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To Maryanne Vigneaux/Lib@SUNYSB  
cc  
bcc F.Jason Torre/Lib  
Subject Library Bulletin, December 10, 2001, Number 1237

**NEWS FROM PERSONNEL:**

SL-2 Position - Government Documents Cataloging (Brigitte Howard, supervisor.) Any current SL-2's who might be interested in this position are welcome to speak with Germaine about the possibility of a lateral transfer.

**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.

**2002 UNDERGRADUATE RECOGNITION AWARDS:**

Forms to nominate undergraduate student employees are in the Director's Office. If you are interested in nominating a student for outstanding service to the library be prepared to describe in detail what the student's accomplishments are and how they surpass expectations. The deadline for submitting the forms is January 28, 2001.

**HOLIDAY PARTY:**

The last day to rsvp to the party is December 14th. Please let Maryanne know if you are attending, as well as sign up to bring something with Bushra or Linda in Technical Services. Chris has invited our custodial staff in appreciation for all their efforts in keeping our areas in good shape!

**SEFA NEWS:**

The Stony Brook home page carries the campus Stony Brook Cares website. Check the bar graph to see the progress made. Although we have surpassed last years we are striving to involve 15% at least of all SUNY SB employees - are you one? **Thank you to all library personnel who have participated!**