MEMORANDUM

TO: **Members of the Faculty, Staff, and Administration**

FROM: **Aaron Scheiwe, Assistant Vice President for Business**
Mary DeGraw, Senior Associate Vice President for Enrollment Management

DATE: **December 6, 2013**

RE: **CHRISTMAS HOLIDAY & SEMESTER BREAK INFORMATIONAL ITEMS**

The 2013-14 Christmas Holiday and semester break informational items and calendar of office hours are being e-mailed to all faculty and staff. This information is based upon our past procedures and has been updated as a result of suggestions received at a recent planning meeting. A hard copy of this information is being sent to Facilities, Campus Police, and LaSalle House staff who do not have ready access to e-mail.

The information is also being placed on the Lewis website (www.lewisu.edu) under the Faculty/Staff portal page. For your convenience, you can access the information directly at the following URL, www.lewisu.edu/unews/xmasmemo, or use the *University News* link under the *News and Events* heading. The University News login screen requires the designated user name and password, utilizing the following steps:

a) Type the User ID: Lewis;
b) Hit the tab key;
c) Type the Password: unews; and
d) Hit the enter key or log on

Special appreciation is extended to various individuals who are scheduled to work Opening Day, which is Sunday, January 12th, to assist new and returning students as they arrive on campus.

Everyone is requested to frequently check his/her voice mail. Personalized holiday messages should be recorded in your voice mailbox. If necessary, the broadcast message system will be the vehicle whereby information will be distributed over the holiday period.

Much encouragement for a restful and joyous celebration of Christmas and the related holidays. Thank you for your dedication and hard work in support of our shared Mission throughout the first semester and much encouragement as plans are made for a very successful second semester.

2013-14 Christmas Holiday and Semester Break Information

December 9, 2013 through January 17, 2014

1. **Activities** –Find up-to-date information online at the Lewis Web site (www.lewisu.edu) under Faculty&Staff/ News & Events heading. (User ID: Lewis, Password: unews)

2. **Admission** – During the holiday break, the Office of Undergraduate Admission will have a counselor in the office on Thursday, December 26th and Monday, December 30th to check the voice mail, answer e-mails and sort the mail. If you encounter anyone who wishes to enroll for the spring semester, please ask them to leave a voice message at x5250 and a staff member will respond. Information packets will be available at the Information Center for prospective students that visit during the holiday break.

   The Office of Graduate and Adult Admission will check voicemail and email over the holiday break. If you encounter anyone who wishes to enroll for the spring semester, please ask them to leave a voice message at x5610 or e-mail grad@lewisu.edu and a staff member will respond. Information packets will be available at the Information Center for prospective students that visit during the break period.

3. **Athletics** – See attached schedule of events.

4. **Bookstore** – The Bookstore will be open during the times noted on the CALENDAR.

5. **Buildings** – Campus building temperatures will remain normal during the break. Please unplug office appliances (i.e. heaters, coffee pots) prior to the start of the break.

6. **College of Business** –

Wednesday, January 8, 2014	BIT2k14 Bootcamp, 7:00am – 2:00pm
Friday, January 10, 2014	BPA Event, 7:00am – 2:30pm

   Benilde Classrooms: BE152, BE154, BE161, BE162, BE163, BE167. Please note the Benilde Hall public computer labs will be closed for this event.

7. **College of Education** – New Graduate Student Orientation, Tuesday, January 7th, 5:00-8:30pm, DL 250

8. **College of Nursing and Health Professions** –

Tuesday, January 7, 2014	Faculty Review Panel, 8:00am - 12:00pm, SH 245
Wednesday, January 8, 2014	BAC/BSN & KAT Testing, 2:00pm, LRC 3rd Flr Computer Lab & LR 346
	Info Session, 4:30pm, LR343
Friday, January 10, 2014	Junior I Skills Day, 8:00am - 4:00pm, SH 250 and SH 254
Friday, January 10, 2014	Math Testing, 7:00am - 5:00pm, SH 245 & SH 245B
Friday, January 10, 2014	Sophomore Math Testing, 12:30pm, SH 251
Friday, January 10, 2014	Success Day, 7:00am - 5:00pm, SH 245, SH 245B & Atrium
Saturday, January 11, 2014	Math Workshop, 8:00am - 4:00pm, SH 245

   CPR

Friday, January 3, 2014	CPR Course, 9:00am – 3:00pm and 4:00pm – 8:00pm, MT23/MT30
Monday, January 6, 2014	CPR Course, 9:00am – 3:00pm and 4:00pm – 8:00pm, MT23/MT30
Tuesday, January 7, 2014	CPR Course, 9:00am – 3:00pm and 4:00pm – 8:00pm, MT23/MT30
Wednesday, January 8, 2014	CPR Course, 9:00am – 3:00pm and 4:00pm – 8:00pm, MT23/MT30
Thursday, January 9, 2014	CPR Course, 9:00am – 3:00pm and 4:00pm – 8:00pm, MT23/MT30

9. **Computer Labs** – See attached CALENDAR for schedule of Library hours during the holiday period. The Computer Lab in the Library will be open the same hours. All other public computer labs will be closed until Monday, January 13, 2014 when they resume normal hours.

