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## What's Happening?

[More Events...](#)

TODAY	TOMORROW	SATURDAY
	2:00 <a href="#">Fiat Lux!</a> · <a href="#">#SaxonFriday</a>	10:00 <a href="#">Virtual Celebration</a>

## Attention: Timesheets Due Monday, May 18th by Noon

This Saturday, May 16th, is the last day of the pay period for the May 29th Pay Day. Please Complete and Submit your timesheet after your last day of work this week.

Time Sheets are due by Noon on Monday, May 18th for Pay Period 11.

Pay Period 11 dates include: 5/3/20-5/16/2020 for Pay Day 5/29/20.

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

Link: [Entering Hours Worked via BannerWeb](#)

Submitted by: Jessica Clinger

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## Virtual Provost Candidate Visits

Virtual campus visits for our Provost search will take place the week of May 26 - 29. These will include a short presentation followed by Q&A. Zoom invitations, CVs and feedback survey links will be published on Alfred Today prior to each event. You may email questions in advance to Fred Beaudry [beaudry@alfred.edu](mailto:beaudry@alfred.edu) or Mark Lewis [lewism@alfred.edu](mailto:lewism@alfred.edu). Presentation times are 2 - 3 pm on May 26, 28 and 29; and 1 - 2 pm on May 27.

Submitted by: Mark Lewis

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### Cap & Gown Ordering

You can order your cap & gown for December commencement. For commencement, you must wear cap, gown, tassel AND hood. You can purchase as a complete package or individual pieces. It can ship directly to your home. Any questions, please email [bradlemk@alfred.edu](mailto:bradlemk@alfred.edu)

Link: [alfreduniversity.shopoakhalli.com](http://alfreduniversity.shopoakhalli.com)

Submitted by: Marcy Bradley

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### Graduating and Non Returning Students

If you are not returning to Alfred in the fall semester please return your keys and fobs. The address to send them is:

Alfred University  
One Saxon Drive  
Attention-Mailroom  
Alfred NY 14802

Best of luck in your future endeavors!!!

Thank you,  
Deb

Submitted by: Debra Campbell

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### Consider Using Open Educational Resources This Summer or Fall

The experience of having to rapidly adapt your courses may have inspired you to consider the benefits of using course materials which are free, flexible, and available digitally by design. Open educational resources (OER) are openly licensed, which allows for adaptation, revision, and redistribution, among other freedoms. (These freedoms also allow for print copies to be made and sold at-cost to students; this arrangement can be coordinated with our campus bookstore.)

If you are interested in learning more about OER, or exploring what open resources might be available for your classes, please email [dannick@alfred.edu](mailto:dannick@alfred.edu) for more information.

Submitted by: Mechele Romanchock

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## 500 Companies Hiring Students on Handshake Right Now

The Alfred University Career Development Center is mindful of our students who might be facing insecurities as a result of sudden job loss. We are here for you during these difficult and uncertain times.

Lots of companies are hiring now! Click on the link below to see 500 companies, which are hiring students right now!

Login to Handshake with your Alfred University email address and password to follow employers, apply for positions, schedule a virtual appointment, attend a virtual event, access online resources, learn from your peers, and so much more!

Link: [Handshake - 500 Companies Hiring Now](#)

Submitted by: Amanda Baker

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## Telemedicine with Univera

For any employee with active Univera coverage you can take advantage of Telemedicine at no cost to you as the subscriber.

Please see the attached flyer for how to sign up for Telemedicine so you can still visit the doctor without having to actually visit the office.

Attachment: [Telemed Flyer](#)

Submitted by: Kayleigh Jones

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## HR Tip of the Month

Are you an employee who has a medical flexible spending account with the University? There have been some changes to eligible expenses with Flex Spending plans.

The CARES Act passed on March 27, 2020 allows OTC Drugs and Medicines to be purchased from health accounts without a prescription.

What to know:

OTC Drugs and Medicines purchased on 1/1/2020 or later are eligible for reimbursement from FSAs. View Sample List of Eligible OTC Items in the link below.

Initially, you will need to submit a claim to be reimbursed for these expenses. Claims can be submitted online or through the BRIMobile app.

Within 1-3 months, merchants will begin to update their systems to identify these additional OTC items. Once that has occurred, you will be able to use your Beniversal Prepaid Mastercard for purchases directly.

For directions on how to set up an online account, please visit the AU HR webpage for Flexible Spending <https://my.alfred.edu/hum...>

Link: [OTC Eligible Items](#)

Submitted by: Kayleigh Jones

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## "Dear Alfie" Female Advice Column

"Dear Alfie" is an all female advice column. Questions developed by the female community have been answered by Alfred University Female Leaders. The column supplies readers with advice and lessons. Give it a read, you wont regret it!

Attachment: ["Dear Alfie" Women Advice Column](#)

Submitted by: Jamie Wilcox

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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 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 5 Years of Service:

May 7- Patty Barber- Payroll Associate- HR/Payroll

May 18- Brian Newman- Shipping & Receiving Clerk- Mail Room

Celebrating 15 Years of Service:

May 23- Marty Fuller- Bookkeeper- Business Office

Celebrating 20 Years of Service:

May 22- Janine Mosher- Associate Director- Financial Aid

Celebrating 30 Years of Service:

May 14- Swavek Zdzieszynski- X-Ray Specialist- Inamori School of Engineering

Submitted by: Kayleigh Jones

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