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TODAY

TOMORROW

FRIDAY

2:00 [Fiat Lux!](#)· [#SaxonFriday](#)**COVID-19 Related Orders and Expense Tracking**

As a University, it is imperative that we track any expenses directly related to COVID-19. If your department has had specific expenses that are directly related to COVID-19 (that is, these expenses would not have been incurred if it were not for the current situation), please contact Amanda Azzi in the Business Office. If expenses have already been incurred, we will need those items to be specifically identified so that we can move the expense on your behalf. If you anticipate future expenses, we will provide you with the appropriate FOAP for recording COVID-19 related expenses and direct that you work with procurement to ensure we track and account for these expenses appropriately.

FYI, general office supply purchases are not considered direct COVID-19 related expenses and therefore are charged directly to the department as usual. Please refer to the attached document explaining the process for working with procurement to place orders for delivery to locations other than campus. All supply orders **MUST** be placed through procurement if being delivered off campus, regardless of the amount. Please reach out to Melissa Badeau in the Procurement Office if you have questions or need assistance with a purchase.

Attachment: [Procedure for Ordering Supplies and Delivering to an Alternate Location During COVID-19](#)

Attachment: [Requisition Form](#)

Submitted by: Melissa Badeau

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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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Enroll in Direct Deposit Today

As we prepare to assess Room and Board credits to eligible students' accounts, we remind you that EFT (Direct Deposit) is the preferred method of refund for AU. Direct Deposit will allow AU to expedite delivery of any funds due. If you do not have direct deposit information on file and are due a refund, a paper check will be mailed to your off-campus address. To obtain the necessary form providing Direct Deposit authorization please visit the link below and then click 'Enroll in Direct Deposit Today'. This form should be faxed or mailed to the Student Service Center before Thursday, April 30, 2020.

Fax: 607-871-2347

Mail: Alfred University, Attn: Student Service Center, 1 Saxon Drive, Alfred, NY 14802

As an added level of security Student Accounts will email all those who provide this form to confirm its legitimacy.

Thank you,
Student Accounts

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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Lost and Found

If you have an item you lost or found, please post it on the Lost and Found Board using the link below.

Link: [Lost and Found Board](#)

Submitted by: Judy Linza

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HR Tip of the Month

Did you know that AU offers an Employee Assistance Program called NexGen EAP? NexGen EAP is your confidential EAP, Work/Life, Wellness, and Health Advocacy benefit provided by AU at no cost to you. You and your eligible family members can trust the NexGen EAP services to address your total wellbeing for accessing counseling services to maximizing work/life balance to assistance navigating

your health plan to providing personalized wellness resources.

Services:

- Counseling Services
- Child/Elder Care Resources
- Legal and Financial Consultations
- Virtual Concierge
- Individualized Wellness Resources
- Health Advocacy

To take advantage of these resources please visit our HR page to learn more about enrolling.
<https://my.alfred.edu/hum...>

Linked Below is information as it relates to COVID-19 from NexGen EAP.

Link: [Coronavirus Info Packet](#)

Submitted by: Kayleigh Jones

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Win It Wednesday

We are running interactive posts on our Facebook, Instagram and on Padlet every Wednesday! Join in the fun to win a little fun mail from the CSI office.

Instagram [@aucenterforstudentinvolvement](#)

Facebook <https://www.facebook.com/...>

Link: [Padlet](#)

Submitted by: Eliza Ordway

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UPDATE: Scheduling departmental mail and package pick up in Powell Mailroom

Effective 4/27/2020 the Powell Campus Center Mailroom will be open Monday, Wednesday, and Thursday from 8AM - 3PM. It will be closed on Tuesdays and Fridays. This is until further notice.

Many departments have made requests to pick up mail. In order to coordinate and minimize the interpersonal contact, we are asking each department that needs to pick up mail to select ONE team member to pick up the mail no more than once a week. The individual chosen should be able to open the mail and scan to other team members as may be necessary and requested by the department supervisor.

To schedule an appointment to pick up mail, please contact Deb Campbell at 607-871-2666 or email campbedk@alfred.edu to secure a day and time (15-minute window) between 8AM and 3PM on Monday, Wednesday, or Thursday. At the first pick-up, a mailbox will be assigned and a key distributed, along with your accumulated mail. Going forward, mail will be retrieved from the mailbox assigned. For packages too large for the mailbox, a note will be placed in the mailbox and the package will be available on the mailroom counter during the scheduled pick up time. The counter will be thoroughly cleaned and disinfected in between each scheduled pick up.

To maximize compliance with social distancing guidelines, we request that individuals always pick up during the same 15-minute window assigned, even when using the mailbox key. This will ensure there are not multiple individuals in the mailroom area at the same time.

Thank you in advance for your assistance in creating a safe way to coordinate mail distribution.

Submitted by: Melissa Badeau

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Counseling Services and Health Services Available to Students

Are you a student of Alfred University in need of counseling?

The Wellness Center provides services to students only. Counseling may still be offered utilizing an online platform for students who are located in New York State, due to licensing restrictions. Exceptions for out of state students may be available if the state you are residing in allows for online counseling across state lines and can be reviewed on a case by case basis. If you would like to receive online counseling services and have not been seen this semester, contact the Wellness Center at 607-871-2400 to schedule a consult by phone. For students who were already seeking services, regardless of the state you reside, please contact your counselor via email for next steps or call the Wellness Center at 607-871-2400.

Health services is also open to students by calling the Wellness Center first at 607-871-2400.

Submitted by: Amanda Khodorkovskaya

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Reminder to Check the Graduation Checklist Page

Be sure to check the Graduation Checklist web page for details on things you need for graduating in May and for attending the December Commencement once things are finalized. Check regularly for any changes.

Link: [Graduation Check List Page](#)

Submitted by: Tammy Jursza Williams

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Virtual Undergraduate Research Forum 2020

Yes, you read it right. The Undergraduate Research Forum is going to happen. This will be a VIRTUAL Undergraduate Research Forum. More information will be coming out. So check you email in the next coming days.

Tuesday May 5, 2020
1:00 pm - 3:00 pm

Deadline to submit abstracts is May 1, 2020.
NO EXCEPTIONS!!

You will still need to submit your abstract using the URF Abstract Submission Form 2020. See attachment below.

If you have any questions please contact Shannon Yocum at yocum@alfred.edu

Attachment: [2020 URF Abstract Submission Form](#)

Submitted by: Shannon Yocum

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