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TODAY

TOMORROW

WEDNESDAY

May Commencement Ceremony

There are deadlines, if you are planning to graduate or attend this year's Commencement Ceremony on Saturday, May 18. Make sure we receive your application prior to April 10th. If you apply after that there are no guarantees you will be on the attending list or your name in the program. WE ENCOURAGE YOU TO SUBMIT YOUR APPLICATION ELECTRONICALLY to registrar@alfred.edu. Be sure to review the Graduation Checklist web page for all the details. Congratulations on all your hard work. See you at the ceremony.

Link: [Graduation Checklist](#)Attachment: [Graduation Application](#)

Submitted by: Tammy Jursza Williams

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Time to order Cap & Gown for May Graduation

May graduates - It's time to order your cap & gown!

You must wear official academic regalia to graduation which includes cap, gown, tassel, and hood. You must place your order by Thursday, March 26. Pricing- Bachelor complete unit including tax \$73.11, Master complete unit \$79.38. Orders can be placed at the AU Bookstore. Payment is required at the time of ordering.

Submitted by: Marcy Bradley

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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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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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Attn Supervisors: Timesheet Approvals Due Tuesday, March 24th by Noon

Please log into Banner to review and approve pending timesheets before Noon on Tuesday, March 24th for Pay Period 7. After 12pm, the approval window will be closed and you will no longer have access to approve timesheets.

Pay Period 7: 3/8/20 - 3/21/20

Pay Date: 4/3/20

Please encourage your employees to finalize and submit their timesheet after their last day of work this week. Employee Timesheets are Due electronically for approval before Noon on Monday, March 23rd.

Link: [Approving Timesheets of Hourly via BannerWeb](#)

Submitted by: Jessica Clinger

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Job Opening-Director of Summer Programs & Family Engagement

Please see the link below for more information on the open Director of Summer Programs & Family Engagement position.

Link: [Director of Summer Programs & Family Engagement](#)

Submitted by: Tamara Green

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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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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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Rental Textbook Information- from AU Bookstore

We WANT you to use your textbooks until the end of the semester. You will receive (3) email reminders (the email address you used when ordering/purchasing your books) that you MUST return your rentals at the END of THIS SEMESTER (May 11, 2020). Within the first email, you will be offered a FREE return shipping label to ship them back to the bookstore.

Questions: sm549@bncollege.com

Link: alfred.bncollege.com

Submitted by: Marcy Bradley

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Alumni Hall is Closed

Alumni Hall, including the Offices of Admissions and Financial Aid, are closed to all visitors and guests. You may contact our offices by phone or email.

Admissions 607-871-2115 or 800-541-9229

Financial Aid 607-871-2159

Office hours 8:30 am - 4:30 pm Mon-Friday

Submitted by: Jodi Bailey

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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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Education Abroad is open!

Even though our buildings are closed, Alfred University Education Abroad is open!!!

<https://international.alf...>

Appointments are still available - we're just conducting them by phone. Please have a computer available (separate from your phone) during your appointment.

Applications remain online - you can still apply, and we are now accepting applications for Spring 2021! Get started today: <https://international.alf...>

We are still monitoring our general e-mail account (studyabroad@alfred.edu) - so send us any questions you have. We look forward to hearing from you!

Pursue your goal to study abroad today!

Link: <https://international.alfred.edu/>

Submitted by: Jeanne Marion

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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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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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Powell Campus Center Mailroom Open Hours Changing

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 - 2PM. Please call x2666 if you have any questions.
Thank you.

Submitted by: Melissa Badeau

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Procurement Office - Working Remotely

Until further notice, the Procurement Team will be working from our remote offices. We will be available via email and Skype during office hours.

Requisitions can be emailed to procurement@alfred.edu. Please make sure that you have all appropriate approvals for the FOAPs listed on the requisition when you send them in for processing.

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

Thank you for your understanding.

Attachment: [Fillable Requisition Form](#)

Submitted by: Melissa Badeau

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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

In-person appointments will be limited and must meet criteria

- If hands on assistance is needed an appointment to meet with a Technician is required
- This can be accomplished through the communication methods above

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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