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TODAY

TOMORROW

SUNDAY

TIAA Open Educational Session

Chris Dabroski, a financial consultant with TIAA will be on campus this Friday, May 31, 2019 delivering an educational session Money at Work: 1 Foundations of Investing. The session will focus on understanding the role of investing, protecting against various risks, augmenting traditional savings programs to help accelerate retirement savings, the products and the tools available to manage a growing portfolio. Please join us from 11:00-12:00 in Nevins Theater for this educational session, open to all faculty and staff.

Submitted by: Mark Guinan

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ENI Open Educational Sessions

On Friday, May 31, 2019, Skye Tolendini with ENI will be on campus offering two educational sessions. The sessions will be held in Nevins Theater as follows, and are open to all faculty and staff:

Self-Management: Making the Most of Your Time. Topics discussed in this session include: dispelling the myth about time management, identifying your personal 'time wasters', how to create S.M.A.R.T

goals, tools for organizing, prioritizing, analyzing and managing your time. The session objective is to learn how to improve your self-management skills at work and home to make better use of this precious commodity we call Time. This session will take place from 1:00-1:45 in Nevins Theater, Powell Campus Center.

Improving Communication: How to Make Yourself Understood. Topics discussed include the Communication System, identifying personal communication filters, non-verbal communication, overcoming barriers to effective communication, The Art of Listening. The session objective is to learn the secrets you need to be a powerful, confident communicator when it matters most to you and your career. This session will take place from 2:00-2:45 in Nevins Theater, Powell Campus Center.

Submitted by: Mark Guinan

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*****OFFICES CLOSED*****

The following offices will be holding an in-service training day on Friday, May 31 and will be closed for transactions between 9:30 am - 3:30 pm: Business Office, Human Resources/Payroll, Procurement, Sponsored Research Administration, Bursar's Office, Mailroom.

Submitted by: Trina Cook

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Record Memorial Day as Holiday on Time Sheet

Please remember to record Memorial Day, Monday, May 27 as Holiday Hours on your time sheet. If you are a 70 Hour per Pay Employee, please record 7 hours Holiday. If you are an 80 Hour per Pay Employee, please record 8 hours Holiday. Check out our Payroll web page for Helpful Hints in filling out your time sheet.

*Please note: If you are an Essential employee and worked on Monday, please record your Worked hours plus Holiday hours.

Link: [Payroll Helpful Hints](#)

Submitted by: Jessica Clinger

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HIPAA Regulations

Do you know what HIPAA stands for? Do you know what HIPAA protects?

HIPAA is the acronym for the Health Insurance Portability and Accountability Act that was passed by Congress in 1996. HIPAA requires the protection and confidential handling of protected health information.

The HIPAA Privacy regulations require health care providers and organizations, as well as their business associates, to develop and follow procedures that ensure the confidentiality and security of protected health information (PHI) when it is transferred, received, handled, or shared. This applies to all forms of PHI, including paper, oral, and electronic, etc. Furthermore, only the minimum health information necessary to conduct business is to be used or shared.

As a Supervisor if you become aware that your employee needs time away from work due to a medical condition for themselves or their family members, the employee does not have to disclose what that medical condition is to you. You should refer them to Kayleigh Misner, in Human Resources, for proper handling of Family Medical Leave Act, Short Term Disability, and/or Paid Family Leave.

If the employee shares that they are needing time off for surgery to you, as their Supervisor, under the HIPAA laws you have no right to share that with anyone else, besides Human Resources. That is a breach of HIPAA confidentiality and can be punishable by law. If it is in email form, you should not forward the email on to anyone else, including your boss, only Human Resources should receive this email.

You cannot discuss with your other employees that the employee will be off for surgery, unless the employee explicitly tells you that you may discuss it with the team. Of course, if the employee wishes to discuss his/her own medical information with others, that is not an employer violation.

