

In This Issue

Webmail users [click here](#)

Official News
<ul style="list-style-type: none"> Changes to COVID-19 Pay Code
General Announcements
<ul style="list-style-type: none"> Advisement and Registration Fall Semester 2020 Alfred University announces Marlin Miller Outstanding Seniors for 2020 How to ensure that supplier/contractor invoices are received and processed COVID-19 Related Orders and Expense Tracking Taxable Gifts and Awards Form Procurement Office - We're still here to help! Support Alfred Village Businesses Years of Service Recognition CAS: Remote tutoring, Writing Center, & Disability Services Update Admissions Office Opportunities for Prospective Students & Parents Virtual Center for Student Involvement Win It Wednesday Professional Non-Exempt and Non-Exempt (Hourly Paid) Employees Working on a paper, project or thesis?

What's Happening?	More Events...	
TODAY	TOMORROW	THURSDAY
3:00 Jukebox Musical Workshop Town Hall Tuesdays	3:00 Jukebox Musical Workshop	

Changes to COVID-19 Pay Code
<p>**Change Effective 4/12/2020**</p> <p>This communication is to notify everyone of a change in reporting of time under the COVID19 code. Effective Sunday, April 12 and for all days thereafter, any hours that an individual is scheduled to work but has not worked in a week will require the use of vacation time, personal day or floating holiday, to the extent they are available.</p> <p>This is a change from the guidance that has been in place for the last three weeks, up to and including April 11, when such time that was scheduled but not actually worked had been coded as COVID19.</p> <p>The COVID19 pay code is only to be used to account for time that cannot be worked due to a quarantine ordered by a State Health Agency, and only individuals directly notified by Human Resources will be able to input time using that code. Please feel free to contact the Human Resources Department with any questions regarding this change.</p> <p>Submitted by: Kayleigh Jones</p>

[back to top](#)

Advisement and Registration Fall Semester 2020

To: Undergraduate students

The class schedule for Fall Semester 2020 can now be viewed on BannerWeb.

The advisement period for Fall registration begins Monday April 13.

Registration begins at 8:00 am on April 20 (available each day from 8:00 am to midnight).

The day on which you first gain access to Fall Semester registration depends on your class standing for registration purposes, which is determined by your total earned hours to date plus the number of credit hours "in progress" (which means AU credit hours being taken in Spring Semester).

Registration Dates for Fall Semester 2020:

(*NOTE: Class Standing for registration purposes includes earned hours and in-progress hours)

Seniors (90+ credits): Begins Monday, April 20

Juniors (60-89 credits): Begins Wednesday, April 22

Sophomores (30-59 credits): Begins Friday, April 24

First Years (0-29 credits): Begins Tuesday, April 28

Link: [Registration Information](#)

Submitted by: Pontus Niklasson

[back to top](#)

Alfred University announces Marlin Miller Outstanding Seniors for 2020

Alfred University students Anastasia "Mulan" Campbell and Amber Smith have been selected to receive the 2020 Marlin Miller Outstanding Senior Award. The pair was chosen from among 14 exceptional nominees for the prestigious award.

Link: [Full Press Release](#)

Submitted by: Mark Whitehouse

[back to top](#)

How to ensure that supplier/contractor invoices are received and processed

Due to the Governor's order, the only people permitted on campus are those deemed as essential personnel. Based on that, we understand that the majority of people are not able to go to campus and retrieve their mail. We ask that anyone expecting invoices from suppliers reach out to those suppliers and ask that they email copies of invoices to businessofc@alfred.edu to ensure that they are processed.

Please contact Amanda Azzi or Melissa Badeau if you have questions or need additional information.

Submitted by: Melissa Badeau

[back to top](#)

COVID-19 Related Orders and Expense Tracking

As a University, it is imperative that we track any expenses directly related to COVID-19. If your department has had specific expenses that are directly related to COVID-19 (that is, these expenses would not have been incurred if it were not for the current situation), please contact Amanda Azzi in the Business Office. If expenses have already been incurred, we will need those items to be specifically identified so that we can move the expense on your behalf. If you anticipate future expenses, we will provide you with the appropriate FOAP for recording COVID-19 related expenses and direct that you work with procurement to ensure we track and account for these expenses appropriately.

Attachment: [Procedure for Ordering Supplies and Delivering to](#)

Attachment: [Requisite Form](#)

Submitted by: Melissa Badeau

[back to top](#)

Taxable Gifts and Awards Form

With the awards season right around the corner, HR wants you to know that for all gifts whether they are non-cash gifts or cash equivalents for students needs to be accounted for using the Taxable Gifts and Awards Form.

This form that is linked below should be completed in its entirety and sent to HR for processing.

Link: [Taxable Gift Form](#)

Submitted by: Kayleigh Jones

[back to top](#)

Procurement Office - We're still here to help!

The Procurement Team is working remotely; however, we are available via email and Skype during regular office hours (8 - 4:30). We are here to help with all of your purchasing needs and have relationships with suppliers that could provide significant savings for your department and the University.

If you do have a quotation and need an order placed, requisitions can be emailed to procurement@alfred.edu. Please make sure that you have all signatures required for the FOAP (Fund, Org, Account, Program) listed on the requisition when you submit the form.

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

We look forward to assisting you!