10. **Educational Data Center** – The Campus Anyware system will be available over the break.

10. **Facilities** – For any facilities related issues that may arise over the break period contact Lewis University Police Department (LUPD) and they will then notify the appropriate facilities personnel.

11. **Faculty Development Activities** –

    New Employee Mission Orientation Workshop, Commissioning Service and Welcoming Luncheon
    Wednesday, January 8, 2014 from 8:30am – 1:30pm
    Locations include: Sancta Alberta Chapel, D'Arcy Great Room, and University Dining Room

    Adjunct Faculty Orientation and Appreciation Dinner
    Wednesday, January 8, 2014
    5:30pm -9:30pm
    Location: University Dining Room, Faculty Dining Room &
    Breakout Session Rooms: AS 150A, AS 155A, AS156A, and AS 158A

12. **Food Service** – *Charlie's Place* will serve food during the times noted on the attached CALENDAR. *The Courtyard Café, Flyers' Den,* and *Common Grounds* will be closed during the break period.

13. **Graduation –** December 14 and 15, 2013. Graduation activities are listed on the attached handout.

14. **Health Services** – See CALENDAR for hours and attached information sheet for other services available. Emergency situations will be handled through LUPD at ext. 5911.

15. **Holiday Period/Operations** – The Christmas/New Year holiday is from 5:00 pm on Friday, 12-20-13 through Wednesday, January 1, 2014. Normal business operations will resume on Thursday, January 2, 2014. With the exception of Facilities, LUPD, and the Residence Halls, operations will cease at 5:00 pm on 12-20-13. Schedules for these departments will be forwarded to Michael Zegadlo. See CALENDAR for details.

16. **Housekeeping** – See attached CALENDAR for hours. Enrique Hernandez (x5387) will prepare a schedule and forward a copy to Michael Zegadlo.

17. **Dr. Martin Luther King, Jr. Holiday** – The Dr. Martin Luther King, Jr., holiday is Monday, 1-20-14; however, all regional campuses will be open for evening classes and the Library will be open from 5:00pm -Midnight.

18. **FedEx Office (formerly Kinko's)** – Arrangements for pickups/deliveries should be made directly with Jim Koenig, Director of Purchasing, at extension 5206 or call FedEx Office direct at (630) 378-0026.

19. **Library** –-See attached CALENDAR for schedule of Library hours during the holiday period.

20. **Mail Room** – Services will be available during the holiday period from 9:00am to 12:00pm on 12-26-13 and 12-30-13, weather permitting. There will be no mail delivery service during the break. To pick-up mail or to have mail stamped, please visit the mailroom window by 12:00pm on the dates listed. Otherwise, outgoing mail must be deposited in the mailbox outside of the north end of the LRC from 12-23-13 through 1-1-14. Outgoing mail must be at the mailroom by 2:30 p.m. on 12-20-13 to be processed for that day.

21. **Main Entrance Security** – From 6:00pm on 12-20-13 through 6:00am on 1-2-14, the main access gate will be closed. All employees, students, and visitors will be stopped at the Communications Center and informed that the campus is closed. Access to campus will be granted to community members with a valid Lewis ID. Your cooperation is appreciated. LUPD will accept express letters and packages and the recipient will be called at home (if a number is available). In the event that contact is not made with the recipient, the person's supervisor will be contacted. A message will also be left on the individual's and supervisor's voice mail.

22. **Office Parties** – Office Christmas parties should be held at lunch hour.

23. **Opening Day** – **(Jan. 12th)** See CALENDAR for units scheduled to work. Check-in is from 10:00am to 4:00pm

24. **Outages** – Outages will occur at the St. Charles Borromeo Center and the Center will also be closed for construction during the entire break period. Work is scheduled to begin on December 16, 2013, with the facility re-opening on or before January 13, 2014. The South wing will remain open during this period for those who have card key access to the Facility. Outages will be communicated to faculty and staff through email.

23. **Payroll (Faculty/Staff)** – Timesheets for the pay period ending Friday, 12-13-13 are due in payroll **on Monday, 12-16-13. T**he direct deposit will be made on Thursday, 12-19-13. **Non time clock** timesheets for the pay period ending Friday, 12-27-13 are also due on Monday, 12-16-13, hours may be estimated. If changes are needed for the estimated hours, adjustments can be included on the January timesheets.

23. **Payroll (Faculty/Staff) - (Cont'd)** – For employees that are on the **time clock system**, the complete option will become available for supervisors to complete timesheets any time after the end of the pay period on Friday, 12-27-13. Time sheets for employees that utilize the time clock system must be completed by supervisors no later than the end of the day 12-29-13 to ensure payment on 1-2-14.

    Note: Staff may carry up to five days PTO into the following year. These days must be used by June 30, 2014.

    Payroll (Student) – Timesheets for the pay period ending on Friday, 12-06-13 are due in payroll on Monday, 12-09-13. To accommodate student employees working during December 7th through December 20th, we will be processing a payroll for deposit on Friday December 20th. Hours for the first week should be **actual** hours worked, hours for the second week may be **estimated;** all **timesheets are due by Monday, December 16th.** Any timesheets received after Monday, December 16th will be paid on Friday, January 10th.

