

## In This Issue

Webmail users [click here](#)

### Official News/General Announcements

- [End of Fiscal Year Procurement Deadline](#)
- [Years of Service Recognition](#)
- [Return your Rented Textbooks to AU Bookstore](#)
- [Filing Weekly for Unemployment Reminder](#)

## What's Happening?

[More Events...](#)

TODAY	TOMORROW	FRIDAY
		2:00 <a href="#">Fiat Lux!</a> · <a href="#">#SaxonFriday</a>

### 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](#)

### Years of Service Recognition

The Employee Recognition Committee would like to announce Years of Service dates for the month of May 2020. The Committee will be observing years 1, 5, 10, 15, 20, 25, 30, 35, 40, 45, and 50.

At Alfred University, we realize that our employees are our greatest asset, and we are delighted to honor your dedicated service and commitment to this organization. It is our employees who uphold our principles, demonstrate our vision of working for a better future for our University, deliver on our customer promise and make us the passionate organization we are today.

The success of our organization is a direct result of your efforts and dedication. Your commitment to quality and personal and professional integrity is the differentiating factor that sets us apart from our competition.

On behalf of Alfred University, it is with great pride and admiration that we congratulate you on this service anniversary milestone.

Celebrating 5 Years of Service:

May 7- Patty Barber- Payroll Associate- HR/Payroll

May 18- Brian Newman- Shipping &amp; Receiving Clerk- Mail Room

Celebrating 15 Years of Service:

May 23- Marty Fuller- Bookkeeper- Business Office

Celebrating 20 Years of Service:

May 22- Janine Mosher- Associate Director- Financial Aid

Celebrating 30 Years of Service:

May 14- Swavek Zdzieszynski- X-Ray Specialist- Inamori School of Engineering

Submitted by: Kayleigh Jones

[back to top](#)

---

### **Return your Rented Textbooks to AU Bookstore**

Now is the time to RETURN your RENTED TEXTBOOKS to the AU Bookstore.

There is an ADJUSTED timeline for textbook rental returns:

5/6/20- You should have received the 2nd automated email reminder FROM BNCOLLEGE.COM to return textbooks. Within that email there is a FREE Shipping Label to return your textbooks to the AU Bookstore. Follow the steps to print the label and ship the books. This reminder is sent to the email YOU gave us when renting your books. (Check your clutter box as well)

5/26/20- 3rd email reminder to return your textbooks.

You must have your rentals back to the bookstore by JUNE 15, 2020.

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

Submitted by: Marcy Bradley

[back to top](#)

---

### **Filing Weekly for Unemployment Reminder**

This post is just a reminder that once you have filed for Unemployment you have an obligation to claim weekly benefits for each week that you are unemployed and meet the eligibility requirements. This is also called "certifying for benefits." You are confirming that you were unemployed for all or part of the past week and that you met all other conditions of receiving benefits.

You can claim weekly benefits (certify for benefits) on the Unemployment website. Go to [labor.ny.gov/signin](http://labor.ny.gov/signin). Enter your NY.gov username and password. Click the "Unemployment Services" button on the My Online Services page, and then click "Claim Weekly Benefits" and follow the instructions.

You can also claim weekly benefits by calling the Tel-Service toll-free, automated phone system at 888-581-5812. You will be asked to answer a series of questions, and then you will be asked to confirm that all of your answers are true and correct. When you say yes or press 1 to answer this question, it is the same as signing a document. This is because only you know the PIN you created when filing your claim. Important: Do not give anyone your PIN, not even a family member. Only you can claim weekly benefits.

For the purposes of Unemployment Insurance, a week runs from Monday to Sunday. You must file your claim for the previous week on the last day of that week (Sunday) through the following Saturday. This is called the claim window. Any certification made on a Sunday is for the week ending that day.

For more information, please click the link below to read the Unemployment Insurance Handbook.

Link: [Unemployment Insurance Handbook](#)

Submitted by: Kayleigh Jones

[back to top](#)

