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TODAY

TOMORROW

THURSDAY

Pet Insurance **New for 2020**

The Benefits Committee is proud to present Pet Insurance to all employees of Alfred University. Pet Insurance is a benefit that will be administered by Nationwide. For any questions, please contact Nationwide.

This is a benefit that you can enroll in anytime throughout the year, please check out the new web page below for more details as it relates to Pet Insurance to find out how to enroll.

Also, check out the FAQ provided by Nationwide, to help answer any initial questions you may have.

This benefit will be available as a payroll deduction from your paycheck for your convenience.

Link: [Pet Insurance Information](#)

Attachment: [FAQ](#)

Submitted by: Kayleigh Jones

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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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COVID-19 FAQ & Payroll Reporting

All employees are encouraged to click the link below to read FAQ's regarding COVID-19 and how to code your time on timesheets or leave reports.

This guidance does not apply to student employees.

Please contact Mark Guinan or Kayleigh Jones for any clarification.

Link: [COVID-19 FAQ & Payroll Reporting](#)

Submitted by: Kayleigh Jones

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EPAF Approver Changes Effective 2/28/20

This message is for anyone who originates EPAFs for Non-Work Study students.

Previously, Tamara Green was added for levels 60 & 99 on your routing queue for EPAFs, however, Tamara will be out of the office for an extended period of time. During her absence, anyone who originates EPAFs needs to add Kayleigh Jones (MISNER) in her place.

60-Position Control should be Kayleigh Jones (MISNER) (previously Tamara Green)

70- Human Resources should remain Mark Guinan (GUINAN)

99- Enter Student into Payroll should be Kayleigh Jones (MISNER) (previously Tamara Green)

Any questions, regarding EPAFs should be directed to Kayleigh Jones.

Link: [EPAF Instructions](#)

Submitted by: Kayleigh Jones

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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 of documents with sensitive information.

Link: [Registrar Webpage](#)

Submitted by: Tammy Jursza Williams

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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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FREE ebook Student Access for Remainder of Semester

Students can gain access to free ebooks for the remainder of semester. NOT all textbooks are available, only those that offered an ebook option in the store. Go to bookshelf.vitalsource.com to create an account. You must use your Alfred email account. Any custom textbooks are not available through this source.

Submitted by: Marcy Bradley

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Taxable Gifts and Awards Form

With the awards season right around the corner, HR wants you to know that for all gifts whether they are non-cash gifts or cash equivalents for students needs to be accounted for using the Taxable Gifts and Awards Form.

This form that is linked below should be completed in its entirety and sent to HR for processing.

Link: [Taxable Gift Form](#)

Submitted by: Kayleigh Jones

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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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Travel Expense Reimbursement Policy (COVID-19)

University-sponsored domestic and international travel is prohibited through May 1 for Alfred University faculty, staff, and students. Alfred University-hosted co-curricular events (such as on-campus dinners, lectures, conferences, and speeches) are canceled until April 1.

Please see the Business Office Travel Expense Reimbursement policy in light of the COVID-19 outbreak.

Please check back often as the situation continues to evolve.

Attachment: [Travel Expense Reimbursement Policy \(COVID-19\)](#)

Submitted by: Amanda Azzi

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TIAA Consultant Update

Given the speed and scale of the coronavirus, TIAA has decided to have the Financial Consulting and Individual Advisory Services Teams discontinue all in-person meetings starting on Monday, March 16. Plan participants will have the option to hold meetings by phone or virtually (if technology capabilities are available). This policy will remain in effect until further notice.

Submitted by: Kim Wyant

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AU Libraries Still Here to Assist You

Even though our buildings are closed, the Alfred University Libraries are still here to assist you! The Herrick Library and Scholes Library webpages remain the gateway to millions of articles, ebooks, videos, databases and other resources, most of which are not freely available elsewhere. In addition, we have created a guide for Alfred University Libraries Remote Support that contains the most essential information for connecting with our resources, services, and the people. We'll continue to update the guide through the remainder of the Spring semester.

Link: [Alfred University Libraries Remote Support](#)

Submitted by: Jodi Bailey

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Checking Voicemail/Forwarding Your Phone

Find instructions on how to check your office voicemail from off-campus or temporarily forward your office phone to another number.

Link: [Checking Voicemail/Forwarding Your Office Phone](#)

Submitted by: Jodi Bailey

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Access to the NYTimes.com

Faculty, students, and staff have full access to NYTimes.com, thanks to a subscription supported by the University Libraries.

Go to the link below to activate your "Academic Pass" to NYTimes.com.

This service requires annual registration. If your pass has expired, simply go to the URL below to reactivate the pass.

Link: [Activate NYTimes.com Academic Pass](#)

Submitted by: Ellen Bahr

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Campus Recreation Survey

As part of a my Capstone Project and an ongoing effort to build the Campus Recreation programming, I am surveying our community to determine what is working and what needs attention. Please take a few minutes to fill out this survey. All completed surveys will be entered to win 1 of 5 \$25 Barnes and Noble gift cards.

Link: [Campus Recreation Survey](#)

Submitted by: Eliza Ordway

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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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Open Position - Research Account Specialist

Please see the link below for more information on the open Research Account Specialist position.

Link: [Research Account Specialist Position](#)

Submitted by: Mercedes D'Amato

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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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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 stuaccts@alfred.edu.

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

Submitted by: Cory Bennett

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Career Development Center Services Available

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! Check places like Amazon Distribution Centers, large retailers such as Walmart or Target, large grocery store chains such as Wegmans, and delivery services. Part time, temporary, and remote work can be found on websites like Indeed.com and Handshake.

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](#)

Submitted by: Amanda Baker

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Procurement Office - We're still here to help!

The Procurement Team is working remotely; however, we are available via email and Skype during regular office hours (8 - 4:30). We are here to help with all of your purchasing needs and have relationships with suppliers that could provide significant savings for your department and the University.

If you do have a quotation and need an order placed, requisitions can be emailed to procurement@alfred.edu. Please make sure that you have all signatures required for the FOAP (Fund, Org, Account, Program) listed on the requisition when you submit the form.

If you have any concerns or questions, please reach out to Melissa Badeau, Director of Procurement, at badeau@alfred.edu.

We look forward to assisting you!

Attachment: [Procurement Presentation](#)

Attachment: [Requisition Form](#)

Submitted by: Melissa Badeau

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ATTENTION: At Home Workouts Presented by HFMT Seniors!

As many of us have transitioned to working from home and online distance learning, it is important to stay active! For those who are interested in at-home workouts, the seniors of AU's Health and Fitness Management program have created an Instagram page where we will be providing workout plans with instructional videos that require little to no equipment.

Follow us @sweatlikeasaxon or follow the link and it will take you directly to our Instagram page!

Link: <https://instagram.com/swe...>

For those who do not have Instagram, we will be posting the workouts of the previous week to Alfred Today!

- Health and Fitness Management Seniors

Link: [At Home Workouts Presented by HFMT Seniors!](#)

Submitted by: Benjamin Yonko

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Virtual Background

Missing campus? Use these great photos of Alfred University to spruce up your Zoom meeting background! It's almost like being on campus.

Link: [Get a Virtual Background](#)

Submitted by: Jodi Bailey

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