



Maryanne Vigneaux/Lib
11/22/2002 03:32 PM

To Maryanne Vigneaux/Lib@SUNYSB
cc
bcc F.Jason Torre/Lib
Subject Library Bulletin, November 22,2002, Number 1326

Student Assistant & Work Study Students: (From Pam)

Due to the Thanksgiving Holiday, Student Paychecks will be dated November 7, 002, Wednesday and will be available for pick up by authorized representatives some time after 3:00PM on Tuesday, November 26, 2002 in Human Resource Services.

In order to make the paychecks available to the students before they leave to go home for the Holiday. **Paychecks will be distributed, Tuesday November 26, 2002 in the Library Director's Office Beginning at 4:00 PM to all students.** We will not be creating departmental check lists, since it takes a couple of hours to departmentalize hundreds of paychecks, there will be one check list in alphabetical order, located in the Director's Office. (Student Supervisors will also be able to pick up checks and will have to sign for each check individually).

Hopefully the immediate distribution of checks will be helpful to the students and their supervisors. **PLEASE INFORM YOUR STUDENTS OF THE CHANGE IN PAYDAY, AND LET THEM KNOW THEY CAN COME PICK UP THEIR CHECK TUESDAY AFTERNOON OR ALL DAY ON WEDNESDAY.**

STAPLES SAVINGS:

Tony Montanaro, campus representative for Staples Office Supplies/Equipment, dropped off some coupons for savings which are valid December 6-8, 2002 only. These coupons are on the counter where paychecks are placed.