

## In This Issue

Webmail users [click here](#)

### COVID-19 Update

- [Furlough FAQ](#)

### Official News/General Announcements

- [End of Fiscal Year Procurement Deadline](#)
- [Career Development Center Services Available NOW](#)
- [MUSIC Courses and Lessons available to ALL Students](#)
- [Online Delivery Training for Faculty](#)
- [TIAA Consultant & Virtual Counseling Sessions](#)
- ["Dear Alfie" Female Advice Column](#)
- [Graduating and Non Returning Students](#)
- [Completing Forms for the Registrar's Office](#)
- [Missing the free coffee and cookies in the Libraries?](#)

## What's Happening?

[More Events...](#)

TODAY	TOMORROW	SATURDAY
	2:00 <a href="#">Fiat Lux!</a> · <a href="#">#SaxonFriday</a> · <a href="#">Last Day to Defend a Graduate Thesis/Project</a>	

### Furlough FAQ

Furlough FAQ's:

What is the difference between a furlough and a layoff?

A furlough is a temporary, unpaid, leave of absence caused by a lack of available work. Furloughs are typically for a shorter fixed period and the furloughed person remains an employee and continues many benefits until they are recalled and returned to work.

A layoff occurs when an employee is separated from employment because there is no work available and there is no guarantee that the University will re-employ them later.

How long will the furlough last?

At this time, we do not know how long this emergency will last. The University must have available work for the furloughed employee and must comply with all State and Federal regulations regarding reopening before the furloughed can be recalled.

If I'm furloughed what happens to my benefits?

Alfred University has chosen to continue benefits for all employees who will be affected by the furlough. This means that your benefits will remain in place for the duration that you are out uninterrupted.

How am I going to pay for my benefits?

While you are furloughed, you will be placed on leave without pay but with benefits in Banner. This

will allow HR to capture an arrears amount for all benefits that you normally pay. Once you are back to work HR will work with you to collect the back premiums and they will be deducted from your pay over a period of time.

What if I do not want to do that and just want to write the University a check to cover my benefits?

When your deductions process through payroll they are deducted before taxes (pre-tax), lowering your taxable income for the year and allowing you to pay less income taxes. If you write a check outside of payroll those deductions will be paid after tax and you will not get the pre-tax advantage.

If you still wish to write a check for your benefits while on furlough please contact Kayleigh Jones [misner@alfred.edu](mailto:misner@alfred.edu) or Kim Wyant [wyant@alfred.edu](mailto:wyant@alfred.edu) for guidance.

What happens to my paid time off banks and do I have to use that time before being furloughed?

Alfred University is not allowing employees to use any accrued time in lieu of being furloughed. Your paid time off banks (vacation, personal and floating holiday) will remain in place; however, your banks will stop growing until you return to work.

What is the maximum amount of time that unemployment benefits are available?

Due to the CARES Act unemployment benefits have been extended an additional 13 weeks to be added to the normal 26 weeks (39 total weeks). There is also an additional Federal benefit of \$600/week until 7/31/2020 for anyone who is claiming unemployment due to a COVID-19 shut down. At this time, we do not know if this additional benefit will be extended.

Attachment: [Printable Version](#)

Submitted by: Kayleigh Jones

[back to top](#)

---

### End of Fiscal Year Procurement Deadline

The end of the fiscal year is fast approaching. The last day to submit a purchase requisition to Procurement Services is Friday, May 25th. After this date we may still be able to process your request in the current fiscal year, but we are unable to guarantee that the order will be delivered and invoiced by June 30th. Attached is a copy of the requisition form for your convenience. Please contact Procurement at [procurement@alfred.edu](mailto:procurement@alfred.edu) with questions or concerns.

Attachment: [Fillable Requisition Form](#)

Submitted by: Melissa Badeau

[back to top](#)

---

### Career Development Center Services Available NOW

We know that many of you are thinking about internships and jobs-and aren't quite sure what to do now. The vast majority of engagement with employers occurs online already, so it's smart to stay connected.

Login to Handshake with your Alfred University email address and password to follow employers, apply for positions, schedule a phone or video appointment, attend a virtual event, access online resources, learn from your peers, and so much more!

Link: [Handshake](#)

Submitted by: Amanda Baker

[back to top](#)

---

## MUSIC Courses and Lessons available to ALL Students

Details:

AU Music Department Fall Courses

Take a Course or Study an Instrument or Voice

Private Lessons available to ALL Students from Beginners to Advanced:

Guitar, Piano, Strings, Winds, Brass, Percussion, Voice and the Chinese Guzheng

Courses and Ensembles for credit- No prerequisites

MUSC 110 Music Appreciation

MUSC 120 Fundamentals of Music & Technology

MUSC 200 Music and Gaming

MUSC 225 Music History: Medieval to Mozart

MUSC 130 Beginning Piano

MUSC 132 Beginning Voice Class

MUSC 133 Music of the Guzheng

Ensembles are Free Overload credits

Open to All Students and Community members:

MUSC 271 University Chorus

MUSC 272 Chamber Singers

MUSC 273 Concert Band

MUSC 274 Jazz Ensemble

MUSC 275 Symphony Orchestra

MUSC 279 AU PEP Band

MUSC 279 Chamber Music

NO Auditions, and Instruments are available- Contact Raul Barcenos: [Barcenos@alfred.edu](mailto:Barcenos@alfred.edu)

Lisa Lantz: [Lantz@alfred.edu](mailto:Lantz@alfred.edu)

Submitted by: Lisa Lantz

[back to top](#)

---

## Online Delivery Training for Faculty

Online Course Delivery Training is available to all faculty, especially those who are planning to teach online during summer school. This training is intended to provide guidance for standard (non-emergency) online course development and best practices.

