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## What's Happening?

[More Events...](#)

TODAY	TOMORROW	SUNDAY
		<ul style="list-style-type: none"><li>· <a href="#">New International Student Orientation</a></li><li>· <a href="#">Residence Halls open 10:00 am</a></li></ul>

### Electronic W2

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 late-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 Jones

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### **Pet Insurance \*\*New for 2020\*\***

The Benefits Committee is proud to present Pet Insurance to all employees of Alfred University. Pet Insurance is a benefit that will be administered by Nationwide. For any questions, please contact Nationwide.

This is a benefit that you can enroll in anytime throughout the year, please check out the new web page below for more details as it relates to Pet Insurance to find out how to enroll.

Also, check out the FAQ provided by Nationwide, to help answer any initial questions you may have.

This benefit will be available as a payroll deduction from your paycheck for your convenience.

Link: [Pet Insurance Information](#)

Attachment: [FAQ](#)

Submitted by: Kayleigh Jones

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### **Seeking Service Award Nominations**

Please join President Zupan and the Employee Recognition Committee by celebrating our colleagues!

You're invited to attend the 3rd Annual All Employee Recognition Reception. This event will be held on May 12, 2020 from 2-4pm in Ade Dining Hall.

This event will honor years of service, award recipients, and retirees.

We need your help, we need nominations for 3 different service awards. Please check out the website linked below for official rules and details. You have until April 24 to nominate faculty and staff.

Please click the link below to see nomination procedures and the electronic form.

Link: [Nomination Form for Service Awards](#)

Submitted by: Kayleigh Jones

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### **Foreign Language Placement Exam NEW Administration Procedures**

Foreign Language Placement Exam - NEW Administration Procedures

Wednesday, January 22, 2020

Perlman Hall Room 105 Language Lab

Time: 6:00 pm

PREREGISTRATION IS REQUIRED

Online Exams will be given in French, German and Spanish.

Students must PREREGISTER by emailing Dr. Furlong ([ffurlong@alfred.edu](mailto:ffurlong@alfred.edu)) BEFORE 5:30pm on Tuesday, January 21. Entrance to the exam will require a Photo ID. Only students who have preregistered will be admitted to the exam.

Who should (or should not) take a Placement Exam?

- \* Students who have taken more than two years of one of these 3 languages in high school and who intend to take the same language at AU should take the exam in that language.
- \* Students who are bilingual or native speakers of one of these 3 languages (or who have spoken the language at home) should take the exam in that language.
- \* Students who are planning to take French, Spanish or German in college but have NOT studied that language in High School (or spoken it at home) do not need to take an exam. They should start by taking 101 in their chosen language.
- \* Students who wish to demonstrate proficiency in a language OTHER THAN Spanish, French, or German should contact Dr. Nancy Furlong about procedures for taking a Placement Exam through another institution.

Don't forget to bring your AU Student ID Card.

Submitted by: Janet McClain

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### **You Can Use Financial Aid at the AU Bookstore Now**

Students, financial aid is now open and you can use it at the AU Bookstore. IF you are expecting a refund, that means you will have financial aid funds to use to purchase textbooks and supplies for Spring semester. You can also place your order on our website with financial aid! Classes start Tuesday, January 21.

Link: [alfred.bncollege.com](http://alfred.bncollege.com)

Submitted by: Marcy Bradley

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### **25% OFF Fleece at the AU Bookstore**

All fleece is 25% OFF this week at the AU Bookstore. We have hoodies and crewneck sweatshirts in stock. Prefect for this warm or cold weather!

Link: [alfred.bncollege.com](http://alfred.bncollege.com)

Submitted by: Marcy Bradley

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### **Family Medical Leave Act Training**

This is the fifth training in a 9 month series targeted at any AU employee who has supervisory roles in their department. This training can also be especially helpful for any staff who support the supervisors in their department.

This training will encompass: who is eligible for FMLA leave, how long is the leave, intermittent/reduced leave, how employees request FMLA leave, and how employees return to work after leave

Supervisors who may be new in their rolls or need a refresher are encouraged to come. This is also open to any AU employee who would like more knowledge on this topic.

This training will be held on January 6, 2020 from 11:15am-12:00pm and on January 23, 2020 from 11:15am-12:00pm both located in the Kenyon/Allen Room in the PCC. This is the same training both days.

Attachment: [Flyer for Supervisor Training](#)

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 Thursday, January 23, Wednesday, February 19, and Tuesday, March 24 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 at 1.800.732.8353 and remain on the line for assistance; or register at [www.TIAA.org/schedulenow](http://www.TIAA.org/schedulenow).

Submitted by: Kim Wyant

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### **Job Opening-Custodian**

Please see the link below for more information on the open Custodial position.

Link: [Custodian Position](#)

Submitted by: Tamara Green

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### **Job Opening- Public Safety Officer**

Please see the link below for more information on the open Public Safety Officer position

Link: [Public Safety Officer Position](#)

Submitted by: Tamara Green

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### **Job Opening-Director, Lea R. Powell Institute for Children and Families**

Please see the link below for more information on the open Director of the Lea R. Powell Institute for Children and Families position.

Link: [Director, Lea R. Powell Institute for Children and Families Position](#)

Submitted by: Tamara Green

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### **Job Opening-Visiting Assistant Professor in Philosophy**

Please see the link below for more information on the open Visiting Assistant Professor in Philosophy position.

Link: [Visiting Assistant Professor in Philosophy Position](#)

Submitted by: Tamara Green

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### **Blood Drive**

The American Red Cross is in critical need of blood donors of all blood types. Alfred University is hosting a Blood Drive on Tuesday, January 28 from 12:00 pm - 6:30 pm in the Knight Club Powell Campus Center.

Come to give blood and receive a Humankind T-shirt, while supplies last!

To schedule an appointment, visit [RedCrossBlood.org](http://RedCrossBlood.org) and enter: [alfreduniversity](http://alfreduniversity)

Link: <http://www.redcrossblood.org>

Submitted by: Amanda Khodorkovskaya

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### **FAFSA Deadline**

FAFSA deadline is Sunday, March 15

Attachment: [FAFSA](#)

Submitted by: Kate Murphy

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### **Come back to Campus with OurBus!**

Get back to campus easily and affordably with OurBus. Book now while tickets are still available and prices are still low (currently \$25!) The bus will run on Monday, January 20th, just in time for the new semester.

OurBus provides a more convenient way of traveling with access to free water, a free checked bag, and complimentary WiFi and charging on board. Book now with the OurBus app and use ALFRED2020 for \$5 off your purchase!

Link: [OurBus Link](#)

Submitted by: Katelyn Monroe

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