Attachment: [Procurement Presentation](#)

Attachment: [Requisition Form](#)

Submitted by: Melissa Badeau

[back to top](#)

Support Alfred Village Businesses

With fewer people in town, don't forget to patronize our local shops.
The Collegiate is open for take-out 7am - 8pm daily
Terra Cotta is open for take-out 7:30 am - 8 pm daily
Duke's Main St Pizza is open for take-out & delivery 11 am - 8 pm daily
Little Sicily Pizza's temporary hours are 11 am - 2 pm Mon-Wed; 11 am - 7 pm Thurs & Fri; 4 - 8 pm Sat & Sun
Alfred Pharmacy is open 9 am - 5 pm Mon-Fri
Uncle Alfred's Sub Shop is open. Contact Ellen Odell after 11 am at 607-587-9070
The Rogue Carrot is open 10 am - 6 pm. Weekends Noon - 5 pm. 607-587-8840
Tinkertown Hardware is open 7 am - 5 pm Mon-Fri and 9 am - 5 pm Sat. They are currently selling paper products, water, gloves and disinfectant cleaners.

Submitted by: Jodi Bailey

[back to top](#)

Years of Service Recognition

The Employee Recognition Committee would like to announce Years of Service dates for the month of April 2020. 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:

April 21- Shannon Brown- HEOP Counselor- Opportunity Programs
April 22- Michael Bush- Custodian- Maintenance
April 29- Michael Kozlowski- Executive Director- Marketing & Communications

Celebrating 5 Years of Service:

April 20- Trevor Pierce- Glass Studio Technician- Sculpture/Dimensional Studies
April 21- Jeffrey Danaher- Director, Major Gifts- University Advancement
April 27- Crystal Henshaw- Administrative Assistant- University Provost

Celebrating 15 Years of Service:

April 25- Shelia Decker- Accounts Payable Clerk- Business Office

Celebrating 20 Years of Service:

April 10- Mary McAllister- Secretary to the Corporation- President's Office

Submitted by: Kayleigh Jones

[back to top](#)

CAS: Remote tutoring, Writing Center, & Disability Services Update

The Center for Academic Success (CAS) will be using Microsoft Teams to provide academic support and disability services for the remainder to the semester. Changes, updates, and access procedures for various services can be viewed on our website.

Link: [The Center for Academic Success Service Updates](#)

Submitted by: Liz Shea

[back to top](#)

Admissions Office Opportunities for Prospective Students & Parents

The admissions office is excited to be offering a number of opportunities for prospective students and families to connect with us virtually in the coming weeks!

Town Hall Tuesdays from 3:00 pm - 4:00 pm - Q & A

Virtual Video Webinars:

April 7-Financial Aid at AU

April 14-Residence Life and Dining Services at AU

April 21-Athletics at AU with Paul Vecchio, Athletic Director

April 28-Career Development at AU

May 5-Academic Support Services at AU

May 12-Financial Aid at AU

May 19-Student Activities, Diversity and Community at AU

May 26-Conversation with President Zupan

Fiat Fridays:

Join us any time between 2:00pm- 4:00 pm each Friday between April 3- May 15 and get your AU questions answered by an Admissions Counselor and current student.

Virtual Accepted Student Day event on Saturday, April 25th from 1:00 pm - 3:00 pm

Thanks in advance to each of you who continue to support our recruitment efforts- we couldn't do it without you! A special thanks to President Zupan for hosting our inaugural event this past Monday with over 100 participants! Be sure to check out our Virtual Visit Page for a current calendar of events, including our Virtual Tour.

Link: [Virtual Visit Page](#)

Submitted by: Janet Lynch

[back to top](#)

Virtual Center for Student Involvement

We are hosting a virtual office space that has the most up to date information on programming and allows for interaction with our staff.

Link: [Get Involved!](#)

Submitted by: Eliza Ordway

[back to top](#)

Win It Wednesday

We are running interactive posts on our Facebook, Instagram and on Padlet every Wednesday! Join in the fun to win a little fun mail from the CSI office.

Instagram [@aucenterforstudentinvolvement](#)

Facebook <https://www.facebook.com/...>

Link: [Padlet](#)

Submitted by: Eliza Ordway

[back to top](#)

Professional Non-Exempt and Non-Exempt (Hourly Paid) Employees

We care about the health and well-being of our staff and recognize the need to have time away from work duties. Working beyond the end of the scheduled workday is not expected and Non-exempt employees should not be performing university related work after hours (any time outside of the employee's assigned workday, such as evenings and/or weekends), including but not limited to, initiating or responding to texts, phone calls, or emails. State and Federal law requires that the University maintain accurate and complete records of all time worked and pay employees who are not exempt from premium overtime for all hours worked during the payroll week. It is the responsibility of the supervisor to ensure that work is not performed after hours or off the clock. Any staff who fail to properly record hours or who continue to work outside of the scheduled workday or workweek may be subject to disciplinary action.

Link: [7 Ways to Improve Work-Life Balance When You Work at Home](#)

Submitted by: Kayleigh Jones

[back to top](#)

Working on a paper, project or thesis?

Miss being able to walk into the library and ask a question? We miss it too! As you finish your end of semester assignments, senior project or thesis remember the libraries are still here to help.

Email libraries@alfred.edu with questions on citations, finding resources or for help during any stage of the research process.

Librarians are also available to meet one-on-one or with small groups via Skype or Zoom.

Faculty can still work with Librarians to schedule "class visits" or to consult with students directly.

Link: <https://libguides.alfred.edu/COVID>

Submitted by: Mechele Romanchock

[back to top](#)
