



Maryanne Vigneaux/Lib
05/29/2002 05:24 PM

To Maryanne Vigneaux/Lib@SUNYSB
cc
bcc F.Jason Torre/Lib
Subject Library Bulletin, May 29, 2002, Number 1279

REMINDER TO ALL STUDENT SUPERVISORS:

Please make sure to attend one of the time sheet training sessions being held next week in the **Javits Lecture Center**. It is required that all student supervisors attend one of these sessions (i.e., anyone who would sign a timesheet.)

From now on, student supervisors will be required to approve student hours online. For the next two pay periods, Payroll is requiring that student timesheets must also be submitted in paper form.

Training for Phase 2 of Student Employment on the Web will take place next week in the Javits Lecture Center. Four sessions will be offered to accommodate over 350 attendees. Seating will be available on a first come first serve basis. The dates and times are listed below.

Session 1
Location: Room 103
Date: Wednesday, June 5th
Time: 1:00 to 2:30 PM

Session 2
Location: Room 103
Date: Wednesday, June 5th
Time: 3:00 to 4:30 PM

Session 3
Location: Room 102
Date: Thursday, June 6th
Time: 1:30 to 3:00 PM

Session 4
Location: Room 102
Date: Thursday, June 6th
Time: 3:00 to 4:30 PM

Thank you.

Stephanie Rovello
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THANK YOU FROM NOREEN:



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