    Due to the cutoff period on the time clock system for student time sheets; we are requesting that Supervisors manually input all hours for the students working instead of having the student punch in and out. **Instructions for manually inputting hours are attached.** Any questions can be directed to Melissa Carlson, Accountant/Payroll Coordinator, carlsoms@lewisu.edu or (815)836-5231

    https://my.iemployee.com/advanced/login/login.aspx

24. **Receiving** – Truck deliveries (with the exception of those to Follett's), will **not** be accepted between 12-23-13 and 1-1-14. Vendors will be notified by Jim Koenig of this schedule interruption. Deliveries will still occur for the ongoing St. Charles Borromeo Center and New Nursing building projects.

25. **Recreation Center** – Attached is a complete listing of Recreation Center events and hours of operation prepared by Jill Siegfried.

26. **Residence Halls** – Resident keys will be collected, with the exception of those from students residing in their own rooms over break. Mushtaq Choudhary will forward a list of these students to Michael Zegadlo.

27. **"School Information"** – Should inclement weather necessitate closing of the University, Send Word Now will be activated. You can also see the list of radio and television stations attached for closing information. A broadcast message will also be recorded on the main campus number 815-838-0500 under 9 for weather announcements and an announcement will be posted on the Lewis University Web site, under the News section.

    Special Note: Should it become necessary to close the University, Facilities and LUPD personnel **must** report to work at their regularly scheduled times and locations.

28. **Securing of Valuables** – All petty cash funds, cameras, AV equipment, etc., are to be put into the Business Office safe by 2:00 pm on Friday, 12-20-13 for storage over the holidays, and retrieved by a department representative on Thursday, 1-2-2014.

29. **Student Orientation** – Schedule attached for the new student orientation, prepared by Mary DeGraw.

30. **Switchboard** – The Switchboard will be closed during the holiday period 12-21-13 through 1-1-14. During the holiday period, calls should be directed to LUPD at extension 5222. Tammy Kuse will routinely check the automated attendant service to verify it is working properly. Any phone outages should be reported to LUPD. See CALENDAR for switchboard hours of operation. ***For Commencement activities: Hours on Saturday, Dec. 14th are 8:30 am to 11:00 a.m.; Hours on Sunday, Dec. 15th are 8:30 to 12:00 p.m.***

31. **www.lewisu.edu** – Be sure to visit the Web site for information.

32. **Voice Mail** – Individual and department voicemail messages should be tailored for the holidays. The following instructions are provided for your use:

    Access your voice mail: Call 815-836-5100,
    Dial your ext. number, followed by #. Enter your password, followed by #.
    At the main menu, press 3 to administer greetings. The system will announce which personal greeting you currently have activated.

32. **Voice Mail – (Cont'd)**

Press 1 to record a greeting.
Enter a greeting number between 1 and 9 (if you choose a number other than your current greeting, you will not have to re-record your greeting after the break).
Record your greeting.
Press # to approve, 1 to edit, or *3 to re-record your greeting.
After approval, press 1 to activate your greeting for all calls.

To reinstate your original message when you return to work:

Access your voice mail: Call 815-836-5100,
Dial your ext. number, followed by #. Enter your password, followed by #.
At the main menu, press 3 to administer greetings.
Press 3 to activate a greeting.
Enter the number of your original greeting.
Press *R to return to getting messages, or hang up.

Staff mailboxes have a maximum capacity of 20 minutes for messages. New messages are kept in the system for 15 days (30 days for faculty and students). If you listen to any part of a message, including the header, the message will be saved for 7 days from that point. If you need to keep a message for longer than that, you can "forward" it to yourself by pressing 1, 2 and recording a brief comment, and sending it to your own extension. Then, the message will be treated as new.

The following message will be placed on the main number, 815-838-0500:

Happy holidays, and thank you for calling Lewis University. Our administrative and faculty offices are currently closed for the holiday break. Offices will reopen on January 2nd.

*If you know your party's 4-digit extension, you may dial it now. For a directory of employees by last name, press *8*2*
To directly dial an extension, please follow these instructions:
If it begins with 5, use area code 815 836, followed by the extension
If it begins with 6, use area code 815 834, followed by the extension
If it begins with 7, use area code 815 588, followed by the extension

*To reach Campus Police, press 1. To leave a message for an Admissions counselor, press 2. To hear this message again, press *4.*

The following message will be placed on the 1-800 number:

Thank you for calling Lewis University. We are currently closed for the holidays. However, your call is very important to us, and admissions counselors will be checking for messages on a daily basis. In your message, please be sure to leave your name and phone number with area code. Regular office hours will resume on January 2nd. The following options are available:

To leave a message for an admission counselor to call you about:

Traditional undergraduate admissions, press 1.
For College of Nursing programs, press 2.
For accelerated undergraduate programs for working adults, press 3.
For graduate MBA programs, press 4
For all other graduate programs, press 5.
For aviation programs in Flight & Maintenance, press 6.
*To hear this message again, press *4.*

Calls from this menu will ring into the mailbox set up for your department's 800# calls. Departments may need to record an alternate greeting to play during the holidays. Please make arrangements for responsible parties in your area to check for, and respond to, messages in a timely manner.

If you have any questions about your department's 800#, please call the Help Desk at 5950 by December 20th.

