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TODAY	TOMORROW	SATURDAY
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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What is a Responsible Employee/Campus Security Authority and am I one?

All full-time staff and faculty of Alfred University are required to promptly report information they have about possible sexual harassment or sexual misconduct, including but not limited to sexual assault, domestic or dating violence, and stalking to the designated Title IX Coordinator or Title IX Deputy Coordinator. Many others are required to report possible crimes to Public Safety.

This session will help fulfill the annual training requirement for employees who are designated as Responsible Employees and/or Campus Security Authorities. This session is geared toward any employee who wishes to learn more about the responsibilities under Alfred University's Discrimination, Harassment and Sexual Misconduct Policy and The Clery Act.

The program will be held in the Kenyon Allen Rooms on Tuesday, Jan. 16, from 3:00 until 4:15 p.m.

Submitted by: Norm Pollard

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Notice to Student Employees Regarding Pay Rates for 2018

Dear Alfred University student employees:

Happy New Year! I hope that your final assignments and exams for the fall term ended up going well that you have been able to enjoy some well-deserved down time with your family and friends during the holidays.

This note is to let you know that effective January 1, 2018 the student wage will increase to \$10.00 per hour. These rates are in effect during the academic semesters when classes are in session (including breaks between fall and spring semesters and includes summer semesters if the student worker is taking classes). While the State of New York establishes minimum hourly pay rates, students working for a college or university that they are attending are not covered by these minimum hourly pay rates.

As a reminder, the maximum number of hours that students are eligible to work is 20 hours per week from all University positions, including food service. Strict adherence to the weekly limit will be enforced.

Thank you for your ongoing work on behalf of our University and best wishes for a great 2018.

Submitted by: Mark Guinan

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Procurement Services Closed Thursday Morning

Procurement Services in Greene Hall will be closed Thursday, January 11 8:30 a.m. to 12:15 p.m. Services will be available upon the staff's return.

Submitted by: Cheryl Foster

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Volunteers to Serve at Title IX Investigators Needed

Mark Guinan, Director of Human Resources, is looking for faculty/staff volunteers to serve as Title IX Investigators and Board Members. There will be training provided to teach you how to do a proper investigation.

Responsibilities:

- *Receive complaints of sexual misconduct, sexual harassment, gender-related violence including stalking and intimate partner violence, and protected class discrimination and harassment and related retaliation
- *Identify University policies and/or Student Conduct Code provisions relevant to a complaint
- *Exercise judgment regarding the resolution of complaints including informal resolution and formal investigation
- *Conduct a prompt, equitable and impartial administrative investigation into complaints including identifying and interviewing parties and identifying, gathering and assessing information relevant to the investigation; apply relevant policies and make findings of fact in individual cases
- *Actively foster and maintain a climate that is supportive of students and respectful of difference

If you are interested in becoming a Title IX Investigator, contact Mark Guinan at guinan@alfred.edu or 607-871-2909.

Submitted by: Kayleigh Misner

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TIAA Consultant on Campus

A TIAA consultant will be conducting one-on-one, 45-minute, individual retirement counseling sessions on Tuesday, January 30, Thursday, February 22, and Tuesday, March 20, in the Human Resources Conference Room in Greene Hall. No matter where you are in life - just getting started or planning for retirement - a session can help you create a plan for your goals. To schedule an appointment, employees should call TIAA-CREF at 1.800.732.8353; remain on the line for assistance.

Submitted by: Kim Wyant

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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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HR Tip of the Month

Did you know that you can receive your W2 (the form that reports an employee's annual wages and the amount of taxes withheld from his or her paycheck) electronically in BannerWeb? This feature will be available mid-January.

Advantages of receiving Form W-2 electronically:

- *Your W-2 will be available sooner than a printed copy
- *You can reprint a copy of your W-2 anytime during the year
- *No possibility that a Form W-2 might be lost, stolen, delayed or misplaced by the U.S. mail service or by the employee
- *Multiple levels of security protects all information within the BannerWeb system
- *Access can be obtained anytime via the internet-anywhere in the world

If you do not choose to receive your W-2 electronically, a paper copy will be mailed to your home address (current students receive their W-2 in their campus box). Faculty and staff, please ensure the Office of Human Resources has your up-to-date mailing address.

Please see the handout for additional information and how to sign up for electronic retrieval of your W2.

Attachment: [W2 Instructions](#)

Submitted by: Kayleigh Misner

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HR Tip of the Week

Did you know that you can manage your retirement funds with TIAA online?

Once you've logged in with your user name and password, select My Account. From there, you can:

- *Change the investment of future contributions by selecting Change Investments, then Change Allocation of Future Contributions. Choose each account or contract you would like to update, then enter your investment instructions.
- *Transfer assets among the plan's investment options by selecting Change Investments, then Change My Investments. Choose each account or contract you would like to update, then enter your investment instructions.
- *Update your beneficiary designation by selecting Add/edit beneficiaries, then identify the account you wish to update and select Edit Account Designations.
- *Review and update your personal information.
- *Check account balances and confirm contributions.
- *View and research the performance of the plan's investment options.

Please see the attachment for more information.

Attachment: [TIAA](#)

Submitted by: Kayleigh Misner

We need heroes!

The Office of Communications and Marketing needs "heroes," people whose stories we can feature in publications, on the web site and in social media posts. If you know a "hero," a professor, staff member, student or alumnus/alumna with an interesting story that highlights a positive aspect of Alfred University, please let us know. We have a form you can fill out to nominate a hero. Please fill in the blanks, save and email it to us at communications@alfred.edu

Link: [Link to the Hero Form](#)

Submitted by: Susan Goetschius