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**What's Happening?**

[More Events...](#)

TODAY	TOMORROW	THURSDAY
10:00 Kathryn Vajda: Snow Cities  Starting Healthy in 2018 Webinar presented by Blue Cross Blue Shield  7:00 Jr. String Concert Tuesday, Dec. 12 at 7:00 in Miller Theater  8:30 International Folk Dancing  · Landscape Residue  · Scholes Library LEGO Table!	10:00 Kathryn Vajda: Snow Cities  12:15 Approving Timesheets  · Landscape Residue  · Scholes Library LEGO Table!	10:00 Kathryn Vajda: Snow Cities  · Landscape Residue  · Scholes Library LEGO Table!

### Notice for 12/29/17 paycheck

Banner web timesheet deadline for the 12/29/17 payroll is Monday 12/18/17 by 11:59pm. Please be sure to enter all hours worked during 12/3/17 - 12/16/17 pay period and then submit your timesheet before you leave for the Holidays.

Also, remember the 12/29/17 paycheck will be mailed. Student checks will be mailed to the permanent mailing address on record not to the Powell Campus Center.

You may avoid any possible delays or other issues by agreeing to have your check deposited electronically in your bank (Direct Deposit). This is the safest and most efficient method to assure that your pay reaches you. Forms may be picked up in the Payroll Office located in Greene Hall. All Direct Deposit forms must be on file by December 15th.

Submitted by: Cathy Brown

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### Support Staff Council Meeting

The SSC will be hosting a dish to pass lunch for our December meeting at 11:00 a.m., Thursday, Dec. 14th, 2017 in the Kenyon-Allen room in Powell Campus Center. All Support Staff are welcome to join us. So put on your best holiday attire and bring a tasty snack! Please feel free to reach out to the council members for more info.

Attachment: [17-18 Roster](#)

Submitted by: Crystal Henshaw

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### TIAA Consultant on Campus

A TIAA consultant will be conducting one-on-one, 45-minute, individual retirement counseling sessions on Tuesday, January 30, Thursday, February 22, and Tuesday, March 20, in the Human Resources Conference Room in Greene Hall. No matter where you are in life - just getting started or planning for retirement - a session can help you create a plan for your goals. To schedule an appointment, employees should call TIAA-CREF at 1.800.732.8353; remain on the line for assistance.

Submitted by: Kim Wyant

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### Massage, Acupuncture and Therapy Dog Night at Herrick Library!!

Final Exams can be stressful. Herrick Library tries to relieve some of that stress. Massage, Acupuncture and Therapy Dog Night will be held from 8 to 10:30 p.m. Tuesday, Dec. 12 in the Bookend Lounge at Herrick Library. Sign-up begins at 7:45 p.m. at the front desk. Free specialty coffee and cookies will also be available. Best of luck on Final Exams!

Submitted by: David Snyder

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## Ride Board

Need a ride home or back to campus from break? Search for a ride or post a ride that you can offer to someone else.

Link: [Ride Board](#)

Submitted by: Judy Linza

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## Approving Timesheets Training

This is the third training in an 8 month series targeted at any AU employee who has supervisory roles in their department. This training can also be especially helpful for any staff who support the supervisors in their department.

This training will encompass: approving exempt and nonexempt timesheets in Banner.

Supervisors who may be new in their rolls or need a refresher are encouraged to come. This is also open to anyone in the department who may be a proxy timesheet approver.

This training will be held from 12:15 p.m. - 1:00 p.m., Wednesday, December 13 in the Kenyon/Allen Room. Please, feel free to bring your lunch, and learn with Human Resources.

Submitted by: Kayleigh Misner

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## Landscape Residue

Nov 3 - Dec 14 during library hours

Scholes Library Gallery

Cost: Free!

Sponsored by: Sculpture/Dimensional Studies and the Institute for Electronic Arts

An exploratory and participatory installation connecting sound, landscape and drawing.