Office Hours Calendar

December (Week of 12/09/13)

Department	Mon 9–Thurs 12	Friday 13	Sat 14–Sun 15
Admission – Undergraduate	8:30am – 5:00pm	8:30am – 5:00pm	CLOSED
Bookstore	8:30am – 6:30pm	8:30am – 5:00pm	Sat: 11:00am – 3:00pm Sun: CLOSED **1***
Business Office	9:00am – 6:00pm	9:00am – 5:00pm	CLOSED
Financial Aid Services	8:30am – 6:00pm	8:30am – 5:00pm	CLOSED
Fitness Center/Pool	See Attached Schedule		
Food Service	See Attached Schedule		
Graduate and Adult Admission	8:30am – 5:00pm	8:30am – 5:00pm	CLOSED
Health Services	8:30am – 4:30pm	8:30am – 4:30pm	CLOSED
Housekeeping	5:00am – 1:30am	5:00am – 1:30am	Sat: 6:00am – 2:00pm Sun: 6:00am – 2:30pm
Technology Support Center	See Attached Schedule		
L.A.R.C.	8:30am – 5:00pm	8:30am – 5:00pm	CLOSED
Library	See Attached Schedule		
Mailroom	8:30am – 4:30pm	8:30am – 4:30pm	CLOSED
Registrar	8:30am – 6:00pm	8:30am – 5:00pm	CLOSED
Residence Life/Student Services	8:30am – 6:00pm	8:30am – 5:00pm	CLOSED
SPCE	8:30am – 6:30pm	8:30am – 5:00pm	Sat: 7:45am – 1:00pm Sun: CLOSED
Switchboard	8:30am – 6:30pm	8:30am – 5:00pm	Sat: 8:30am – 11:00am Sun: 8:30am – 12:00pm

*1 – The Bookstore will have a presence at both graduation ceremonies on Dec. 14th and 15th.

December (12/16/13 through 12/30/2013)

Department	Mon 16–Thurs 19	Friday 20	Sat 21–Sun 29
Admission – Undergraduate	8:30am – 5:00pm	8:30am – 5:00pm	CLOSED ***1**
Bookstore	8:30am – 5:00pm	8:30am – 3:00pm	Dec 21: 11:00am – 3:00pm Dec 26-27: 8:30am – 5:00pm Dec 28: 11:00am – 3:00pm Dec 29: CLOSED
Business Office	9:00am – 5:00pm	9:00am – 5:00pm	CLOSED
Financial Aid Services	8:30am – 5:00pm	8:30am – 5:00pm	CLOSED
Fitness Center/Pool	See Attached Schedule		
Food Service	See Attached Schedule		
Graduate and Adult Admission	8:30am – 5:00pm	8:30am – 5:00pm	CLOSED
Health Services	8:30am – 4:30pm	8:30am – 4:30pm	CLOSED
Housekeeping	5:00am – 1:30am	5:00am – 1:30am	Dec 21,22,28,29 10:00am – 2:30pm Dec 23: 5:30am – 1:30am Dec 24: 6:00am – 4:30pm Dec 26-2: 5:00am – 1:30am
Technology Support Center	See Attached Schedule		
L.A.R.C.	8:30am – 5:00pm	8:30am – 5:00pm	CLOSED
Library	See Attached Schedule		
Mailroom	8:30am – 4:30pm	8:30am – 4:30pm	CLOSED ***2**
Registrar	8:30am – 5:00pm	8:30am – 5:00pm	CLOSED
Residence Life/Student Services	8:30am – 5:00pm	8:30am – 5:00pm	CLOSED ***3**
SPCE	8:30am – 5:00pm	8:30am – 5:00pm	CLOSED
Switchboard	8:30am – 5:00pm	8:30am – 5:00pm	CLOSED

*1 – A counselor will come in on December 26th & 30th to check voicemail, answer e-mails, and sort mail.
*2 – Mailroom will be open from 9:00am – 12:00pm on December 26, 2013, weather permitting.
*3 – Emergency Situations will be handled thru Residence Life at ext. 3889 (DUTY)

Office Hours Calendar (Cont'd)

December/January (Week of 12/30/2013 and Week of 1/6/14)

Department	Mon 30 – Wed 1	Thurs 2 – Fri 10	Sat 11
Admission - Undergraduate	CLOSED	8:30am – 5:00pm	8:30am - Noon
Bookstore	Mon: 8:30am – 6:30pm Tues: 8:30am – 12:00pm Wed: CLOSED	Jan 2-3: 8:30am – 5:00pm Jan 4: 11:00am – 3:00pm Jan 5: CLOSED Jan 6-9: 8:30am – 6:30pm Jan 10: 8:30am - 5:00pm	10:00am – 6:00pm
Business Office	CLOSED	9:00am – 5:00pm	CLOSED
Financial Aid Services	CLOSED	8:30am – 5:00pm	CLOSED
Fitness Center/Pool	See Attached Schedule		
Food Service	See Attached Schedule		
Graduate and Adult Admission	CLOSED	Jan 2-3 8:30am – 5:00pm Jan 6-9 8:30am – 6:00pm Jan 10 8:30am – 5:00pm	CLOSED
Health Services	See Attached Schedule	See Attached Schedule	CLOSED
Housekeeping	Mon: 5:00am – 1:30am Tues: 6:00am – 4:30pm Wed: CLOSED	Jan 2-3: 5:00am – 1:30am Jan 4-5: 10:00am – 2:00pm Jan 6-10: 5:00am – 1:30am	6:00am – 2:00pm
Technology Support Center	See Attached Schedule		
L.A.R.C.	CLOSED	8:30am – 5:00pm	CLOSED
Library	See Attached Schedule		
Mailroom	CLOSED ***1**	8:30am – 4:30pm	CLOSED
Public Computer Labs	CLOSED ***2**	CLOSED ***2**	CLOSED ***2**
Registrar	CLOSED	8:30am – 5:00pm	CLOSED
Residence Life/Student Services	CLOSED	8:30am – 5:00pm	CLOSED
SPCE	CLOSED	8:30am – 5:00pm	7:45am – 1:00pm
Switchboard	CLOSED	8:30am – 5:00pm	CLOSED

