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TODAY	TOMORROW	WEDNESDAY
7:00 Info Meeting for AU's Winter Book Discussion of Alicia Garza's book, The Purpose of Power · Allen Term 2020-21		

Students Graduating for December 2020

Since the ceremony will not take place on December 19th we will need to mail your diplomas. Please follow the link and complete this survey to verify your address.

Link: [Verify Address](#)

Submitted by: Tammy Jursza Williams

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CAREER DEVELOPMENT CENTER - WINTER BREAK HOURS

We will be available to continue taking virtual appointments for all of your career needs from November 30th through December 22nd!

Our hours of operation are Monday - Friday 8:30 am - 4:30 pm.

To book your appointment, follow these 6 easy steps:

1. Go to alfred.joinhandshake.com and sign in with your Alfred email and password.
2. Click on the Career Center in the top right corner and click Appointments.
3. Then click on the Schedule a New Appointment button.
4. Select your desired Appointment Type.
5. Then you will see all of the available dates and times each counselor has! Select an option that best fits your schedule.
6. Next, select your appointment medium, and make sure that you add any details that you think your counselor may need to better assist you (like your phone number for a phone appointment). Then, click the green Request button at the bottom of the screen!

If you have any questions, please reach out to the Career Development Center at cdc@alfred.edu!

Link: <http://www.alfred.joinhandshake.com>

Submitted by: Faith Piatt

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AU Bookstore IS OPEN & will remain OPEN

The AU Bookstore IS OPEN even though classes are done! Store hours will be 9:30-3:30 Monday-Thursday and 9:30-2 Friday. You are invited to visit us at the bookstore in person or online. We will continue offering sale specials through December.

Link: <http://alfred.bncollege.com>

Submitted by: Marcy Bradley

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Open Position-Dean, College of Liberal Arts and Sciences

Please see the link below for information on the open Dean, College of Liberal Arts and Sciences position.

Link: [Dean, College of Liberal Arts and Sciences](#)

Submitted by: Tamara Green

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Hornell Area Transit Bus

Hornell Area Transit will be running one bus Monday - Friday. The bus leaves the Brick Bus stop at 1:05pm and will leave the WalMart Plaza at 4:25pm to return to Alfred. There is only one bus each way with limited seating, cost is covered by Student Senate if you show your AU Student ID.

Submitted by: Eliza Ordway

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December Holiday Payroll

For the #1 Payroll of 2021, that covers the dates of 12/13/2020-12/26/2020, the timesheets will be due on 12/28/2020 and will need to be approved by Supervisors on 12/29/2020. All hourly employees that are not working over the holiday break need to submit their timesheets to their supervisors for approval on Tuesday 12/22/2020 before leaving work.

Dates for the Holiday Break: 12/23/2020-1/1/2021

How to enter Holiday time on timesheets:

Under the Holiday slot on your timesheet, enter the required hours per day you have to work (per your job classification). You will be either entering 7 or 8 hours depending on your job description and accrued leave time. It is very important that you do not code your time as time worked during the break, unless you are truly working.

For hourly employees who will be required to work over the holiday break:

You should code your normal hours per day (7 or 8 per your job classification) to the Holiday slot on your timesheet. You will also code your worked hours on your timesheet, in the normal worked slot. You should have two entries each day that you are required to work over the Holiday Break. Only essential staff deemed necessary and prior approval by their Supervisor will have coded work hours over the break.

Submitted by: Kayleigh Jones

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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 twelve weeks in 2021. This leave provides 67% of employee's weekly wages to them for a maximum of \$971.61 per week in 2021.

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 2021 to 0.0511% of the employee's weekly wage. This deduction is capped in 2021 at a maximum of \$385.34 for the year which is based off the New York State Average Weekly Wage which is \$1,450.17 in 2021.

For example:

Employees earning \$519 a week (\$27,000 a year) will pay about \$2.65 per week: $519 \times 0.511\%$.

Employees earning \$1,000 a week (\$52,000 a year) will pay \$5.11 per week: $1,000 \times 0.511\%$.

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

Link: [Paid Family Leave Website](#)

Submitted by: Kayleigh Jones

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25% OFF all Logo'd items @ AU Bookstore

Online or in store, receive 25% OFF all logo'd merchandise! Check out our selection of clothing and memorabilia! Coupon CHEER25 to everyone! Sale dates 12/13-12/16/20

Link: <http://alfred.bncollege.com>

Submitted by: Marcy Bradley

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Open Position-Powell Institute Secretary

Please see the link below for information on the open Powell Institute Secretary position.

Link: [Powell Institute Secretary](#)

Submitted by: Tamara Green

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Join AU's Winter Book Discussion: The Purpose of Power

All Alfred University students, staff, and faculty are invited to join a campus-wide discussion of

The Purpose of Power: How We Come Together When We Fall Apart by Alicia Garza.

Garza is a co-founder of the Black Lives Matter movement, and her book offers a guide for unifying and motivating people to become active agents of change in a challenging world.

See attached flyer for more information.

Link: [SIGN UP HERE to receive a copy of the book and membership in a discussion group.](#)

Submitted by: Mallory Szymanski

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Still time to sign up: Music Courses for Allen Term

Students,
Get ahead with Allen Term/Winter Term courses.

MUSC 110 Music Appreciation
Attributes: CLAS: (C) The Arts, CoB: Humanities

MUSC 211 World Music
Attributes: AU: Global Perspective, CLAS: (C) The Arts,
CoB: Humanities, SoAD: Humanities-'Other'

Submitted by: Lisa Lantz

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Open Position-Visiting Clinical Instructor

Please see the link below for more information on the open Visiting Clinical Instructor position in the Health and Human Performance Division.

Link: [Visiting Clinical Instructor](#)

Submitted by: Tamara Green

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