Link: [HIPAA Notice](#)

Submitted by: Kayleigh Misner

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Years of Service Recognition

The Employee Recognition Committee would like to announce Years of Service dates for the month of May 2019. 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:

May 15- Kaijie Ning- Research Scientist- Inamori School of Engineering

May 29- Logan Gee- APEX Advisor- Career Development Center

Celebrating 5 Years of Service:

May 21- David Bailey- Multi-Trades- Maintenance

Link: [Employee Recognition Website](#)

Submitted by: Kayleigh Misner

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HR Tip of the Month

Did you know that if you need to be off for more than three days due to your own personal illness or a family member's illness that leave will need to be reported to the Human Resources office? Even if you have enough sick/family sick time to cover the leave, it still must be reported. Any leaves that are foreseeable need to be reported to the HR Office 30 days before leave. Anything that may come up that was not foreseeable, needs to be reported immediately to Human Resources.

Your leave could qualify as Family Medical Leave (FMLA), Short Term Disability, and/or the New York

State Paid Family Leave (PFL). To determine which leave you qualify for and how much time you have in your banks, contact Kayleigh Misner in the Human Resources office to discuss your options.

Finding the right forms are easy, please visit the updated HR website <https://my.alfred.edu/hr/...> to view any forms that may be necessary for your leaves. There is also general information on the website that relates to the leaves and gives you an outline of what they can be used for.

Submitted by: Kayleigh Misner

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New System for the AU Libraries

The AU Libraries are pleased to announce an upcoming systems migration in early July that will improve services to the campus. A new library services platform, called Alma, manages all of the libraries' back-office functions, including circulation, the acquisition and cataloging of print and electronic resources, and resource sharing within SUNY.

The library staff have been working over the last year to prepare for this transition. While we expect disruptions to be minimal, we appreciate your patience and understanding as we make this upgrade.

Library patrons will have access to an improved public search interface called Primo which has several new features:

- * Mobile-friendly design
- * An integrated search of physical and print materials at both Scholes and Herrick (videos, articles, books, databases, etc.)
- * The ability to save favorite searches or articles as well as manage personal accounts for renewals and other circulation functions
- * The ability to search across the collections of all SUNY Libraries (and beyond) with links to request materials for inter-library loan

If you have any questions, please feel free to ask any of the librarians: <https://libguides.alfred...>

Link: [Librarian Contact](#)

Submitted by: Laurie Lounsberry McFadden

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AHA First Aid, CPR and AED Class

Environmental Health and Safety is offering an American Heart Association Heartsaver class covering basic First Aid, as well as CPR and AED for adult, children and infants on Wednesday, June 5, 2019 at Howell Hall-2nd floor, from 8:30 am - 4:00 pm. The cost of the class is \$17.50 per person (cash or personal check made payable to Jones Memorial). There will be a lunch break in between sessions, feel free to brown bag it. The class size is limited to six, and there are only four slots remaining. Call EHS at x2190 / 2196 or email envhealthsafety@alfred.edu to sign-up for the class.

Submitted by: Dean Perry

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Need Lodging during the MostArts Festival?

Do you know someone looking for a place to stay during the MostArts Festival. Consider the MostArts

B & B at the historic Brick. Single or double rooms available- package includes festival tickets, gourmet breakfast, access to campus activities and more: <https://www.alfred.edu/mo...>

Link: <https://www.alfred.edu/mostarts/b-and-b-at-the-brick.cfm>

Submitted by: Lisa Lantz

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MostArts Tickets and Workshops are On Sale Now!

The Magic Returns July 7-13

Tickets for the 2019 MostArts Festival are on Sale! Visit our new website for more information about soloists, workshops, and more: www.alfred.edu/MostArts

Link: <http://www.alfred.edu/MostArts>

Submitted by: Lisa Lantz

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Summer Pool Hours

The pool will be open for lap swimming:

Wednesday - Friday 6/5 - 6/7 and Wednesday - Friday 6/12- 6/14

from 11:00 am - 1:00 pm and 3:30 -5:30 pm

We will open Monday - Friday (same hours) starting June 17.

Submitted by: Brian Striker

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McLane Gymnasium

The McLane Gymnasium will be closed from Thursday, May 30 - Thursday, June 6 for floor resurfacing.

Submitted by: Adam DuPree

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Alfred Box of Books Library House Tour

"The Alfred Box of Books Library is hosting the first-ever House Tour on Friday, June 7, from 3:00 pm - 7:00 pm.

Tickets are on sale NOW at the Box of Books, and a list of sites on the tour and other information is also available at the library. The tour is self guided, and begins with refreshments and special displays at the Box of Books Library. "

Submitted by: Jen Guarasci

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