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## What's Happening?

[More Events...](#)

TODAY	TOMORROW	THURSDAY
3:00 <a href="#">Town Hall Tuesdays</a>		

### Changes to COVID-19 Pay Code

**\*\*Change Effective 4/12/2020\*\***

This communication is to notify everyone of a change in reporting of time under the COVID19 code. Effective Sunday, April 12 and for all days thereafter, any hours that an individual is scheduled to work but has not worked in a week will require the use of vacation time, personal day or floating holiday, to the extent they are available.

This is a change from the guidance that has been in place for the last three weeks, up to and including April 11, when such time that was scheduled but not actually worked had been coded as COVID19.

The COVID19 pay code is only to be used to account for time that cannot be worked due to a quarantine ordered by a State Health Agency, and only individuals directly notified by Human Resources will be able to input time using that code. Please feel free to contact the Human Resources Department with any questions regarding this change.

Submitted by: Kayleigh Jones

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### Updated Digital Stationery with our new Logo

The Office of Marketing & Communication has recently updated all department digital letterhead to include the wordmark with our new logo.

Please email Jen Guarasci - [guarascij@alfred.edu](mailto:guarascij@alfred.edu) to request your updated letterhead. Please include in your email what school (if any) office/department you are requesting it for and your office general phone number.

Submitted by: Jen Guarasci

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### ITS Help Desk Social Distancing Procedures

For ITS Assistance please refer to the following options

Email us: [helpdesk@alfred.edu](mailto:helpdesk@alfred.edu)

- Our Team is monitoring our ticketing queue during normal office hours
- Your request will be prioritized and handled in the usual manner

Call us: 607-871-2222

- Our Team is able to receive Help Desk calls from our remote locations
- Your request will be prioritized and handled in the usual manner

Onsite appointments will be limited and must meet criteria

- If hands on assistance is needed an appointment to schedule a Technician is required by emailing the Help Desk at [helpdesk@alfred.edu](mailto:helpdesk@alfred.edu)

Refer to ITS Resources Available During Coronavirus (COVID-19) <https://my.alfred.edu/inf...>

Link: [ITS Resources](#)

Submitted by: Judy Linza

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### Enroll in Direct Deposit Today

As we prepare to assess Room and Board credits to eligible students' accounts, we remind you that EFT (Direct Deposit) is the preferred method of refund for AU. Direct Deposit will allow AU to expedite delivery of any funds due. If you do not have direct deposit information on file and are due a refund, a paper check will be mailed to your off-campus address. To obtain the necessary form providing Direct Deposit authorization please visit the link below and then click 'Enroll in Direct Deposit Today'. This form should be faxed or mailed to the Student Service Center before Thursday, April 30, 2020.

Fax: 607-871-2347

Mail: Alfred University, Attn: Student Service Center, 1 Saxon Drive, Alfred, NY 14802

As an added level of security Student Accounts will email all those who provide this form to confirm its legitimacy.

Thank you,  
Student Accounts

Link: [Receiving Your Refund; Student Accounts](#)

Submitted by: Cory Bennett

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### Fall and Summer Textbook and Supply Orders Due

Reminder: Please submit your Fall AND Summer 2020 textbook orders along with course supply needs. You can email them to [bradlemk@alfred.edu](mailto:bradlemk@alfred.edu) or [sm549@bncollege.com](mailto:sm549@bncollege.com) OR submit them through FacultyEnlight on the bookstore website. FacultyEnlight can also help you with book information and requesting desk copies. Please submit your orders as soon as possible. Thank you!

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

Submitted by: Marcy Bradley

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### Taxable Gifts and Awards Form

With the awards season right around the corner, HR wants you to know that for all gifts whether they are non-cash gifts or cash equivalents for students needs to be accounted for using the Taxable Gifts and Awards Form.

This form that is linked below should be completed in its entirety and sent to HR for processing.

Link: [Taxable Gift Form](#)

Submitted by: Kayleigh Jones

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### Summer Orientation Goes Virtual

Due to the COVID-19 outbreak and the uncertainty before us for the summer, Summer Orientation sessions will be virtual. Details are being addressed and an announcement regarding the platform, schedule, etc. will be coming shortly.

Submitted by: Nadine Shardlow

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### Years of Service Recognition

The Employee Recognition Committee would like to announce Years of Service dates for the month of April 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 1 Year of Service:

April 21- Shannon Brown- HEOP Counselor- Opportunity Programs

April 22- Michael Bush- Custodian- Maintenance

April 29- Michael Kozlowski- Executive Director- Marketing & Communications

Celebrating 5 Years of Service:

April 20- Trevor Pierce- Glass Studio Technician- Sculpture/Dimensional Studies

April 21- Jeffrey Danaher- Director, Major Gifts- University Advancement

April 27- Crystal Henshaw- Administrative Assistant- University Provost

Celebrating 15 Years of Service:

April 25- Shelia Decker- Accounts Payable Clerk- Business Office

Celebrating 20 Years of Service:

April 10- Mary McAllister- Secretary to the Corporation- President's Office

Submitted by: Kayleigh Jones

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### **CAS: Remote tutoring, Writing Center, & Disability Services Update**

The Center for Academic Success (CAS) will be using Microsoft Teams to provide academic support and disability services for the remainder to the semester. Changes, updates, and access procedures for various services can be viewed on our website.

