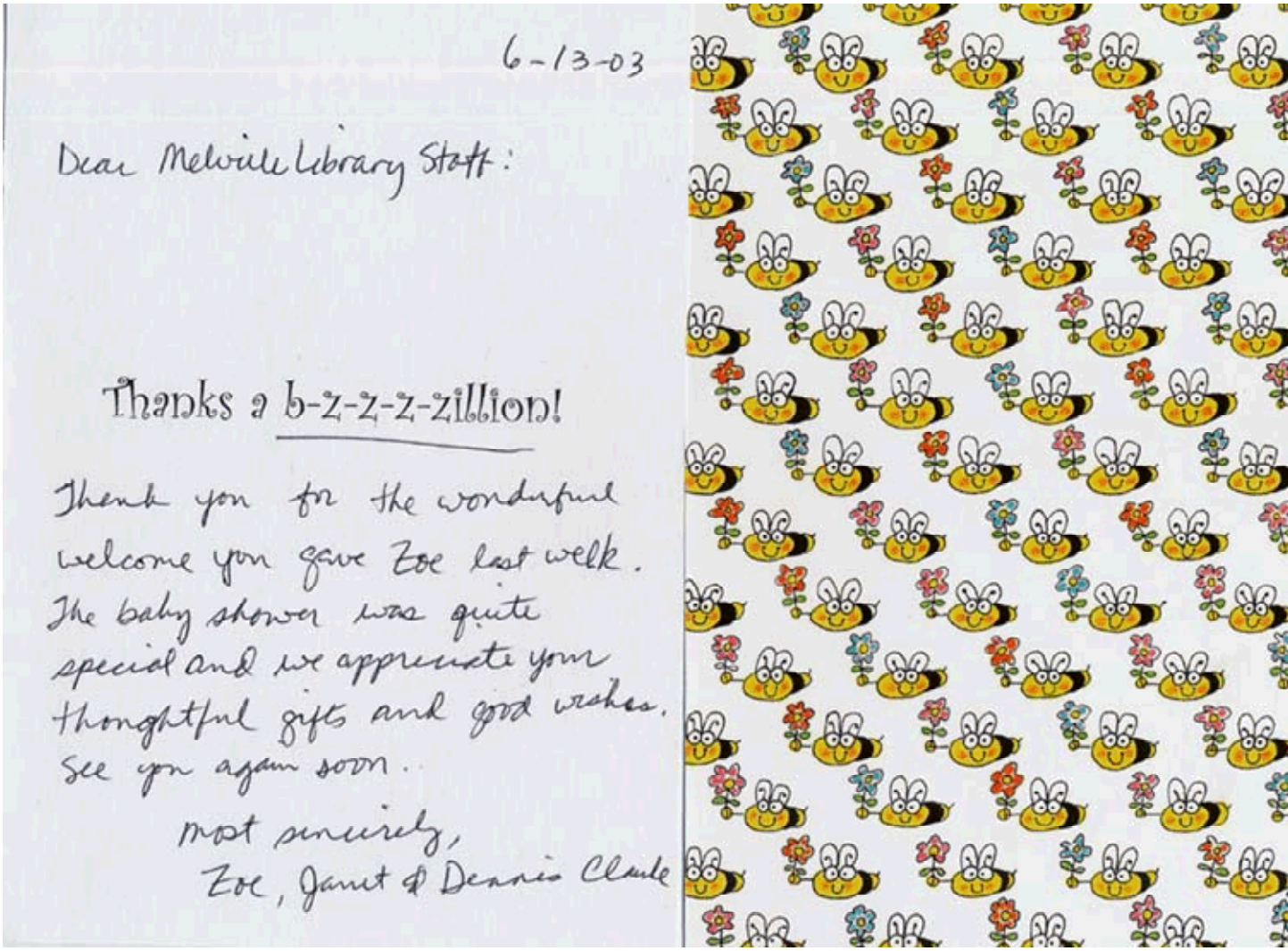
Maryanne Vigneaux/Lib
06/17/2003 11:00 AM

To Maryanne Vigneaux/Lib@SUNYSB
cc
bcc F.Jason Torre/Lib
Subject Library Bulletin, June 17, 2003, Number 1371

THANK YOU FROM JANET:



6-13-03

Dear Melville Library Staff:

Thanks a b-z-z-z-zillion!

