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## What's Happening?

[More Events...](#)

| TODAY   | TOMORROW  | SUNDAY |
|---|---|--------|
| 7:00 <a href="#">Men's Basketball vs. Brockport</a> | 1:00 <a href="#">Women's Basketball at Grove City College</a> |        |

### Timesheets for Payroll #1 (Changed Due Date)

It should be noted that all employees who enter timesheets for the first pay period of 2019, for the dates worked of (12/16/18-12/29/18), you will have until 1/3/19 at midnight to enter your timesheet.

All Supervisors who approve timesheets will have until midnight on 1/4/19 to approve timesheets for Payroll processing.

Thanks for your help in this process!

Submitted by: Kayleigh Misner

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### Univera Insurance Cards

Univera has sent out their mass mailing of the new benefit cards. You should have already received or will receive your new card shortly.

It should be noted that ONLY the primary plan holders name will appear on the cards. Any dependents/spouses names will not be shown on the cards. However, whomever, you had as dependents did roll over from BCBS and they will have coverage on the new insurance. You can call the number on the back of your card for more information.

If you feel there are any discrepancies, please contact Kayleigh, Mark, or Kim.

Attachment: [Benefits Update](#)

Submitted by: Kayleigh Misner

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### Winter Break Athletic Facility Hours of Operation

Below is information regarding athletic facility hours over winter break:

-see attached sheet for Gibbs Fitness Ctr & Joyce Walton Center hours of operation from 12/17-1/21

-Joyce Walton Center will be closed for construction from 12/17-1/2

Attachment: [Winter Break Athletic Facility Hours of Operation](#)

Submitted by: Tony Aquilina

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### New Electronic Submission Form for Service Award Nominations

The Employee Recognition Committee is proud to announce a new electronic nomination form for the 2018-2019 Service Awards. These awards will be presented in May of 2019 at the Annual Employee Recognition Dessert Reception.

The awards include: The Bob Condrate Lifelong Learner Award, Saxon Service Award, and the Cathy Johnson Service Award.

Nominations will be accepted through March 15, 2019. For further information, please visit the website, which better outlines the eligibility.

Link: [Employee Recognition Website](#)

Submitted by: Kayleigh Misner

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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 8, 2019 from 11:15 am - 12:00 pm and on January 23, 2019 from 11:15 am - 12:00 pm both located in the Kenyon/Allen Room in the PCC. This is the same training both days.

Link: [HR Website](#)

Attachment: [Flyer for Supervisor Training](#)

Submitted by: Kayleigh Misner

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### Alfred University Athletics offers personal training lessons

Alfred University Athletics provides nutrition programs, workout programs, coaching programs, private and group personal training sessions, and boot camps. Preston Personal Training customizes each and every program to fit your individual goals, lifestyle, and schedule! David Preston is a Certified Personal Trainer with experience in fat loss, muscle & strength gain, as well as sports performance. If you're serious about your goals, don't wait, schedule your free consultation today! To request more info or set up your free consultation contact David Preston at [www.facebook.com/PrestonP...](https://www.facebook.com/PrestonP...) or email at [PrestonD@alfred.edu](mailto:PrestonD@alfred.edu)

Submitted by: Tony Aquilina

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### Athletic Facility winter break hours of operation

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-see attached sheet for Gibbs Fitness Ctr & Joyce Walton Center hours of operation from 12/17-1/21

Attachment: [Winter Break Athletic Facility Hours of Operation](#)

Submitted by: Tony Aquilina

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### ITS & Procurement Services....We are here to help!

A friendly reminder, per Alfred University Policy, all computer and printer purchases must be approved by ITS. A link to the specific policy is listed below.

To guarantee that you have the best technology possible at your fingertips, we have a Technology Refresh Program available for both desktop and laptop computers (Mac and PC). If you sign up for the Technology Refresh Program, your computer will be replaced every three years with the latest technology. This also helps the University by making sure that out-of-date computers are removed from service.

We require the involvement of the ITS Team on the selection and purchase of this equipment for several reasons:

1. In today's world there is a constant stream of new threats out there trying to impact computer networks. By making sure that only approved devices are linked to our network, we are protecting the University as well as our students, faculty and staff.
2. The ITS team is here to help you with your devices. If you purchase something that is not approved for use, we may not be able to assist if you have problems.
3. By working with ITS, you have access to our extensive knowledge and business contacts that will ensure you are receiving the best price on equipment that will properly fit your specific needs.
4. We have purchasing contracts with Dell and Apple. By purchasing computers through ITS and procurement, we are ensuring that you get the best possible price on approved solutions. In addition, you are adding to the University's buying power when it comes time to re-negotiate contracts.

Please work with Procurement and ITS to ensure that you are getting the absolute best possible product at the absolute best possible price to meet all of your IT needs!

Link: [Alfred University Computer Purchase Policy](#)

Submitted by: Melissa Badeau

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