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**Official News/General Announcements**

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**What's Happening?**[More Events...](#)**TODAY**

- [All Final Grades for the Semester due by 10:00 a.m.](#)

**TOMORROW****FRIDAY**

- 2:00 [Fiat Lux!](#)
- [#SaxonFriday](#)

**Furlough FAQ**

Furlough FAQ's:

What is the difference between a furlough and a layoff?

A furlough is a temporary, unpaid, leave of absence caused by a lack of available work. Furloughs are typically for a shorter fixed period and the furloughed person remains an employee and continues many benefits until they are recalled and returned to work.

A layoff occurs when an employee is separated from employment because there is no work available and there is no guarantee that the University will re-employ them later.

How long will the furlough last?

At this time, we do not know how long this emergency will last. The University must have available work for the furloughed employee and must comply with all State and Federal regulations regarding reopening before the furloughed can be recalled.

If I'm furloughed what happens to my benefits?

Alfred University has chosen to continue benefits for all employees who will be affected by the furlough. This means that your benefits will remain in place for the duration that you are out uninterrupted.

How am I going to pay for my benefits?

While you are furloughed, you will be placed on leave without pay but with benefits in Banner. This will allow HR to capture an arrears amount for all benefits that you normally pay. Once you are back to work HR will work with you to collect the back premiums and they will be deducted from your pay over a period of time.

What if I do not want to do that and just want to write the University a check to cover my benefits?

When your deductions process through payroll they are deducted before taxes (pre-tax), lowering your

taxable income for the year and allowing you to pay less income taxes. If you write a check outside of payroll those deductions will be paid after tax and you will not get the pre-tax advantage.

If you still wish to write a check for your benefits while on furlough please contact Kayleigh Jones [misner@alfred.edu](mailto:misner@alfred.edu) or Kim Wyant [wyant@alfred.edu](mailto:wyant@alfred.edu) for guidance.

What happens to my paid time off banks and do I have to use that time before being furloughed?

Alfred University is not allowing employees to use any accrued time in lieu of being furloughed. Your paid time off banks (vacation, personal and floating holiday) will remain in place; however, your banks will stop growing until you return to work.

What is the maximum amount of time that unemployment benefits are available?

Due to the CARES Act unemployment benefits have been extended an additional 13 weeks to be added to the normal 26 weeks (39 total weeks). There is also an additional Federal benefit of \$600/week until 7/31/2020 for anyone who is claiming unemployment due to a COVID-19 shut down. At this time, we do not know if this additional benefit will be extended.

Attachment: [Printable Version](#)

Submitted by: Kayleigh Jones

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## **MUSIC Courses and Lessons available to ALL Students**

Details:

AU Music Department Fall Courses

Take a Course or Study an Instrument or Voice

Private Lessons available to ALL Students from Beginners to Advanced:

Guitar, Piano, Strings, Winds, Brass, Percussion, Voice and the Chinese Guzheng

Courses and Ensembles for credit- No prerequisites

MUSC 110 Music Appreciation

MUSC 120 Fundamentals of Music & Technology

MUSC 200 Music and Gaming

MUSC 225 Music History: Medieval to Mozart

MUSC 130 Beginning Piano

MUSC 132 Beginning Voice Class

MUSC 133 Music of the Guzheng

Ensembles are Free Overload credits

Open to All Students and Community members:

MUSC 271 University Chorus

MUSC 272 Chamber Singers

MUSC 273 Concert Band

MUSC 274 Jazz Ensemble

MUSC 275 Symphony Orchestra

MUSC 279 AU PEP Band

MUSC 279 Chamber Music

NO Auditions, and Instruments are available- Contact Raul Barcenos: [Barcenos@alfred.edu](mailto:Barcenos@alfred.edu)

Lisa Lantz: [Lantz@alfred.edu](mailto:Lantz@alfred.edu)

Submitted by: Lisa Lantz

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## TIAA Consultant & Virtual Counseling Sessions

A TIAA consultant will be conducting virtual retirement counseling sessions on Thursday May 14, Tuesday, May 26, Tuesday, June 16, Tuesday, June 30, Thursday, July 9, and Friday, July 24. 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; and it is at no additional cost as a part of your retirement plan. To register for one of the sessions, 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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## Performance Review Training

This is the ninth 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: how to provide feedback, establish goals and objectives, preparing the evaluation, how to approach the meeting, and why performance reviews matter

Supervisors who may be new in their rolls or need a refresher are encouraged to come.

This training will be held on May 4, 2020 from 11:15am-12:00pm by following this link <https://teams.microsoft.c...>

and on May 21, 2020 from 11:15am-12:00pm by following this link <https://teams.microsoft.c...>

Submitted by: Kayleigh Jones

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## Private Music Lessons Available for the Fall

Attention Students:

Private Lessons are available to you regardless of your major or your level of experience.

Instruments are available. Lesson times will be arranged around your fall schedule between you and your instructor.

MUSC 101-01 Piano Dr. Kurt Galvan  
MUSC 101-02 Jazz Piano Mr. Peter O'Connor

MUSC 102-01 Voice Dr. Elizabeth Blades [new]  
MUSC 102-02 Voice Mrs. Rebecca Weaver  
MUSC 102-03 Voice Mr. Brandon Mellerski [new]

MUSC 103-01 Brass Dr. Raul Barcenos  
MUSC 103-02 Brass Mr. Chris Lynn [new]  
MUSC 104-01 Flute Mrs. Rachel Decker  
MUSC 104-02 Winds/Sax Mr. Matt Amedio

MUSC 105-01 Violin/Viola Dr. Lisa Lantz  
MUSC 105-02 Cello/Bass Mr. Rintaro Wada  
MUSC 107-01 Guitar Dr. Ken Luk

MUSC 106-01 Percussion Mr. Dustin Woodard  
MUSC 108-01 Carillon Dr. Kurt Galvan  
MUSC 133-01 Guzheng Dr. Daisy Wu

Submitted by: Lisa Lantz

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### Completing Forms for the Registrar's Office

Just like with paper forms electronic forms need some form of a signature on them denoting authorization and/or approval to adjust the student's record. Currently most forms are set up to allow digital signatures.

Be sure to open the attached PDF to see examples and to see the active links to take you to additional help and/or emails.

For the signatures to work best:

1. Check the how to video on setting up a digital signature. Once done you just enter a password/pin to sign the next time you do a form.
2. You MUST have Adobe Acrobat Reader or Adobe Acrobat DC downloaded on your computer or a device that it can be downloaded onto. Your phone may not work the best for completing some forms. See ITS Resources Available webpage.
3. The form must be opened in Adobe in order to see the red tag for a signature. If you do not see it, it could be you are looking at a preview of the form in a web browser. Be sure to download the form and open with Adobe.

At this time forms are not capable of using an email address to authenticate a sender. Sending an email saying "I approve" separately from the still leaves required information on the form missing. We do not leave those areas blank with a paper submission so we must complete our electronic forms as well.

We know this is a transition and we will encounter hiccups so in certain circumstances the registrar's office will help to modify a form, but we do not have the staffing to modify every form and track every email. As we know the registrar's office has A LOT of forms.

We kindly ask for everyone to try to get a signature of some sort on the form and we will do our best to help you as well.

ITS Help Desk and the assistant registrar, Tammy JurszaWilliams are available to assist you.

Thank you everyone as we are swimming in a sea of change.

Office of the Registrar  
[registrar@alfred.edu](mailto:registrar@alfred.edu)

Attachment: [Completing Forms for Registrar's Office](#)

Submitted by: Tammy Jursza Williams

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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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