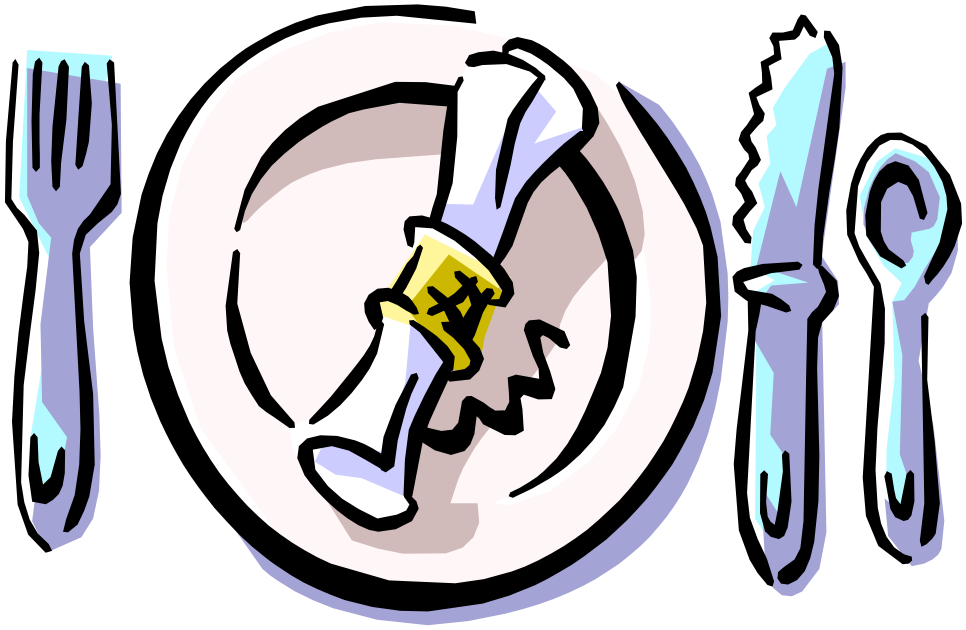
Thank you for the wonderful welcome you gave Zoe last week. The baby shower was quite special and we appreciate your thoughtful gifts and good wishes. See you again soon.

most sincerely,
Zoe, Janet & Dennis Clark

STAFF MEETING AND BARBEQUE:

The Social Committee reports that 30 staff are attending the luncheon. Of course, all staff should be making every effort to be at the meeting and in addition we surely hope to have a larger turn out at our luncheon!

If you haven't responded pleeeeze let Jeanne Horn know right away. Thank you!



TRAVEL REPORT: (Submitted by Richie Feinberg)

Travel Report.doc

Time Sheet Submittal Changes for Classified (CSEA) Staff ONLY:

HR Services has just informed us that you do not need to split your time sheet for the period of 7/3/03-7/16/03 if you do not have exception payments, that is to say anything that would change your paycheck in anyway for this period. Such as Lost Time, Over Time, Holiday Pay, etc. in the first week 7/3/03-7/9/03.

From HR : "Please note: it is **not** necessary to submit 2 time sheets for employees who ***do not*** have exception payments or lost time to be processed in the first week of the split pay period."

When submitting 2 time sheets for the split time period "75" should still be in the Bi-weekly Hours on the top of both time sheets - and accruals are only given on the bottom of the second week's time sheet. (7/10/03-7/06/03)

If you do have Over time, Holiday Pay, Lost Time, etc. you will need to submit two time sheets as follows.

Time Sheet Period	New Deadline
6/5 - 6/18/03	Thursday 6/19/03
6/19 - 7/2/03	Wednesday 7/2/03 (end of day)
7/3 - 7/9/03	Thursday 7/10/03
7/10 - 7/16/03	Friday 7/18/03
7/17 - 7/30/03	Friday 8/1/03

Pay Period 9: **is split** complete a time sheet for one week **only** for dates: 7/3 - 7/9/03 (see new deadline)

Pay Period 9: complete a time sheet for one week **only** for dates: 7/10 - 7/16/03 (see new deadline)

SYSTEMS SUPPORT: (Submitted by Chris)

On July 1, DoIT will take over management of Library systems. Client Support, headed by Charlie Bowman, will be responsible for staff machines; Instructional Computing, under Nancy Duffrin, will be responsible for our public computers; and Information Systems, led by Phil Doesschate, will take over Aleph support and development. Computer Operations will continue to support our Aleph servers.

Raul will report to Instructional Computing but will spend some of his time, at least at the beginning, on Aleph client support. Mike will move to the Administrative suite and report to me.

Preliminary to this July reorganization, Client Support will begin inventorying and familiarizing themselves with software on staff machines. David Ecker will work with Dan, Sherry, and David W. to begin this process with Aleph and OCLC client software which are new dishes on the Client Support platter.

Transitions often encounter some bumps in the road, but I am confident that these new relationships will significantly strengthen us. I know you will continue our long tradition of welcoming and helping new staff.