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TODAY

TOMORROW

SATURDAY

Important Notice Regarding Reporting of Time Worked

This is meant as a reminder that individuals are required to report their actual hours worked each day. Summer hours for most office staff are 8 a.m.-3:30 p.m.

Individuals arriving after 8 a.m. should not report a start time of 8 a.m.; rather, it should be reported based on when the employee arrives at his/her desk ready to begin the work day. With a shorter work day, the lunch period is reduced to 30 minutes. If an employee takes a longer lunch period on a particular day, he/she must report that on their weekly time record.

"Complete and accurate" record keeping is a requirement under the U.S Department of Labor Wage and Hour Division FLSA regulations. It is also a New York State requirement that a lunch period be observed during the work day.

Should supervisors or staff have any questions, please contact the Human Resources Office for guidance.

Submitted by: Mark Guinan

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AU Friday

The Office of Admissions is hosting third first of six AU Friday's this Friday, July 22nd for prospective students and their families. Registration will be held outside of the bookstore in Powell Campus Center starting at 9:30. Events will be held in PCC and will conclude after lunch/tours around 2:00 p.m. Should you have any questions about the day, please contact Lindsey at x2242.

Attachment: [Schedule_2016.doc](#)

Submitted by: Lindsey Chamberlain

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Carillon Recital--Tuesday, July 26

The last recital of the Wingate Memorial Carillon Series will feature Toru Takao. Takao, a native of Japan, fell in love with the carillon while studying German in Europe. A winner of several international carillon competitions, he lives in Germany and promotes the German and Japanese carillon cultures. His program will include classical works by Strauss, Mozart and Saint-Saens, the Japanese folk song "Sakura", a medley of tunes from Japanese animation, "The Entertainer" by Joplin, and "I Got Rhythm" by Gershwin. Time: 7 pm. Rain or shine, the free show will go on. Come enjoy the 47 bells of Alfred's carillon!

Submitted by: Laurel Buckwalter

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Reminder: Export Non-Academic Blackboard Content

On August 15, AU will discontinue its use of Blackboard. At that time, Canvas will be the only Learning Management System at AU. Many divisions and groups use Blackboard for communication and document sharing. If you manage one of these non-academic courses and would like to transfer it into Canvas, you will need to do the following:

1. Contact ITS and request that a Canvas course be created for you.
2. Export your content from Blackboard and import it into your new Canvas course.

Only the requested courses will be added to Canvas by ITS. If you have a non-academic course and no longer need it, you do not need to do anything. If you have any questions, or if you would like to set up a non-academic course in Canvas, please contact Meghanne Freivald at 607.871.2363 or via email.

Attachment: [Export_Bb_Courses_Bb_Format.pdf](#)

Submitted by: Meghanne Freivald

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Room Reservations

If you'd like to reserve Howell Hall or Powell Campus Center for an event taking place between today and Sunday, Aug. 7 reservations should be done with Bonnie Dungan at Summer Programs. If the reservation is for Aug. 8 or after please contact CSI@alfred.edu.

Submitted by: Eliza Ordway

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Office 365 Migration

Alfred University will soon be migrating to Office 365 for our Email Service. This will bring several benefits to our students, as well as to faculty and staff. Office 365 is fully supported by Microsoft, giving added functionality and reliability. The roll out of Office 365 will occur over the coming months, and initial testing shows a seamless transition. You may see a notification in Outlook that changes have been made and that Outlook needs to be restarted. As with any change, there can be initial issues, but the benefits far outweigh the small obstacles we may have to overcome from the start.

These benefits include:

- * Mailbox size for everyone is 50 Gigabytes (no more needing to have your mailbox expanded).
- * Allowable attachment size increases to 150 Megabytes (currently 15 megabytes).
- * Enhanced Email Security
- * Office products (Word, Excel, etc.) will be free to download on up to 5 PC's per user (this includes students).
- * Sharing and real-time collaboration on Office documents
- * Future access to OneDrive with 1 Terabyte of space per user (this is part of Office 365, but is a future project after implementation of the email service).

ITS is excited to bring these benefits and more in the coming months. Additional notification will be coming as we start the migration process. If you have any questions or concerns, please call the Help Desk at x2222.

Submitted by: Keith Loines

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Opportunity to Apply for a Fulbright Grant

Each year, nearly 2000 students across the U.S. are awarded Fulbright grants to study, pursue independent research, or teach English in more than 140 countries. Fulbright awards are in nearly all fields and disciplines, including creative and performing arts.

Graduating seniors, graduate students, and recent Alfred University graduates are eligible to apply. There is no age limit.

The Fulbright program is looking for applicants who are ambitious, engaging, flexible, culturally sensitive, caring, and diverse.

If this sounds like the kind of opportunity that you might want to pursue, register for an upcoming webinar at the link below.

For further information, contact Ellen Bahr, Fulbright Program Advisor, at bahr@alfred.edu.

Link: [Webinars for Potential Fulbright Applicants](#)

Submitted by: Ellen Bahr

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