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TODAY

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TOMORROW

SUNDAY

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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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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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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Get Your #AlfredU Campus 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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Daily Ask me Anything Virtual Career Counseling Available

"Ask me Anything" Virtual Career Counseling Sessions from Handshake. AMA sessions will take place every weekday from April 1 - 17, at Noon PST/3pm EST. Amanda Baker, Director of the Alfred

University Career Development Center, will be co-hosting on April 15!

Link: [More information on the Blog](#)

Submitted by: Amanda Baker

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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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Trivia Night

Join the CSI office as we pull out all the stops in this truly one of a kind trivia extravaganza. The winner gets a prize of cool swag from the AU bookstore. We are not playing around, well, OK, maybe we are!

We'll see you this Friday night for a half hour of trivia starting at 6 PM, 6:30 PM, 7 PM, and 7:30 PM.

Link: [zoom link](#)

Submitted by: Eliza Ordway

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Professional Non-Exempt and Non-Exempt (Hourly Paid) Employees

We care about the health and well-being of our staff and recognize the need to have time away from work duties. Working beyond the end of the scheduled workday is not expected and Non-exempt employees should not be performing university related work after hours (any time outside of the

employee's assigned workday, such as evenings and/or weekends), including but not limited to, initiating or responding to texts, phone calls, or emails. State and Federal law requires that the University maintain accurate and complete records of all time worked and pay employees who are not exempt from premium overtime for all hours worked during the payroll week. It is the responsibility of the supervisor to ensure that work is not performed after hours or off the clock. Any staff who fail to properly record hours or who continue to work outside of the scheduled workday or workweek may be subject to disciplinary action.

Link: [7 Ways to Improve Work-Life Balance When You Work at Home](#)

Submitted by: Kayleigh Jones

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