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## What's Happening?

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### TODAY

- [All Final Grades for the Semester due by 10:00 a.m.](#)
- [Allen Term 2019-20](#)

### TOMORROW

### WEDNESDAY

### Accounts Payable Invoices Deadline

There will be no checks processed during the University's Holiday Break.

All invoices must be received in the Business Office by Tuesday, December 17 end of day to be paid out on Dec. 19. Any invoices received after this date will not be paid until we return. The next check run will be January 9, 2020.

Thank you & Happy Holidays!

Submitted by: Amanda Azzi

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### **ATTENTION: Time Sheets Due Monday by Noon, Approvals Due by Midnight**

Due to the University Holiday Break, Payroll will be processing the last payroll of the year a week early. Please have your time sheet completed and submitted after your last day of work this week.

Pay Period 26 working Dates: 12/1/19 - 12/14/19

Pay Date: 12/27/19

Employees: Time sheets are due by Monday, December 16 at Noon.

Supervisors: Approvals are due by Monday, December 16 at Midnight.

Link: [Banner Self Service Web Time Entry & Approvals Documentation](#)

Submitted by: Jessica Clinger

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### **Attention: Timesheet Coding for University Closings and Early Dismissals**

On Monday, December 2, the University was shut down due to inclement weather. If you were scheduled to work that day, please make sure to code your time as "Excused" for that day. Only enter the hours that you were regularly scheduled. (a 35 hour/week employee would code 7 hours excused, a 40 hour/week employee would code 8 hours excused).

If you were not scheduled to work that day, you would not use Excused time. (if you were off on benefit time, you would use your benefit time - vacation, sick, etc.)

Please also use excused time for the early dismissal day due to the power outage on Thursday, December 5. Code your worked hours as worked and the hours missed as Excused (not to exceed your regularly scheduled hours). If you did not miss any hours worked, you would not use excused time.

\*Make sure to add a comment as to why you are using excused time.

\*Students are not eligible for Excused time

\*The Excused code is used for jury duty, bereavement, the 1/2 day religious observance or emergency closing. Excused time is also recorded in units. All entries for excused time are required to be accompanied by a Comment to indicate date, reason and explanation necessary to clarify use of excused time.

Link: [Banner Self Service Web Time Entry](#)

Submitted by: Jessica Clinger

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### **Update: Timesheet Due Date Deadline Changes for 2020**

We have changed the timesheet deadline dates, they are reflected in the payroll calendar that is attached to this email. Please note, this is for everyone on campus, including students who submit a timesheet. This will change starting with the #1 payroll of 2020.

You will see that it says 12/30/19 for the due date from employees and we are not here on 12/30/19, we are asking that all employees who do not need to work over break submit their timesheet for 12/15/19-12/28/19 before they leave on break. If you are an essential employee who will need to work during break, you should complete your timesheet by 12/30/19.

Please remember that if you are a non-essential employee and do not work that you should code Holiday hours as long as you are eligible. If you are an essential employee that has to work during the

Holiday, you should code your number of regularly scheduled hours (40 hours per week would code 8 hours holiday and a 35 hours per week would code 7 hours holiday) as Holiday time and code hours worked on that day as well. The essential employee who has to work will be paid the regular holiday time plus time and a half for all hours worked during the break. We will then ask that Supervisors approve those timesheets on Monday, January 6, 2020 by Noon at the latest.

Previously, timesheets were due from the employees on Wednesday at Noon, this has been moved up to Monday at Noon.

**\*\*UPDATE\*\***Previously, the Supervisors had until Thursday at Midnight to approve the timesheets, this has been moved up to Tuesday at Noon. **\*\***

By updating this process, it will allow our Payroll Department more time to accurately process and audit our three different payrolls. We wanted to create better efficiency for our department, but also for the employees to ensure our Payroll processes are the best they can be.

If you have any questions or concerns about this, please contact Mark Guinan, Director of Human Resources or Kayleigh Jones, HR Generalist.

Attachment: [Payroll Calendar](#)

Submitted by: Kayleigh Jones

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### Access to the Digital Edition of the New York Times

Faculty, students, and staff have full access to NYTimes.com, thanks to a subscription supported by the libraries.

Go to the link below to activate your "Academic Pass" to NYTimes.com.

This service requires annual registration. If you lose access, go to the URL below to reactivate the pass.

A confirmation email will be sent to your Alfred email address. You must click on the emailed link to confirm. If you don't receive the confirmation email, check your email Junk folder.

Link: [Activate NYTimes.com Academic Pass](#)

Submitted by: Ellen Bahr

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### Approving Timesheets/Leave Reports Training

This is the fourth training in a 9 month series targeted at any AU employee who has supervisory roles in their department. This training can also be especially helpful for any staff who support the supervisors in their department.

This training will encompass: approving timesheets and leave reports in Banner

Supervisors who may be new in their rolls or need a refresher are encouraged to come. This is also open to anyone in the department who may be a proxy timesheet approver.

This training will be held on December 2, 2019 from 11:15am-12:00pm and on December 19, 2019 from 11:15am-12:00pm both located in the Kenyon/Allen Room in the PCC. This is the same training both days.