*1 – Mailroom will be open from 9:00am – 12:00pm on December 30th, 2013, weather permitting.
*2 – Library computer lab will be open during Library hours.

January (Week of 1/12/2014)

Department	Sun 12 ***move in day***	Mon 13 – Thurs 16	Fri 17
Admission - Undergraduate	10:00am – 4:00pm	8:30am – 5:00pm	8:30am – 5:00pm
Bookstore	10:00am – 6:00pm	8:30am – 7:00pm	8:30am – 5:00pm
Business Office	10:00am – 4:00pm	9:00am – 6:00pm	9:00am – 5:00pm
Financial Aid Services	10:00am – 4:00pm	8:30am – 6:00pm	8:30am – 5:00pm
Fitness Center/Pool	See Attached Schedule		
Food Service:	See Attached Schedule		
Graduate and Adult Admission	CLOSED	8:30am – 5:00pm	8:30am – 5:00pm
Health Services	CLOSED	8:30am – 4:30pm	8:30am – 4:30pm
Housekeeping	6:00am – 2:30pm	5:00am – 1:30am	5:00am – 1:30am
Technology Support Center	See Attached Schedule		
L.A.R.C.	10:00am – 4:00pm	8:30am – 6:00pm	8:30am – 5:00pm
Library	See Attached Schedule		
Mailroom	10:00am – 4:00pm	9:00am – 6:00pm	9:00am – 5:00pm
Public Computer Labs	CLOSED ***1**	REGULAR HOURS	REGULAR HOURS
Registrar	10:00am – 4:00pm	8:30am – 6:00pm	8:30am – 5:00pm
Residence Life/Student Services	10:00am – 4:00pm	8:30am – 6:00pm	8:30am – 5:00pm
SPCE	CLOSED	8:30am – 6:30pm	8:30am – 5:00pm
Switchboard	10:00am – 4:00pm	8:30am – 6:30pm	8:30am – 5:00pm

*1 – Library computer lab will be open during Library hours.

SOAR
New Undergraduate Student Orientation

December 2013 ~January 2014

Tuesday, December 17, 2013 (Registration Only)

Transfer Students Registration date
8:30 a.m. – 12:00 p.m.
Benilde Hall Computer Labs and Classrooms*

Tuesday, January 7, 2014

First Year and Transfer Students
8:30 a.m. - 2:00 p.m.
Benilde Hall Computer Labs and Classrooms*

Thursday, January 9, 2014

First Year and Transfer Students
8:30 a.m. - 2:00 p.m.
Benilde Hall Computer Labs and Classrooms*

*(BE152, BE154, BE156, BE158, BE161, BE162, BE163, BE164)

- ✓ Students should park in Parking Lot S near Benilde Hall and report to Benilde Hall by their designated arrival time.
- ✓ Students will be referred to other service area offices after the completion of their orientation session.

The Center for Health and Counseling Services

Winter Break Hours 2013/2014

Monday, 12/16: 8:30 a.m. – 4:30 p.m.
Doctor Hours *1:00 p.m. – 3:00 p.m.*

Tuesday, 12/17: 8:30 a.m. – 4:30 p.m.

Wednesday, 12/18: 8:30 a.m. – 4:30 p.m.

Thursday, 12/19: 8:30 a.m. – 4:30 p.m.
No Doctor Hours

Friday, 12/20: 8:30 a.m. –3:00 p.m.
Closed December 23rd through January 1st

Resume regular hours January 2nd, 2014
M-F 8:30 a.m.- 4:30 p.m.

In case of an emergency or when Center is closed, call LUPD at ext. 5911 or 5222.

Student Recreation and Fitness Center
Holiday Schedule 2013-14

Monday thru Thursday
December 16 – January 9
8am – 8pm Fitness Center
8am-11am, 5pm – 8pm Pool

Friday
December 20, December 27, January 3 & January 10
8am – 5pm Fitness Center
8am-11am, Pool

Saturday
December 14 – Closed Commencement
December 21 & 28
January 4 & 11
10am – 4pm Fitness Center
12noon – 4pm Pool

Sunday
CLOSED DURING BREAK

Sunday, January 12, 2014
3pm – 11pm Field House, Fitness Center
5pm – 9pm Pool

Monday, January 14, 2014
Regular Hours Resume
6:30am - 11pm Field House, Fitness Center
7:30am – 9:00am, 11:00am – 1:00pm, 5:00pm – 9:00pm Pool

<u>Please note the following:</u>

The Field House will close on December 10 at 8am for Commencement preparation.
The FREE WEIGHT area is closed during break unless athletes are working under the supervision of a Lewis University Team Coach.

