



Maryanne Vigneaux/Lib
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To Maryanne Vigneaux/Lib@SUNYSB
cc
bcc F.Jason Torre/Lib
Subject Library Bulletin, May 11, 2005, Number 1494

TRAINING & ORGANIZATIONAL DEVELOPMENT EVENT:

This is a new workshop. Hope you can attend!

Student Assistant and Federal Work Study Workshop for Supervisors
Human Resources/Equal Employment Opportunities/Employee and Labor Relations

Date: 06/09/2005

Time: 10:00 a.m. - 11:30 a.m.

Place: Student Activities Center, Room 311

Conducted By: Janice Brooks, Staff Assistant & Coordinator of Student
Payroll. HRS
Diane Tompkins, Supervisor of Student Payroll, HRS

This training will provide you with information pertaining to requirements for hiring students, Solar timesheets, check distribution, multiple student assignments, overtime, lost checks, Form I9, and other frequently asked questions. This session is intended for Student Assistant and Federal Work Study Student supervisors.

To REGISTER
Diane Tompkins
Human Resource Services
390 Administration Building
Stony Brook University
(631) 632-6183

Melville Library Building Schedule (Submitted by Sherry)

Commuter Lounge and South Entrance doors (facing SAC)
- open 24/7 year round, never closed/locked

Galleria Gate, East Entrance doors (facing Fine Arts Center) and all other doors:

- open/unlocked at 6 a.m., closed/locked at 2 a.m. year round EXCEPT
- final weeks of regular semesters when library extend hours, all doors and gate of the building open 24/7.