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TODAY

TOMORROW

FRIDAY

- [#SaxonFriday](#)

May Commencement Ceremony

There are deadlines, if you are planning to graduate or attend this year's Commencement Ceremony on Saturday, May 18. Make sure we receive your application prior to April 10th. If you apply after that there are no guarantees you will be on the attending list or your name in the program. WE ENCOURAGE YOU TO SUBMIT YOUR APPLICATION ELECTRONICALLY to registrar@alfred.edu. Be sure to review the Graduation Checklist web page for all the details. Congratulations on all your hard work. See you at the ceremony.

Link: [Graduation Checklist](#)Attachment: [Graduation Application](#)

Submitted by: Tammy Jursza Williams

[back to top](#)**Buy and Sell Board**

Have an item you want to buy or sell. Check out the buy and sell board by using the link below.

Link: [Buy and Sell Board](#)

Submitted by: Judy Linza

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Years of Service Recognition

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

March 11- Sarah Rynearson-Moody- Director- Sponsored Programs

March 20- Jason Halsey- Custodian- Maintenance

March 25- Lisa Weaver- Secretary- Psychology

March 31- John Simmins- Director, Research Promotion Economic Development- CACT

Celebrating 5 Years of Service:

March 2- Eliza Ordway- Secretary- Center for Student Involvement

Celebrating 20 Years of Service:

March 13- Shawn Forshee- Landscape Tech/Team Leader- Maintenance

March 13- Herbert Schmidt- Janitor- Maintenance

Submitted by: Kayleigh Jones

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HR Tip of the Month

Did you know that the IRS has announced updated retirement plan contribution limits for 2020?

403(b) Plan Contribution Limits:

For 2020, the contribution limit for employees into this type of account is rising from \$19,000 in 2019 to \$19,500 in 2020.

For participants who are age 50 and older, the catch-up contribution amount is \$6,500. Meaning that older savers can choose to defer up to \$26,000 of their compensation into their accounts.

How do you open a Supplemental Retirement Account (SRA) with AU?

1. First you have to decide how much money you want to set aside.
2. Secondly you have to decide if you want that money to be a Pre-Tax or Post-Tax deduction.

Pre-tax contribution is the amount of deductions you make from your bi-weekly gross wage into your 403b retirement savings account, BEFORE taxes have been deducted. By making pre-tax contributions, you are lowering your current taxable income.

Post-Tax contribution is the amount of deductions you make from your bi-weekly gross wage into your 403b retirement savings account, AFTER taxes have been deducted. By making post-tax contributions, you do not have to pay tax on withdrawals because you've already paid taxes

3. Third, you contact HR, as detailed below, and we would be happy to help you!

Non-Statutory (Regular AU Employees):

With this type of account we are able to process your contribution as a flat dollar amount, not a percentage. If you wish to open a new account you should fill out the form attached and return to Kim Wyant in Human Resources.

Statutory (NYSCC):

With this type of account we are able to process your contribution as a flat dollar amount, not a percentage. If you wish to open a new account, you should contact, Kayleigh Jones, HR Generalist, to set up an appointment to enroll in either a pre-tax or post-tax SRA account.

Attachment: **Non-Stat SRA form**

Submitted by: Kayleigh Jones

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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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If you need to submit a form to the registrar's office.

Hello Students, Faculty and Staff:

We would like to encourage everyone to submit forms electronically to the registrar's office. Most of our forms are available, fill-able and are able to take an electronic signature. You will find a listing of forms on our Registrar webpage. Contact our office if there is one you need but it is not listed. If your form needs several signatures be sure to email it and make sure to ask to have it forwarded to the next person. Always keep a copy for yourself. We encourage encrypting documents with sensitive information.

Link: **Registrar Webpage**

Submitted by: Tammy Jursza Williams

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Education Abroad is open!

Even though our buildings are closed, Alfred University Education Abroad is open!!!

<https://international.alfred.edu/>

Appointments are still available - we're just conducting them by phone. Please have a computer

available (separate from your phone) during your appointment.

Applications remain online - you can still apply, and we are now accepting applications for Spring 2021! Get started today: <https://international.alfred.edu/>...

We are still monitoring our general e-mail account (studyabroad@alfred.edu) - so send us any questions you have. We look forward to hearing from you!

Pursue your goal to study abroad today!

Link: <https://international.alfred.edu/>

Submitted by: Jeanne Marion

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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

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

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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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ITS Help Desk Social Distancing Procedures

For ITS Assistance please refer to the following options

Email us: helpdesk@alfred.edu

- Our Team is monitoring our ticketing queue during normal office hours

- Your request will be prioritized and handled in the usual manner

Call us: 607-871-2222

- Our Team is able to receive Help Desk calls from our remote locations
- Your request will be prioritized and handled in the usual manner

Onsite appointments will be limited and must meet criteria

- If hands on assistance is needed an appointment to schedule a Technician is required by emailing the Help Desk at helpdesk@alfred.edu

Refer to ITS Resources Available During Coronavirus (COVID-19) <https://my.alfred.edu/inf...>

Link: [ITS Resources](#)

Submitted by: Judy Linza

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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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Student Accounts Office Encourages Direct Deposit

The Student Accounts office is working diligently to ensure all students receive anticipated refund checks at the earliest possible opportunity. We are encouraging all students expecting future account refunds now more than ever to establish direct deposit to ensure your funds are in your hands as soon as possible. Please follow the attached link for further direction on establishing direct deposit if you have not done so already. Please direct any questions to stuacct@alfred.edu.

Link: [Receiving Your Refund; Student Accounts](#)

Submitted by: Cory Bennett

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ITS Resources Available During Coronavirus (COVID-19)

Review this guide for tools to work remotely, how to forward your phone, online faculty support and teaching plans, find out where software for classes and on-campus resources are available, who to ask for help, communication tools and much more.

- Emergency Online Faculty Support
- Emergency Teaching Plans
- Tools Supported by Information Technology Services

- Software Availability
- Other Tools
- Computer Resources
- Phone
- Who to Ask for Help

Link: [ITS Resources](#)

Submitted by: Judy Linza

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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

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