



Maryanne Vigneaux/Lib
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To Maryanne Vigneaux/Lib@SUNYSB
cc
bcc F.Jason Torre/Lib
Subject Library Bulletin, December 17, 2001, Number 1238

REMINDER:

TO: Student Assistant and Work Study Supervisors

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.

MATH/PHYSICS/ASTRONOMY EXTENDED HOURS:

The schedule is as follows:

Math/Physics/Astronomy Library
Extended Hours for Final Exam

(Dec. 14 - Dec. 21)

Friday - 12/14 - 8:30 am - 7:00 pm

Mon. - Thurs. - 12/17 - 12/20 - 8:30 am - midnight

Sat. - 12/15 - 2:00 pm - 6:00 pm

Sun. - 12/16 - 2:00 pm - 12:00 midnight

WE WISH PAM WELL:

As some of you have "heard" Pam was hospitalized this weekend. She may not be back at work right away. If you'd like to send along a card (to her home, as not sure how long she'll be in the hospital) here is her home address:

Pam DiPasquale
7 Marvin Drive
Kings Park, NY 11754

NEED FOR STUDENTS TO WORK IN THE SPRING:

If your area needs student help (and your budget allows) let Linda or Maryanne or Pam know. Several students have stopped by the Director's Office interested in working. They have been given applications with the suggestion to go to areas to inquire about employment. It would be helpful to be able to steer them in the right direction!

GOOD WISHES TO ALL DURING THIS SEASON OF MANY HOLIDAYS !



LOOKING AHEAD TO SEEING YOU AT THE STAFF HOLIDAY PARTY ON DECEMBER 20TH IN THE JAVITS ROOM!

(If you haven't volunteered to bring something please see Liz or Bushra . All staff are encouraged to contribute - especially food items.)