



Maryanne Vigneaux/Lib
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To Maryanne Vigneaux/Lib@SUNYSB
cc
bcc F.Jason Torre/Lib
Subject Library Bulletin, November 29, 2001, Number 1236

MOVING TIME STRESSES:

Technical Services is moving into its new location this week. Please hold any problems and requests until next week so that staff can concentrate on moving. Thank you for your cooperation.



"Let's get ready to work in our spacious area!"

STUDENT ASSISTANT NEWS:

1) Students being hired as of 12/1/01, must be registered for the Spring Semester, for a minimum of 6 credits, if not they will reject for clearance.

2) **ALSO, there is another early deadline for Student Time Sheets :**

FROM: Student Payroll

SUBJECT: Holiday Closings & Early Deadline Processing Schedule

Please note that HRS will be closed on December 24 and December 25, 2001. Timesheets for Pay Period 19 are due on December 20, however, we request that timesheets be submitted **as soon as your students' work is completed for that pay period.** This will allow enough time for Student Payroll to process timesheets during this early deadline.

Thank you for your cooperation and enjoy your holidays.

BRAVISSIMO:

The festivities on November 28th for the Music Library Official Ribbon Cutting were most enjoyable. The speeches, music, food, and comraderie all created a just right mix for this event! Thank you to Gisele, Susan, and Joan!

