

In This Issue

Webmail users [click here](#)

Official News

- [Electronic Personnel Action Forms \(EPAF\) Training](#)

General Announcements

- [Letterhead with new style guidelines](#)
- [ITS Staff Retreat](#)
- [Updated MyAU to Launch Soon](#)
- [Inamori School of Engineering Summer Poster Session](#)

What's Happening?

[More Events...](#)

TODAY

TOMORROW

SUNDAY

Electronic Personnel Action Forms (EPAF) Training

Do you hire Non-Work Study hourly student workers in your department? If the answer is yes, then I am inviting you to attend training to learn how to use a new electronic form for hiring. This form is only currently being used for Non-Work Study students at this time. In the future we hope to expand to Work Study.

Human Resources is excited to announce that we have been piloting a new electronic form for submission of jobs. This form is called an EPAF (electronic personnel action form) this electronic form will eliminate the current paper form and make things easier and quicker for all involved.

Training Dates:

8/13/19- 10:00-11:00- Kenyon/Allen- Powell Campus Center

8/16/19-11:00-12:00- HR Conference Room- Greene Hall

8/19/19- 1:00-2:00- Kenyon/Allen- Powell Campus Center

8/21/19- 2:00-3:00- Kenyon/Allen- Powell Campus Center

Please plan to attend one of these training's. For the Fall Semester, for any non-work study hourly student that is hired, we will only be accepting the EPAF form, not the paper form.

Link: [EPAF Instructions](#)

Submitted by: Kayleigh Misner

[back to top](#)

Letterhead with new style guidelines

Do you send out letters on printed letterhead? Do you have the format of the new style guide set up so when they are printed they display properly?

Do you send out electronic (emailed) letters? Do you have the template with the new style guidelines?

If not, please contact Jen Guarasci guarascij@alfred.edu.

Submitted by: Jen Guarasci

[back to top](#)

ITS Staff Retreat

On Friday, noon through 3:30, August 2nd, ITS will be on a staff retreat. The Helpdesk (in Herrick Library) will be closed, but we will monitor all major systems for availability.

Fiat Lux!

Submitted by: Gary Roberts

[back to top](#)

Updated MyAU to Launch Soon

We are very excited to announce that an updated web portal, my.alfred.edu (MyAU), will launch over the next couple weeks. You'll find some changes to the design, which were made strategically to make sure this is a sustainable and scalable website.

At the very top you will find Info For and Useful Links which provides easy access to frequently sought-after information. The horizontal navigation and tabbed mega menus provide us the ability for continued growth of the site & information.

Key Features of the new Update:

Search Engine Optimized

Please understand that with such a large site, catering to such a wide audience, not everything can be linked directly from the homepage. We don't want our portal to appear on the "Hoarders" version of website reviews. Good News Though! We have been and continue to work very hard to make sure pages on the site are Search Engine Optimized so that all pages can be brought up quickly by using the Search on MyAU.

More Accessible

You may notice more scrolling is needed to see content vs. the old site, larger font sizes, etc. This is due to current design trends and more importantly Accessibility. We have a responsibility to make sure our websites are able to be easily used by all users who require content to be served in a certain way.

Content Edits Made Easier

The site has also been moved into our new CMS - Cascade Server. Adobe Contribute, our legacy CMS has reached its end of life and end of support for quite a while now. We've worked hard to make sure the site was migrated into our new CMS and content is more easy to edit than ever before. Our CMS requires no software install, can be accessed anywhere, is responsive, and allows users to edit more complex content like Accordions, Checkboards, Faculty Sliders, Related Event Sliders, Related Facility Sliders, etc. with ease.

Responsive Design Continued

MyAU continues to be a mobile-responsive design. Analytics show that the number of users accessing the website on a mobile device keeps going up vs. users accessing the site on a desktop screen.

Our work on the updated site will not stop when it launches!

Submitted by: Judy Linza

[back to top](#)

Inamori School of Engineering Summer Poster Session

The Inamori School of Engineering will be hosting a Summer Poster Session on Monday, August 5, from 10:00 am - 11:30 am in the Commons Area, McMahon Building. We currently have 5 students presenting their poster. All are welcome to attend.

Light refreshments will be served.

Submitted by: Emilie Carney

[back to top](#)