Attachment: [Flyer for Supervisor Training](#)

Submitted by: Kayleigh Misner

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### **Design/Video/Photo Requests**

Do you have an upcoming print or electronic design project? Do you need a professional photo or video for your program? Be sure to give the Marketing Office enough notice so your deadlines can be met. (We request 6 weeks if possible.) Please complete our online Project Request Form so we can get your project in our project management system!

Link: [Project Request Form](#)

Submitted by: Jodi Bailey

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### **Open Position-Provost, Vice President for Academic Affairs**

Please see the link below for more information on the open Provost, Vice President for Academic Affairs position.

Link: [Provost, Vice President for Academic Affairs](#)

Submitted by: Tamara Green

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### **Winter Break Athletic Facility Hours of Operation**

Hours of operation for the Joyce Walton Health & Wellness Center & Gibbs Fitness Center are listed below:

Beginning Saturday, 12/14:

Saturdays & Sundays 10am-2pm  
Mondays-Fridays 6am-6pm

CLOSED 12/24-12/25 & 1/1/20

Regular in-semester hours resume on Tuesday 1/21/20

Submitted by: Tony Aquilina

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### **Alfred University Furniture Purchasing Policy**

In the interest of consistency and quality, Alfred University is implementing a furniture purchasing policy and procedure. Under this new policy, all furniture purchases, regardless of cost, must be coordinated through the Procurement Office. The policy/procedure is now available on the Procurement Office's website. Please review and let the Procurement Team know if you have any questions or need additional information.

We look forward to assisting you with all of your furniture needs!

Link: [AU Furniture Purchasing Policy](#)

Submitted by: Melissa Badeau

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### Alfred University Contract Review Policy

If you are entering into an agreement with a person or company to perform a service for the University, a contract may need to be executed that defines the agreement between Alfred University and the individual/organization. In order to determine if this is needed, or if the service can be documented in another way (purchase order or signed proposal), please forward all available information to the Procurement office for review.

Things that might qualify include:

- Maintenance/Service agreements
- Consulting services
- Software license renewals

In addition to a contract, the supplier may be required to have a certificate of insurance naming the University as an additional insured on file. This will be requested whenever a supplier is contracted to work on campus.

Procurement Services will help direct you through the process to ensure that the University's and the supplier's interests are protected.

Submitted by: Melissa Badeau

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### Job Opening-Administrative Assistant, Provost Office

Please see the link below for more information on the open Administrative Assistant in the Provost Office position.

Link: [Administrative Assistant, Provost Office](#)

Submitted by: Tamara Green

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### HR Tip of the Month

Did you know that there is a New York State law that took effect January 1, 2018 that potentially affects 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 ten weeks in 2020. This leave provides 60% of employee's weekly wages to them for a maximum of \$840.70 per week in 2020.

PFL is funded through payroll deductions from employees, this program is not optional for any non-faculty employee at Alfred University. The amount of contributions from your paycheck will increase in 2020 to 0.0027% of the employee's weekly wage. This deduction is capped in 2020 at a maximum of \$196.72 for the year which is based off the New York State Average Weekly Wage which is \$1,401.17 in 2020.

For example:

Employees earning \$519 a week (\$27,000 a year) will pay about \$1.40 per week:  $519 \times 0.270\%$ .

Employees earning \$1,000 a week (\$52,000 a year) will pay \$2.70 per week:  $1,000 \times 0.270\%$ .

If you have a qualifying instance where you need to be off, please contact Kayleigh Jones, HR Generalist to process your leave.

Please click the link below to learn more about the program.

Link: [New York State PFL Website](#)

Submitted by: Kayleigh Jones

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Submitted by: Tony Aquilina

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### IEA Artist In Residence - Hank Rudolph

Hank Rudolph is an experimental media artist living in Owego, NY, whose focus has been on real time electronic signal processing, as facilitator, instructor and maker in mainly two organizations throughout the past 35 years: the Experimental Television Center and Signal Culture.

For 25 years, at ETC, he provided individualized instruction for artists participating in its residency program, and, for ten years, was co-instructor at the International Student Residency, a college-credit course sponsored by ETC and the Institute for Electronic Arts. He is a co-founder of Signal Culture, along with Debora Bernagozzi and Jason Bernagozzi, where he is the on-site coordinator for the artist, researcher, and toolmaker residencies.

Rudolph has taught at Binghamton University and the New York State Summer School for Media Arts at Ithaca College. He is presently Technical Specialist at the Department of Cinema at Binghamton University.

The Institute for Electronic Art's Experimental Projects Residency is made possible by the New York

State Council on the Arts with the support of Governor Andrew M. Cuomo and the New York State Legislature and the Schein-Joseph Endowment.

Link: [Institute for Electronic Arts - Alfred University](#)

Attachment: [info & pix](#)

Submitted by: Institute for Electronic Arts

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### **McLane Pool Closed for open swim**

The pool will be closed for open swim until the Spring semester starts January 21st.

Submitted by: Brian Striker

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