for Business Office****Office Services and Accounts Payable:**

All merchandise and printing/ mailing services must be received and invoiced to the University by Wednesday, June 24, in order to be processed in the current fiscal year. All invoices with the proper signature and account coding need to be submitted to the accounts payable clerks in Carnegie Hall by Wednesday, June 24 to allow time for processing.

**University One Card:**

One Card cutoff date to charge purchases on your credit card will be Thursday, June 25. The transactions that you charge in June and are POSTED to your account in PaymentNet by June 30 will show on your July statement.

Be aware that the merchants do not always update their transactions daily. This could mean your charge may not be posted until July and miss the 2008-09 budget. Please plan accordingly.

The reconciliation schedule for July will be accelerated to get these expenses posted in the current 2008-09 fiscal year. Your reconciled statement with receipts needs to be given to your card manager by Tuesday, July 7.

Remember, you will need to print your statement from the PaymentNet Web site. The card managers

need to approve and forward the statements to Sue Peck by Friday, July 10. The transactions posting to Banner will be done on Wednesday, July 15. It is essential that the proper coding be in PaymentNet before this is posted.

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### Time/Attendance Reports for Exempt Employees

Reminder:

Exempt Employees - Per AU Policy, approved attendance reports are to be forwarded to Human Resource Services no later than five days after the end of the month.

Please send May's time/attendance reports to HR.

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### Join us for Reunion 2009!

Alfred University Reunion 2009

Catch up with your former students. Join us June 12, 13 and 14. We look forward to welcoming you back!

Reunion Weekend 2009 promises a variety of entertaining, educational and certainly memorable activities. Some of this year's featured events include:

- \* Alumni Golf Scramble
- \* Flavors of Alfred
- \* 5k Run/Walk
- \* Local Artisan Craft Show and Sale
- \* Alumni Association Wine Tasting honoring Emeriti Faculty
- \* Hillel Reunion and Services - All are welcome
- \* Traditional Pi Alpha Pi Tea with Art Auction to follow
- \* Delta Zeta Glass Panel Dedication, honoring the Omicron Phi Chapter at AU
- \* Weekend Entertainment: New York to L.A., EZ Money and U-Sing Karaoke

Register for Reunion Weekend by 5/22/09:

Phone: 607.871.2144

Fax: 607.871.2391

E-mail: [alumni@alfred.edu](mailto:alumni@alfred.edu)

Web: [www.alfred.edu/alumni/reu...](http://www.alfred.edu/alumni/reu...)

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### ITS Faculty/Staff Trainings: Blackboard 9

To prepare for AU's upgrade to Blackboard Learn 9 this fall, ITS is offering training sessions to all faculty and staff who use Blackboard.

Tuesday 6/9, 1 - 2:30 p.m.

Wednesday 6/10, 10 - 11:30 a.m.

Thursday 6/11, 11 a.m. - 12:30 p.m.

Trainings are also available for whole divisions by appointment. To sign up for Blackboard training, contact Meghanne Freivald at 871.2363 or via e-mail.

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### You're Invited - TIAA/CREF Counseling Sessions

Jason Sciotti, individual consultant, will be conducting one-on-one counseling sessions on campus this summer, Thursday, June 18, Wednesday, July 15, and Wednesday, Aug. 19.

To schedule an appointment go to: <http://www.tiaa-cref.org/>, under SERVICES, click on Meetings & Counseling, then click on Schedule a meeting.

For more details, see attached. Thank you.

Karen Dyring

Attachment: [TIAA-CREF\\_ON\\_CAMPUS\\_INVITATION\[1\].doc](#)

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### Now Hiring! ITS Equipment Lending and Media Assistance

ITS Equipment Lending and Media Assistance is looking to hire students for the upcoming school year. ITS Equipment Lending and Media Assistance provides lending of equipment and assistance with all types of media. No experience or Work Study is necessary.

Please apply online and specify an interest in equipment lending in the application. If you have any questions please feel free to call 607-871-3009 or e-mail [itfasel@alfred.edu](mailto:itfasel@alfred.edu), Please apply by Tuesday, June 30.

Link: [Apply Now!](#)

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### Alfred Magazine online: there's something new to read every week!

Check out the new online version of The Alfred magazine: <http://alfredmagazine.alfred.edu>. See the latest "AU in the news," "Featured alumni," or "AU Courant: News for Alumni." We'll be updating features, too, so make sure you visit the [alfredmagazine.alfred.edu](http://alfredmagazine.alfred.edu) often!

Link: [Alfred Magazine online](#)

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### Memorial service for Elizabeth "Pat" Sibley Parry

A memorial service for Elizabeth "Pat" Sibley Parry, who died April 2, 2009, will be held at 3 p.m. July 11, 2009, at the Seventh Day Baptist/Union University Church on Church Street in Alfred.

Mrs. Parry, who taught English at Alfred University from 1963 to 1984, was first married to Dr. Myron "Mike" Sibley, who headed the religion and philosophy department at AU. He died in 1986, and in 1990, she married William Parry, professor emeritus of ceramic art at AU, who died in 2004.

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