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Campus News December 14, 1990

La Salle University

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CAMPUS NEWS

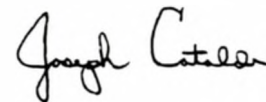
LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR

December 14, 1990

La Salle University
Business Office

To : *The Campus Community*

From : *Joseph Cataldi, Manager, Accounts Payable*



Due to the upcoming Christmas holidays on December 24th, 25th, & 26th, the Accounts Payable check run dates and corresponding deadlines will be as follows:

**Check Run
Dates**

**Deadline For Submission
Of Invoices/Check Requests**

Friday, 12/21/90

Wednesday, 12/19/90 (4:30 P.M.)

Friday, 01/04/91

Wednesday, 01/02/91 (Noon)

Please note that there will not be a check run the week of December 24, 1990 (Christmas Week). If you anticipate any problems for your area, please call me at extension 1050 as soon as possible. Thank you in advance for your cooperation.

CAMPUS NEWS is distributed weekly to foster communication and encourage information sharing among University Departments. Articles submitted are the responsibility of their authors and do not imply an opinion on the part of La Salle University or the Department of Mail and Duplicating Services.



La Salle University

Philadelphia, Pennsylvania 19141

Office of the Registrar

POSITION AVAILABLE

ASSISTANT REGISTRAR

The Office of the Registrar is seeking an Assistant Registrar to join its professional staff. Duties and responsibilities: assist the Registrar in the maintenance and oversight of the student academic records system, registration process, and graduation clearance; perform basic statistical reporting and information retrieval and other associated duties.

Minimum qualifications: Bachelor's degree, 2 years experience in an office responsible for records development and maintenance, knowledge of data processing and well-developed written and oral communication skills.

Please send resume and 2 letters of recommendation by January 4th, 1991 to: Dominic J. Galante, Registrar, La Salle University, 20th St. & Olney Ave., Philadelphia, PA 19141.

La Salle University is an EEO/AA employer.

To: All University Personnel
From: Rose Lee Pauline Director of Personnel
Subject: Payroll Check Dates due to Upcoming Holidays
Date: December 14, 1990

As a result of the upcoming Christmas and New Year Holidays, all paychecks will be paydated according to the schedule below:

<u>Payroll</u>	<u>Paydate</u>	<u>Distribution Date and Time</u>
Biweekly of 12/21/90	12/21/90	12/21/90; 8:30 a.m.
Weekly of 12/21/90	12/21/90	12/21/90; 2:00 p.m.
Work-Study of 12/14/90	12/21/90	12/21/90; 2:00 p.m.
Weekly of 12/28/90	12/28/90	12/28/90; 2:00 p.m.
Work-Study of 12/21/90	12/28/90	12/28/90; 2:00 p.m.

On behalf of the Personnel Office staff, I would like to extend our warmest wishes to you during this holiday season.

ROAD TRIP WITH THE EXPLORERS



Don't be left behind, reserve your tickets now!!!

<u>OPPONENT</u>	<u>DATE</u>	<u>DEPARTURE</u>	<u>RSVP DATE</u>
IONA	Tue. 1/8	4:00 pm	1/2
LOYOLA	Thu. 1/17	4:00 pm	1/10
MANHATTAN	Sat. 2/2	10:00 am	1/26
FAIRFIELD	Mon. 2/11	3:30 pm	2/4
ST. PETER'S	Tue. 2/26	5:00 pm	2/19

* \$10.00 for round-trip bus transportation to each game.

* Game tickets will be sold separately.

* Call for reservations: 951-1605 - Brian Fisher



JUST A REMINDER:

IF YOU HAVE RECEIVED AN INVITATION TO THE FACULTY AND
PROFESSIONAL STAFF CHRISTMAS PARTY:
THE DATE IS:

SUNDAY, DECEMBER 23, 1990, 7 PM
BALLROOM, COLLEGE UNION BUILDING

THANKS!
BROTHER PATRICK ELLIS, F.S.C., PH.D.
PRESIDENT

P.S. THIS IS IN RESPONSE TO CONFUSION ABOUT THE DATE

*Shop the Campus Store
Sale: Dec. 17th - 21st.*



MAIL AND DUPLICATING DEPARTMENT
HOLIDAY SCHEDULE

DECEMBER 20	HOURS ADJUSTED	8 A.M. TO 4:30 P.M.
DECEMBER 24	CLOSED	A.M. MAIL DISTRIBUTION ONLY
DECEMBER 25	CLOSED	NO MAIL
DECEMBER 26	CLOSED	A.M. MAIL DISTRIBUTION ONLY
DECEMBER 27, 28	OPEN	8 A.M. TO 4 P.M.
DECEMBER 31	CLOSED	A.M. MAIL DISTRIBUTION ONLY
JANUARY 1	CLOSED	NO MAIL
JANUARY 2 - 11	HOURS ADJUSTED	8 A.M. TO 4 P.M.