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TODAY	TOMORROW	THURSDAY
3:00 Town Hall Tuesdays	· Final Exams begin (grades due within 48 hours of exam or last class, if no final exam)	

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 or Kim Wyant 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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Fall and Summer Textbook and Supply Orders Due

Reminder: Please submit your Fall AND Summer 2020 textbook orders along with course supply needs. You can email them to bradlemk@alfred.edu or sm549@bncollege.com OR submit them through FacultyEnlight on the bookstore website. FacultyEnlight can also help you with book information and requesting desk copies. Please submit your orders as soon as possible. Thank you!

Link: alfred.bncollege.com

Submitted by: Marcy Bradley

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Career Development Center Services Available NOW

We know that many of you are thinking about internships and jobs-and aren't quite sure what to do now. The vast majority of engagement with employers occurs online already, so it's smart to stay connected.

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

Link: [Handshake](#)

Submitted by: Amanda Baker

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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 Barcenes: Barcenes@alfred.edu
Lisa Lantz: Lantz@alfred.edu

Submitted by: Lisa Lantz

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Online Delivery Training for Faculty Teaching Online this Summer

Online Course Delivery Training is available to all faculty who are planning to teach online during summer school. This training is intended to provide guidance for standard (non-emergency) online course development and best practices.

The following sessions are available:

Monday, May 4, 1:00 pm - 2:00 pm
Tuesday, May 5, 2:00 pm - 3:30 pm

If you are available to participate in one of these sessions, please contact Meghanne Freivald to request the meeting link. If you are unavailable during the scheduled times but would like to participate, additional times can be arranged by appointment.

Submitted by: Meghanne Freivald

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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.

Submitted by: Kim Wyant

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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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"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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