



Maryanne Vigneaux/Lib
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To Maryanne Vigneaux/Lib@SUNYSB
cc
bcc F.Jason Torre/Lib
Subject Library Bulletin, December 15, 2003, Number 1408



STUDENT SUPERVISORS:

Please note Students Graduating on 12/21/03 can work until 12/20/03.

Winter Break is 12/18/03 - 1/21/04, all students can work up to 40 hours per week during this period of time, but keep in mind that once the student works over 20 hours in a week, they will start paying FICA & Medicare taxes from that point forward.

Also, student checks will be dated 12/24/03 (not 12/26/03 as originally noted on the pay schedule) for next student pay day. HR Services will distribute the checks late afternoon on Tuesday 12/23/03 due to the holiday. ALL Student checks will be available to be picked up on Dec. 23, 2003 at 3:30 pm in the Library Director's Office, and 12/24/03 from 8:30 am to 3:00 pm.

For students who will be going home during the break and want their checks mailed to them, they will need to bring Pam two self addressed stamped envelopes for the checks dated 12/23/03 and 1/9/04. Students who are Graduating on 12/21/03 and have worked from 12/18/03 - 12/20/03 will need to provide **3 self addressed stamped envelopes for checks dated 12/23/03, 1/9/04 and 1/23/04** (due to the lag payroll).

If students only provide Pam with one envelope all their checks will be mailed together.

UNDERGRADUATE RECOGNITION AWARDS:

These awards for spring 2004 are to recognize students who have contributed to the university or surrounding communities; or have outstanding academic achievement beyond high grades. Nomination forms for students, who have completed two or more semesters, are on the counter in Maryanne's work area. The deadline for submission is February 5.

SEFA DRAWING:

Time is running out to be in the S.E.F.A. raffle. It will be held on this Friday, December 19, at 2:00 pm in the Director's Office. Raffles will be: a gift certificate to Seawolves Market and a S.E.F.A. teeshirt.



Have a heart and be part of S.E.F.A.