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TODAY	TOMORROW	THURSDAY
10:00 Kathryn Vajda: Snow Cities	10:00 Kathryn Vajda: Snow Cities	10:00 Kathryn Vajda: Snow Cities

2018-19 FAFSA Filing Deadline 3/15/2018

IMPORTANT: MARCH 15, 2018 IS THE DEADLINE FOR FILING THE 2018-19 FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA).

If you will be a student at AU for the 2018-19 academic year...

It's FAFSA (Free Application for Federal Student Aid) filing time!

For 2018-19, you don't have to wait until January 1, 2018! The 2018-19 FAFSA became available on October 1, 2017.

You'll need your Federal Student Aid ID (FSA ID) to sign the 2018-19 FAFSA. Go to <https://fsaid.ed.gov> to create an FSA ID (if you do not already have one).

Proceed to <https://fafsa.gov> to get started with the FAFSA filing.

For 2018-19, you will be using 2016 income information. No need to wait until 2017 tax return is filed!

Use the Data Retrieval Tool on the FAFSA to upload the 2016 income directly from the IRS to more quickly complete the form.

The Alfred University FAFSA school code is 002668.

Upon completion of the FAFSA, you will be directed to "Start your state application" if your home state

requires it. For NY State residents, this form is called a TAP Application and is required for TAP and other NY State aid.

For New York State Residents only: Be sure the proper Alfred University TAP school code is listed for both the fall and spring semesters.

Alfred's Code is 0020 for programs in the College of Liberal Arts and Sciences, School of Business, College of Professional Studies, and Mechanical, Renewable Energy, and Undecided Engineering.

Use code 0960 for all other Engineering Programs and the School of Art and Design.

For more general information about financial aid at Alfred University, please visit our our web page @ www.alfred.edu/finaid. Our telephone number is 607-871-2159 and our email address is financialaid@alfred.edu.

Link: [Free Application for Federal Student Aid](#)

Submitted by: Elena Wallace

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Job Posting

Employment Opportunity:
Environmental Health & Safety Coordinator

Link: [EH&S Coordinator Posting](#)

Submitted by: Connie Lewis

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Sale @ the AU Bookstore- You pick the day this week!

Save 20% at the AU Bookstore, you pick the day this week! We are open 9-4 daily. Take 20% off bargain books, regular trade books, supplies, clothing. Check out our reduced prices on holiday items! Happy Holidays from the AU Bookstore.

Submitted by: Marcy Bradley

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PhD/MSE Thesis Defense - Wenxia Tan

Dr. David Lipke is pleased to announce that Wenxia Tan will defend her PhD in Materials Science and Engineering thesis entitled,

"Investigations of Phase Transformations in AISI 5160 Steel and Ceria Partially Stabilized Zirconia via Electron Backscatter Diffraction Based Techniques"

on Tuesday, December 19 at 8:00 a.m. in Binns-Merrill Hall 106.

Copies of her thesis are on display the Dean's office in Binns-Merrill Hall 160 and the CACT Office in McMahon 120.

Attachment: [Wendy Tan - Abstract](#)

Submitted by: Katie Decker

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Winter Break McLane Fitness Center & Health & Wellness Center Hours

Below are the hours of operation for winter break in the Joyce Walton Health & Wellness Center & McLane Fitness Center:

Monday - Friday: 10:00 a.m. - 6:00 p.m.

Saturday - Sunday: 10:00 a.m. - 2:00 p.m.

CLOSED: December 23- January 1

In-Semester Hours Resume on Tuesday 1/16

Submitted by: Tony Aquilina

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Support Staff Retreat -- January 11th, 2018

Join us for personal and professional development on Thursday January 11th in the Knight Club PCC.

All Support Staff are welcome!