Dining Services
Winter Break 2013-2014

Charlie's Place

Dec 13th closes at 6:00 pm
Dec 14th &15Th closed
Dec 16th to the 20th open from 10:00am to 2:00pm
Dec 21st to Jan 1st 2014 closed
Jan 2nd to Jan 3rd 10:00 to 2:00pm
Jan 4th to Jan 5th closed
Jan 6th to Jan 10th 10:00 to 2:00pm
Jan 11th closed
Jan 12th regular hours

Flyers Den

Dec 13th closes at 2:00pm and remains closed for the holiday
Jan 12th reopens at 5:00pm - regular hours

Courtyard Café

Dec 13th closes at 6:00pm and remains closed for the holiday
Jan 12th open 10:00 am to 5:00pm regular hours commence.

Common Grounds

Dec 13th closes at 2:00 pm and remains closed for the holiday
Jan 12th reopens at 5:00pm - regular hours

International-out of state students, athletes and others needing additional service please contact the Sodexo office (ext 5387) for accommodations thank you

Commencement Weekend Schedule (December 14/15, 2013)

Friday, December 13, 2013

Check-In Meeting, Sound Check & Speaker Practice
12:00 p.m. – 2:00 p.m. / SRFC

Note: Baccalaureate Liturgy practice will take place on Thursday, December 12 at 4:00 p.m. in the Field House

Saturday, December 14, 2013

Arrival of Guests/Families and Graduate Check-In
9:00 a.m. / SRFC
- **Guests and Families Entrance:** SRFC Lobby
- **Graduate Check-In:** Southwest Field House / Court # 4

Continental Breakfast for Honorary Doctorate Recipients
9:00 – 9:30 a.m. / SRFC Board Room

Platform Party & Faculty Robing
9:15 a.m. / SRFC Ruddy Annex
- **VPs, Deans, Student Awardees:** First Floor
- **President, Trustees, Hon. Doc. Recipients:** Second Floor
- **Faculty:** Aerobics Room, Second Floor

Photos for President, Honored Guests and Trustees
9:30 a.m. / Seiler Room – Second Floor SRFC Ruddy Annex

Procession Line Up Begins
9:45 a.m.
- **Platform Party:** First Floor SRFC Ruddy Annex
- **Faculty:** Second Floor– Student Recreation & Fitness Center
- **Graduates:** SRFC Field House Court # 4

Graduate Degree Ceremony
10:00- 11:30 a.m. / Student Recreation & Fitness Center Field House

President's Reception for Graduates & Guests
11:30 a.m. – 12:00 p.m. / SRFC Neil Carey Arena

Sunday, December 15, 2013

Baccalaureate Liturgy Robing/Preparation
8:45 a.m. / First Floor SRFC Ruddy Annex

Baccalaureate Liturgy
9:00 – 10:00 a.m. / SRFC Field House

Continental Breakfast for Graduates & Guests
9:30 – 11:00 a.m. / SRFC Neil Carey Arena

Arrival of Guests/Families and Graduate Check-In
10:15 a.m. / SRFC
- **Guests and Families Entrance:** SRFC Lobby
- **Graduate Check-In:** Southwest Field House / Court # 4

Continental Breakfast for Honorary Doctorate Recipients
10:30 – 11:00 a.m. / SRFC Board Room

Platform Party & Faculty Robing
10:45 a.m. / SRFC Ruddy Annex
- **VPs, Deans, Student Awardees:** First Floor
- **President, Trustees, Hon. Doc. Recipients:** Second Floor
- **Faculty:** Aerobics Room, Second Floor

Photos for President, Honored Guests and Trustees
11:00 a.m. / Seiler Room – Second Floor SRFC Ruddy Annex

Procession Line Up Begins
11:15 a.m.
- **Platform Party:** First Floor SRFC Ruddy Annex
- **Faculty:** Second Floor – Student Recreation & Fitness Center
- **Graduates:** SRFC Field House Court # 4

Undergraduate Degree Ceremony
11:30 a.m. – 1:30 p.m. / Student Recreation & Fitness Center Field House

President's Reception for Graduates and Guests
1:30 p.m. – 2:00 p.m. / SRFC Neil Carey Arena

President's Reception for Honored Guests
1:30 p.m. – 2:30 p.m. / SRFC Board Room

October 3, 2013

Radio Stations and Television Channels Which Will Broadcast School Closing Information

Radio/TV station:	*Radio dial:*	*To inform radio station, call this number*
WBBM	***AM 780***	***1-800-662-4846*** *or log onto: www.emergencyclosing.com/admin*
WGN	**AM 720**	**Same**
Fox TV Channel 32		**Same**
WMAQ TV Channel 5		**Same**
WGN TV Channel 9		**Same**
ABC TV Channel 7		**Same**
CBS TV Channel 2		**Same**
CLTV News		**Same**
WJOL	**AM 1340**	**1-815-556-0116**
WSSR (Star Radio)	**FM 96.7**	**Same**
WRXQ	**FM 100.7**	**Same**
WCCQ	**FM 98.3**	**Same**
County News Bureau		**312-222-5555**

*Will accept calls as prescribed by letter.