The following sessions are available:

Friday, May 8, 10:30 am - 12:00 pm

Monday, May May 11, 10:30 am - 12:00 pm

Tuesday, May 12, 1:00 pm - 2:30 pm

Friday, May 15, 2:00 pm - 3:30 pm

If you are available to participate in one of these sessions, please contact Meghanne Freivald to request the meeting link. All faculty are welcome to participate. If you are unavailable during the scheduled times but would like to participate, additional times can be arranged by appointment.

Submitted by: Meghanne Freivald

[back to top](#)

---

## **TIAA Consultant & Virtual Counseling Sessions**

A TIAA consultant will be conducting virtual retirement counseling sessions on Thursday May 14, Tuesday, May 26, Tuesday, June 16, Tuesday, June 30, Thursday, July 9, and Friday, July 24. 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; and it is at no additional cost as a part of your retirement plan. To register for one of the sessions, employees should call TIAA at 1.800.732.8353 and remain on the line for assistance; or register at [www.TIAA.org/schedulenow](http://www.TIAA.org/schedulenow).

Submitted by: Kim Wyant

[back to top](#)

---

## **"Dear Alfie" Female Advice Column**

"Dear Alfie" is an all female advice column. Questions developed by the female community have been answered by Alfred University Female Leaders. The column supplies readers with advice and lessons. Give it a read, you wont regret it!

Attachment: ["Dear Alfie" Women Advice Column](#)

Submitted by: Jamie Wilcox

[back to top](#)

---

## **Graduating and Non Returning Students**

If you are not returning to Alfred in the fall semester please return your keys and fobs. The address to send them is:

Alfred University  
One Saxon Drive  
Attention-Mailroom  
Alfred NY 14802

Best of luck in your future endeavors!!!

Thank you,  
Deb

Submitted by: Debra Campbell

[back to top](#)

---

## **Completing Forms for the Registrar's Office**

Just like with paper forms electronic forms need some form of a signature on them denoting authorization and/or approval to adjust the student's record. Currently most forms are set up to allow digital signatures.

Be sure to open the attached PDF to see examples and to see the active links to take you to additional help and/or emails.

For the signatures to work best:

1. Check the how to video on setting up a digital signature. Once done you just enter a password/pin

to sign the next time you do a form.

2.You MUST have Adobe Acrobat Reader or Adobe Acrobat DC downloaded on your computer or a device that it can be downloaded onto. Your phone may not work the best for completing some forms. See ITS Resources Available webpage.

3.The form must be opened in Adobe in order to see the red tag for a signature. If you do not see it, it could be you are looking at a preview of the form in a web browser. Be sure to download the form and open with Adobe.

At this time forms are not capable of using an email address to authenticate a sender. Sending an email saying "I approve" separately from the still leaves required information on the form missing. We do not leave those areas blank with a paper submission so we must complete our electronic forms as well.

We know this is a transition and we will encounter hiccups so in certain circumstances the registrar's office will help to modify a form, but we do not have the staffing to modify every form and track every email. As we know the registrar's office has A LOT of forms.

We kindly ask for everyone to try to get a signature of some sort on the form and we will do our best to help you as well.

ITS Help Desk and the assistant registrar, Tammy JurszaWilliams are available to assist you.

Thank you everyone as we are swimming in a sea of change.

Office of the Registrar  
[registrar@alfred.edu](mailto:registrar@alfred.edu)

Attachment: [Completing Forms for Registrar's Office](#)

Submitted by: Tammy Jursza Williams

[back to top](#)

---

### Missing the free coffee and cookies in the Libraries?

Alfred University Libraries has a long tradition of sponsoring a variety of activities to help relieve finals stress.

In years past the library staff have provided coloring pages and puzzles, a Lego table, massage night and therapy dogs for students to de-stress during finals week.

Many of us will also miss the free cookies and hot drinks!

Although we're apart, we can still enjoy some free, virtual finals week study breaks together. Please enjoy some of these virtual de-stressing activities this year, and don't forget to take some time away from a screen...

Don't forget you can reach us anytime at: [libraries@alfred.edu](mailto:libraries@alfred.edu) for assistance just like when you could walk up to the desk and ask us a question. Good luck on finals!

Link: <https://libguides.alfred.edu/COVID/stressbusting>

Submitted by: Mechele Romanchock

[back to top](#)