By Xu Bing, Andrew Deutsch and Karen Donnellan

Submitted by: SOAD Events

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## Chemical Waste Removal

The fall/winter chemical waste removal will occur during December 2017. Both hazardous and non-regulated waste will be accepted.

All chemical waste must be received in your respective Central Accumulation Area (CAA) no later than Thursday, December 14. All colleges (Harder Hall, McMahon, and Myers CAAs) contact Dean Perry x 2196.

Completed Hazardous Waste and Non-Regulated Waste Log Forms MUST be sent to EH&S no later than Thursday, December 14 and may be mailed (117 Myers Hall), faxed to x2086, or scanned and e-mailed to: [perrydr@alfred.edu](mailto:perrydr@alfred.edu). The hazardous waste packers must have this information prior to packing in order to obtain required approvals from the disposal facility.

All Hazardous Waste/Satellite Accumulation Area labels MUST be filled-out completely with EPA# for respective college, building name, Room # or area name, start date, initials, chemical name(s) of constituents in the accumulation container with volume or weight, and waste characteristics prior to receipt in Central Accumulation. Note: Per EPA regulations you have only 72 hours from an SAA full date to transfer the container to the proper CAA. SAA containers must be capped or sealed with container lid, have clean exterior, and SAA label easily legible. If you have any questions contact Dean Perry.

All Satellite Accumulation Areas must be empty by Dec 14th, with a notation to that effect made on your submitted December 2017 Satellite Accumulation Area Weekly Inspection sheet. Reminder: Any SAA's which collect waste during the break and are not empty must have the weekly inspection log maintained and submitted to EH&S on a weekly basis.

Hazardous and Non-Regulated Waste Log Forms are available at <https://my.alfred.edu/ehs...> under the heading "EH&S Forms".

Link: <https://my.alfred.edu/ehs/>

Submitted by: Dean Perry

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## Summer Events

Summertime here on campus has become a very busy season filled with many different activities including summer term courses, academic and sports camps, sports clinics, conferences, weddings and receptions as well as meetings and special events. In fact, the schedule for Summer 2018 is already filling up!

If you are planning to hold a summer program, event or activity on campus and have not already notified the Office of Summer Programs, please do so as soon as possible. It is important that you contact us to check on space availability prior to confirming any events that will take place between May 14 and August 11, 2018. The Office of Summer Programs maintains the master summer calendar and will work with everyone involved to avoid scheduling conflicts.

Your understanding and cooperation are much appreciated. We look forward to another busy, successful summer!

Submitted by: Bonnie Dungan

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## Starting Healthy in 2018 Webinar presented by Blue Cross Blue Shield

The holiday season can sometimes present challenges for those trying to maintain their weight and stay healthy. In this webinar, not only will you gain some valuable tips to stay on track, you'll also learn about how you can start off on the right foot in 2018 with health and wellness programs that are part of your membership.

Click the link to the webinar and register today! This webinar can be viewed from the comforts of your own office/room. The webinar will be held December 12, 2017 at 10:00 a.m. EST.

Link: [Link to Webinar](#)

Submitted by: Kayleigh Misner

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### Alfred Pharmacy has flu vaccines available

Stop by the Alfred Pharmacy to get your flu shot while they are still available. Flu shots are covered under the ACA at generally no out of pocket expense to you, under your insurance plan.

Submitted by: Kayleigh Misner

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### HR Tip of the Month

Did you know that there is a new New York State law that takes effect January 1, 2018 that will potentially affect you? This law is called, Paid Family Leave (PFL), and applies to all AU Non-Faculty employees. This leave provides paid leave for employees to bond with a newborn, adopted, or foster child, to attend family matters due to a qualifying military exigency, and to care for a seriously ill family member.

Employees who work 20+ hours a week have to be employed for at least 26 consecutive weeks. Employees working less than 20 hours per week must have worked at least 175 days for their current employer.

This leave provides job protection for up to eight weeks when it is first implemented in 2018. This leave provides 50% of employee's weekly wages to them for a maximum of \$652.96 per week in 2018.