Technology Support Center Calendar
December 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 1 Noon-Midnight	December 2 7:30 am–Midnight	December 3 7:30 am-Midnight	December 4 7:30 am-Midnight	December 5 7:30 am-Midnight	December 6 7:30 am-7:00 pm	December 7 9:00 am–9:00 pm
December 8 Noon-Midnight	December 9 7:30 am-Midnight	December 10 7:30 am-Midnight	December 11 7:30 am-Midnight	December 12 7:30 am-Midnight	December 13 7:30 am-7:00 pm	December 14 9:00 am -5:00 pm
December 15 CLOSED	December 16 7:30 am-5:00 pm	December 17 7:30 am– 5:00 pm	December 18 7:30 am-5:00 pm	December 19 7:30 am-5:00 pm	December 20 7:30 am-4:00 pm	December 21 CLOSED
December 22 CLOSED	December 23 CLOSED	December 24 CLOSED	December 25 Merry Christmas CLOSED	December 26 CLOSED	December 27 CLOSED	December 28 CLOSED
December 29 CLOSED	December 30 CLOSED	December 31 Happy New Year CLOSED				LEWIS UNIVERSITY A Catholic and Lasallian University

Technology Support Center Calendar

January 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			January 1 Happy New Year CLOSED	January 2 7:30 am–5:00 pm	January 3 7:30 am-5:00 pm	January 4 9:00 am-5:00 pm
January 5 CLOSED	January 6 7:30 am-9:00 pm	January 7 7:30 am -9:00 pm	January 8 7:30 am -9:00 pm	January 9 7:30 am -9:00 pm	January 10 7:30 am-5:00 pm	January 11 9:00 am-5:00 pm
January 12 10:00 am-Midnight	January 13 7:30 am-Midnight	January 14 7:30 am-Midnight	January 15 7:30 am-Midnight	January 16 7:30 am-Midnight	January 17 7:30 am-7:00 pm	January 18 9:00 am-7:00 pm
January 19 Noon-Midnight	January 20 Martin Luther King Holiday 5:00 pm-Midnight	January 21 7:30 am-Midnight	January 22 7:30 am-Midnight	January 23 7:30 am-Midnight	January 24 7:30 am-7:00 pm	January 25 9:00 am-7:00 pm
January 26 Noon-Midnight	January 27 7:30 am-Midnight	January 28 7:30 am-Midnight	January 29 7:30 am-Midnight	January 30 7:30am-Midnight	January 30 7:30am-7:00 pm	LEWIS UNIVERSITY A Catholic and Lasallian University

Lewis University Library Calendar

December 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 1 *Open at Noon* *24 Hours*	December 2 *Open* *24 Hours*	December 3 *Open* *24 Hours*	December 4 *Open* *24 Hours*	December 5 *Open* *24 Hours*	December 6 *Close at 7:00 pm*	December 7 *Open* *9:00 am-9:00 pm*
December 8 *Open at Noon* *24 Hours*	December 9 *Open* *24 Hours*	December 10 *Open* *24 Hours*	December 11 *Open* *24 Hours*	December 12 *Open* *24 Hours*	December 13 *Close at 7:00 pm*	December 14 *Open* *9:00 am-5:00 pm*
December 15 Closed	December 16 Open 8:30 am – 5:00 pm	December 17 Open 8:30 am – 5:00 pm	December 18 Open 8:30 am- 5:00 pm	December 19 Open 8:30 am – 5:00 pm	December 20 Open 8:30 am – 5:00 pm	December 21 Closed
December 22 Closed	December 23 Closed	December 24 Closed	December 25 Closed	December 26 Closed	December 27 Closed	December 28 Closed
December 29 Closed	December 30 Closed	December 31 Closed	LEWIS UNIVERSITY A Catholic and Lasallian University			