Sessions include:

8:30 - 9am Breakfast Snack & Welcome

9-9:30am Wake-Up Wellness with Shashi Racho

9:40-10:10am Tuition Remission Q&A with Kaleigh Misner

10:10-10:40am Outlook with focus on One Drive with Tom George **bring your laptop**

11am-12pm Round Table discussions

? AU Connect

? The college student experience

? Managing difficult people

? Support Staff unity brainstorming

Sponsored by the Support Staff Council along with the support of President Zupan.

Please contact any council member if you have any questions. We can't wait to see you there!!

Attachment: [17-18 Roster](#)

Attachment: [2018 SSC Retreat flyer](#)

Submitted by: Crystal Henshaw

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HR Tip of the Week

Did you know that CIGNA is our carrier for our Employer Assistance Program (EAP)? When life throws curves at you you can take advantage of this program.

You can call them any time, any day they are just a phone call away whenever you need them at no cost to you. An advocate is ready to help assess your needs and develop a solution to help resolve your concerns. He or she can also direct you to an array of resources in your community and online tools.

Visit a specialist-for face to face assistance, you have three sessions available to you and your household members. Call to request a referral.

800-538-3543

Link: <https://www.cigna.com/healthwellness/audio-library/employee-assistance-programs>

Submitted by: Kayleigh Misner

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Kathryn Vajda: Snow Cities

Now through March 31, 2018

Gallery Hours 10am-4pm Monday-Saturday; Closed Sunday

View, 3273 State Route 28, Old Forge, NY 13420

Cost: General admission \$10; View members free

Kathryn Vajda, who teaches in the School of Art and Design, has a show of recent digital prints and a book from her Snow Cities series at the View in Old Forge, NY. The show runs through March 31, 2018

Free opening reception December 1, 2017 from 5-7pm.

Submitted by: SOAD Events

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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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Faculty Members Needed

Currently, we have an open committee on campus. We have Support Staff and ATS represented, however, we need faculty members to join our committee. This committee is, Employee Recognition.

The Employee Recognition Committee is charged with:

- *Developing years of service awards

- *Developing different types of recognition other than years of service

- *Developing specific list of milestone rewards
- *Making recommendations on Retiree gifts
- *Combining faculty/staff service awards

Please email Kayleigh Misner, HR Generalist, if you are interested in joining this committee.
misner@alfred.edu

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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Business Office Quick Facts - Authorized Signors

Financial Managers may authorize others to approve transactions to Funds or Orgs for which they have financial oversight. They can assign these rights by Fund or Org and set a dollar limit if needed. The financial manager and the authorized signor need to complete the "Signature Authorization Form" and submit it to the business office in order to add another individual. If the Business Office does not have a form on file, only the financial manager can approve transactions. Please note that this is not a delegation of financial manager responsibility. The financial manager retains signature authorization and is ultimately responsible for all transactions posted to their Funds/Orgs.

Link: https://my.alfred.edu/business-office/docs/SignatureAuthorizationForm_000.pdf

Submitted by: Jodi Howe

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Committee Members needed

A new committee is being formed to set up the new Scheduler System that will assist the campus community in reserving space/s on campus for activities, events, meetings, etc. If you find our current system frustrating or time consuming and are passionate about making it easier, we welcome you to be a member of our committee. Please contact either Bonnie Dungan (dunganbj@alfred.edu) or Tammy Jursza Williams (jurszawilliams@alfred.edu). Our first meeting will be soon after we return in January.

Submitted by: Bonnie Dungan

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USPS Price Increase Effective January 21, 2018

The USPS has announced a price increase affecting First-Class Mail:

Metered letter (1 oz.) is currently \$0.46. Metered mail will increase to \$0.47.

Stamped letter (1 oz.) is currently \$0.49. Stamped mail will increase to \$0.50.

As a reminder, all outgoing letter mail goes through the Powell Campus Center mailroom. Please contact the Mailroom at ext. 2955 or Procurement at ext. 2698 for questions or concerns.

Submitted by: Cheryl Foster

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