Link: [The Center for Academic Success Service Updates](#)

Submitted by: Liz Shea

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### **Summer Employment Opportunities**

Looking for something fun and rewarding to do over the summer? We are currently accepting applications for camp counselors and summer work crew positions. Browse summer job openings on Handshake now and join our team this summer!

DEADLINE: extended until April 30th

Don't miss out on this great opportunity...Apply today!

If interested or have any questions, feel free to email [summerpro@alfred.edu](mailto:summerpro@alfred.edu)

Link: [AU Handshake](#)

Submitted by: Summer Programs

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### Win It Wednesday

We are running interactive posts on our Facebook, Instagram and on Padlet every Wednesday! Join in the fun to win a little fun mail from the CSI office.  
Instagram @aucenterforstudentinvolvement  
Facebook <https://www.facebook.com/...>

Link: [Padlet](#)

Submitted by: Eliza Ordway

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### Professional Non-Exempt and Non-Exempt (Hourly Paid) Employees

We care about the health and well-being of our staff and recognize the need to have time away from work duties. Working beyond the end of the scheduled workday is not expected and Non-exempt employees should not be performing university related work after hours (any time outside of the employee's assigned workday, such as evenings and/or weekends), including but not limited to, initiating or responding to texts, phone calls, or emails. State and Federal law requires that the University maintain accurate and complete records of all time worked and pay employees who are not exempt from premium overtime for all hours worked during the payroll week. It is the responsibility of the supervisor to ensure that work is not performed after hours or off the clock. Any staff who fail to properly record hours or who continue to work outside of the scheduled workday or workweek may be subject to disciplinary action.

Link: [7 Ways to Improve Work-Life Balance When You Work at Home](#)

Submitted by: Kayleigh Jones

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### PhD/CE Thesis Defense by Sarah Whipkey

We are pleased to announce that Sarah Whipkey will be defending her PhD in Ceramic Engineering thesis titled: Investigating the Microstructure Evolution of Al<sub>2</sub>O<sub>3</sub> with Glass Phase Chemistry in the CaO-Al<sub>2</sub>O<sub>3</sub>-SiO<sub>2</sub> System on Tuesday, April 28, 2020 from 2:00 pm - 4:00 pm.

Sarah's defense will be handled remotely. If you would like to view Sarah's defense, please email me at [grovel@alfred.edu](mailto:grovel@alfred.edu)

Attachment: [Abstract - Sarah Whipkey](#)

Submitted by: Laura Grove

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### Making the Most of Your Health Plan Webinar

Univera is hosting a live webinar on Making the Most of Your Health Plan. During this session, members will learn about free wellness tools and resources to help them and their families, live

healthier.

#### Making the Most of Your Health Plan Webinar

Tuesday, April 28th

12:30-12:55pm

Audio Call In: 1-855-852-7677; Access Code:2384263

Registration Link: <https://cc.callinfo.com/r...>

If employees are unable to attend the live webinar, a pre-recorded version can be accessed by clicking the link below.

<http://cc.callinfo.com/pl...>

Submitted by: Kayleigh Jones

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#### Art History at AU : Meeting for current and prospective BS degree students

Date: Tuesday, April 28, 2020

Time: 4:00 pm

Art History at AU : Meeting for current and prospective BS degree students

Join Art History faculty, Corey Fecteau BA '01/ BS '15 and Greg Lastrapes BS/BFA '19 to talk about: the degree and minor, nuts and bolts, internships and careers.

If interested, email Meghen Jones ([jonesmm@alfred.edu](mailto:jonesmm@alfred.edu)) for the Zoom ID and password.

Submitted by: SOAD Events

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#### Women Advice Column- Dear Alfie

"Dear Alfie", is the first all Alfred University female employee question and advice column. Participants of this advice column took their time to answer a series of questions created by the female Alfred community.

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

Submitted by: Jamie Wilcox

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#### Consider Using Open Educational Resources This Summer or Fall

The experience of having to rapidly adapt your courses may have inspired you to consider the benefits of using course materials which are free, flexible, and available digitally by design. Open educational resources (OER) are openly licensed, which allows for adaptation, revision, and redistribution, among other freedoms. (These freedoms also allow for print copies to be made and sold at-cost to students; this arrangement can be coordinated with our campus bookstore.)

If you are interested in learning more about OER, or exploring what open resources might be available for your classes, please email [dannick@alfred.edu](mailto:dannick@alfred.edu) for more information.

Submitted by: Mechele Romanchock

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