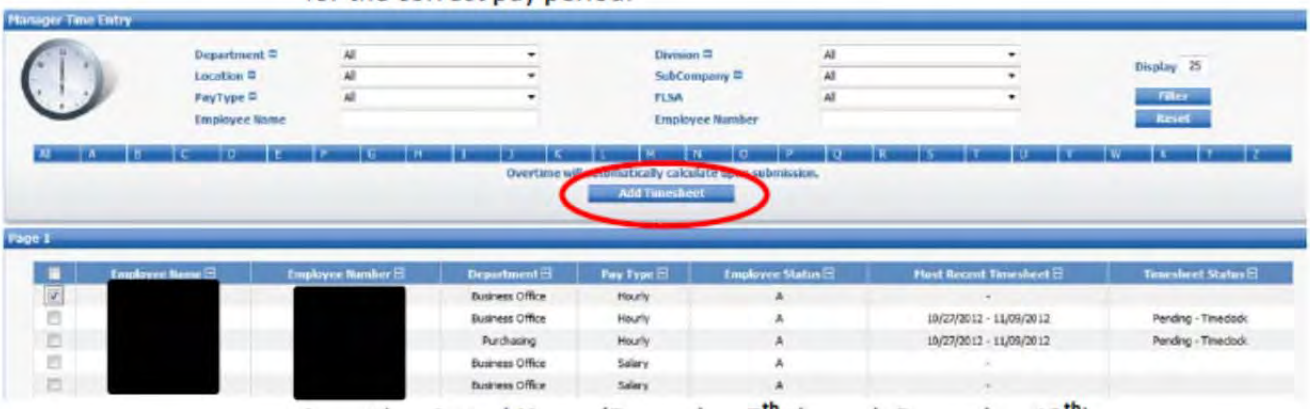
Lewis University Library Calendar

January 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			January 1 Closed	January 2 Open 8:30 am – 5:00 pm	January 3 Open 8:30 am – 5:00 pm	January 4 Closed
January 5 Closed	January 6 Open 8: 30 am – 9:00 pm	January 7 Open 8:30 am – 9:00 pm	January 8 Open 8:30 am – 9:00 pm	January 9 Open 8:30 am – 9:00 pm	January 10 Open 8:30 am – 5:00 pm	January 11 Open 9:00 am – 5:00 pm
January 12 Open Noon– Midnight	January 13 Open 7:45 am–Midnight	January 14 Open 7:45 am - Midnight	January 15 Open 7:45 am - Midnight	January 16 Open 7:45 am - Midnight	January 17 Open 7:45 am–7:00 pm	January 18 Open 9:00 am-7:00 pm
January 19 Open Noon– Midnight	January 20 Holiday 5:00 pm–Midnight	January 21 Open 7:45 am - Midnight	January 22 Open 7:45 am - Midnight	January 23 Open 7:45 am - Midnight	January 24 Open 7:45 am–7:00 pm	January 25 Open 9:00 am-7:00 pm
January 26 Open Noon– Midnight	January 27 Open 7:45 am–Midnight	January 28 Open 7:45 am–Midnight	January 29 Open 7:45 am–Midnight	January 30 Open 7:45 am–Midnight	January 31 Open 7:45 am–7:00 pm	LEWIS UNIVERSITY A Catholic and Lasallian University

Directions for Student Timesheets for the 12/7/2013-12/20/2013 Pay Period:

- To accommodate student employees working during December 7th through December 20th, we will be processing a payroll for deposit on Friday, December 20th. Due to the cutoff period on the time clock system for the student timesheets; we are requesting that Supervisors manually input all hours for the students working instead of having the student punch in and out. Instructions for manually inputting the hours are listed below for your convenience; any questions may be directed to Melissa Carlson, Accountant/Payroll Coordinator, carlsoms@lewisu.edu or (815)836-5231.
- Hours for the first week should be **actual** hours worked, hours for the second week may be **estimated**; all ***timesheets are due by Monday, December 16th***. Any timesheets received after Monday, December 16th will be paid on Friday, January 10th.
- Instructions for Manually Creating Student Timesheets
    - Timesheet Icon (at the top of the window)
    - Manger Time Entry (left side menu bar)
        - Change all filters to all, click filter
        - Type in Employee name (last name, first name) or leave the box blank and scroll through the employee's listed
        - Check the box next to the employee's name
        - Click Add Timesheet (middle of the screen)
        - Click continue timesheet entry (middle of the screen)
        - A new window will populate with the timesheet screen, make sure the dates are for the correct pay period.



- **Inputting Actual Hours (December 7th through December 13th):**
    - ✓ Click the (i) next to the blank box under the date you would like to add hours
    - ✓ Click the black arrow for punch in
    - ✓ Click the black arrow again for the punch out
    - ✓ Calculate
    - ✓ Save

- **Inputting Estimated Hours (December 14th through December 20th):**
    - ✓ In the blank box under the day input the total number of estimated hours for each individual day
- Once all hours are entered at the bottom of the timesheet click Complete

Christmas Holiday and Semester Break

Athletics Events Schedule

12/16/2013	Men's Swimming	William Jewell	Swimming Pool	6:00 PM
12/16/2013	Women's Swimming	William Jewell	Swimming Pool	6:00 PM
12/17/2013	Women's Swimming	William Jewell	Swimming Pool	11:00 AM
12/17/2013	Men's Swimming	William Jewell	Swimming Pool	11:00 AM
12/19/2013	Women's Basketball	vs Lincoln Memorial	Neil Carey Arena	5:30 PM
12/31/2013	Men's Basketball	vs Trinity Christian	Neil Carey Arena	1:00 PM
1/1/2014	Men's Volleyball	vs UCI	Neil Carey Arena	7:00 PM
1/3/2014	Women's Basketball	vs Truman State	Neil Carey Arena	5:30 PM
1/3/2014	Men's Basketball	vs Truman State	Neil Carey Arena	7:30 PM
1/4/2014	Men's Volleyball	vs BYU	Neil Carey Arena	7:00 PM
1/5/2014	Women's Basketball	vs Quincy	Neil Carey Arena	1:00 PM
1/5/2014	Men's Basketball	vs Quincy	Neil Carey Arena	3:00 PM
1/5/2014	Men's Volleyball	vs USC	Neal Carey Arena	7:00 PM