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TODAY

TOMORROW

THURSDAY

Time to order Cap & Gown for May Graduation

May graduates - It's time to order your cap & gown!

You must wear official academic regalia to graduation which includes cap, gown, tassel, and hood. You must place your order by Thursday, March 26. Pricing- Bachelor complete unit including tax \$73.11, Master complete unit \$79.38. Orders can be placed at the AU Bookstore. Payment is required at the time of ordering.

Submitted by: Marcy Bradley

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Reminder: Time Sheets Due Monday - March 23rd by Noon

Please Complete and Submit your timesheet after your last day of work this week. This Saturday, March 21st, is the last day of the pay period for the April 3rd Pay Day.

Time Sheets are due by Noon on Monday, March 23rd for Pay Period 7.

Pay Period 7 dates include: 3/8/20-3/21/20 for Pay Day 4/3/20.

If you have not started your Time Sheet yet, please be sure to start and submit electronically before Noon on Monday.

Please refer to the link below for help filling out your time sheet.

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

Submitted by: Jessica Clinger

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Summer Employment Opportunities

Looking for something fun and rewarding to do over the summer? We are currently accepting applications for camp counselors and summer work crew positions. Browse summer job openings on Handshake now and join our team this summer!

DEADLINE: extended until March 27th

Don't miss out on this great opportunity...Apply today!

If interested or have any questions, feel free to email summerpro@alfred.edu

Submitted by: Summer Programs

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Open Position - Research Account Specialist

Please see the link below for more information on the open Research Account Specialist position.

Link: [Research Account Specialist Position](#)

Submitted by: Mercedes D'Amato

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Communication Tools

These tools combine instant messaging, video conferencing, calling, and document collaboration into a single, integrated app - and enables exciting new ways of working.

Communication tools built for businesses to connect anywhere, anytime.

MS Teams

Skype for Business Mac

Skype for Business Windows

Link: [Communication Tools](#)

Submitted by: Judy Linza

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Travel Expense Reimbursement Policy (COVID-19)

University-sponsored domestic and international travel is prohibited through May 1 for Alfred University faculty, staff, and students. Alfred University-hosted co-curricular events (such as on-campus dinners, lectures, conferences, and speeches) are canceled until April 1.

Please see the Business Office Travel Expense Reimbursement policy in light of the COVID-19 outbreak.

Please check back often as the situation continues to evolve.

Attachment: [Travel Expense Reimbursement Policy \(COVID-19\)](#)

Submitted by: Amanda Azzi

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TIAA Consultant Update

Given the speed and scale of the coronavirus, TIAA has decided to have the Financial Consulting and Individual Advisory Services Teams discontinue all in-person meetings starting on Monday, March 16. Plan participants will have the option to hold meetings by phone or virtually (if technology capabilities are available). This policy will remain in effect until further notice.

Submitted by: Kim Wyant

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Rental Textbook Information- from AU Bookstore

We WANT you to use your textbooks until the end of the semester. You will receive (3) email reminders (the email address you used when ordering/purchasing your books) that you MUST return your rentals at the END of THIS SEMESTER (May 11, 2020). Within the first email, you will be offered a FREE return shipping label to ship them back to the bookstore.

Questions: sm549@bncollege.com

Link: alfred.bncollege.com

Submitted by: Marcy Bradley

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Cap & Gown Ordering UPDATE for May Grads

Attention all May graduates: there is currently a hold on cap & gown ordering. There is NOT a deadline at this time. The Alfred University Bookstore will continue to communicate our new process when it becomes available. Please continue to check AU Today for graduation communications.

Submitted by: Jodi Bailey

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Procurement Office - Working Remotely

Until further notice, the Procurement Team will be working from our remote offices. We will be available via email and Skype during office hours.

Requisitions can be emailed to procurement@alfred.edu. Please make sure that you have all appropriate approvals for the FOAPs listed on the requisition when you send them in for processing.

If you have any concerns or further questions, please reach out to Melissa Badeau, the Director of Procurement at badeau@alfred.edu.

Thank you for your understanding.

Attachment: [Fillable Requisition Form](#)

Submitted by: Melissa Badeau

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PCC Mailroom - Hours Changing, Revised 3/23/20

Until further notice, the open hours at the Powell Campus Center Mailroom for pick up or drop off of packages will be limited to Monday - Friday from 11AM - 1PM. Both FedEx and UPS pick up and drop off will still occur during this time. Pick up of mail is limited to students residing on campus and those functions deemed 'essential'. That is, the mailroom is not open for general business activities.

Please call x2666 if you have any questions.
Thank you.

Submitted by: Melissa Badeau

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