PFL is funded through payroll deductions from employees, this program is not optional for any non-faculty employee at Alfred University. 0.00126% of the employee's weekly wage which is capped in 2018. This translates into a 2018 maximum contribution of \$1.65/week for employee deductions for their paychecks.

Please see the attached document for further clarification and explanation.

Attachment: [Paid Family Leave Information](#)

Attachment: [FMLA vs. PFL](#)

Submitted by: Kayleigh Misner

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### Toshiba - Automatic Toner Replenishment Program

Procurement Services has switched all of the networked Toshiba and Lexmark MFPs (copiers) on campus to an automatic toner replenishment program. This means departments will no longer have to order MFP toner cartridges. When your MFP is down to 20% usage, it will message Toshiba to send a new toner. Your toner will be sent free of charge. When your toner is received, please wait until your MFP is out of toner before replacing the cartridge. There may still be toner left in your cartridge, and we want to ensure toner will not be wasted.

This is only for networked and contracted Toshiba and Lexmark MFPs. This program does not include any desktop printers. Please contact Procurement Services for any questions or concerns.

Submitted by: Cheryl Foster

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### **Jr. Strings Winter Concert Tues. Dec. 12 at 7:00 pm Miller Theater**

The Alfred University Junior String Program will present their annual Winter Concert Tuesday, Dec. 12 at 7:00 pm in Miller Theater. The concert features the Junior String Ensemble as well as the younger Suzuki String Ensemble, under the direction of Dr. Lisa Lantz, founder of the program now entering its 20th season. Violinists Grace Lee, Candy Zhou and Isabel Metz will perform solo works accompanied by the very talented Caroline Ding. The public is invited and families with young children are especially encourage to attend. A reception will follow in Miller Lobby.

Submitted by: Lisa Lantz

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### **Nominations requested for 2018 Spirit of Service Awards**

The Spirit of Service Award recognizes students, faculty, and staff at Alfred State and Alfred University, as well as community partners and leaders in the greater Alfred community who demonstrate a strong commitment to serving others. This award is intended to honor those who are actively living out the principles of Martin Luther King, Jr., including equality, social justice, community, and service. Please consider nominating a deserving person for this recognition.

The 2018 Celebration of Service award ceremony will take place 5:00pm on January 30, 2018. All Spirit of Service Award nominees will be honored and one award winner will be selected from each category. All nominations must be submitted by January 23, 2018 for consideration. Contact Service Learning Coordinator Corey Fecteau with questions: [fecteau@alfred.edu](mailto:fecteau@alfred.edu) or 607-871-2164.

Link: [Spirit of Service Award Nomination Form](#)

Submitted by: Corey Fecteau

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### **Last Sale of the Semester @ the AU Bookstore, Don't miss it!**

25% OFF all outer wear, cold weather accessories, and ALL sweatshirts! NOW thru Dec. 15th!

Link: [alfred.bncollege.com](http://alfred.bncollege.com)

Submitted by: Marcy Bradley

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### **Return your RENTALS (before leaving for break)**

Remember to return your rented textbooks back to the AU Bookstore BEFORE leaving for break.

Textbooks need to be back by December 15. You will not be able to get back into your room after Dec. 12 to get them.

Submitted by: Marcy Bradley

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### **CA\$H for your Textbooks at the AU Bookstore.**

Sell your textbooks back at the AU Bookstore. No matter where you purchased them, you can sell them back for CA\$H at the bookstore.

Submitted by: Marcy Bradley

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### **Walk Like A Penguin**

Cold weather, ice and snow can increase the chances of slips and falls, so the office of Environmental Health and Safety wants to remind all Saxons to stay safe this winter. We remind you to dress warmly and wear the appropriate attire, and, when appropriate, walk like a penguin. It may sound silly, but short, shuffled steps can decrease your chances of slipping. Be sure to download a copy of our Walk Like A Penguin poster to post in your area as we enter the winter season.

Attachment: [Poster](#)

Submitted by: Dean Perry

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