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What's Happening?

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TODAY	TOMORROW	WEDNESDAY
<ul style="list-style-type: none"> · Spring Semester ends after last Final Exam 	3:00 Town Hall Tuesdays	<ul style="list-style-type: none"> · All Final Grades for the Semester due by 10:00 a.m.

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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Flute Lessons!

Flute lessons are available for all ages and abilities. If you are interested, please register for MUSC 104 01 or MUSC 304 01 Private Lessons-Flute and/or contact Mrs. Decker deckerr@alfred.edu

Flute Choir also will be available if there is enough interest.

Submitted by: Rachel Decker

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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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Admissions Office Opportunities for Prospective Students & Parents

The admissions office is excited to be offering a number of opportunities for prospective students and families to connect with us virtually in the coming weeks!

Town Hall Tuesdays from 3:00 pm - 4:00 pm - Q & A

Virtual Video Webinars:

May 12-Student Activities, Diversity and Community at AU

May 19- Financial Aid at AU

May 26-Zooming with Zupan (details to follow)

Fiat Fridays:

Join us any time between 2:00 pm- 4:00 pm each Friday between April 3- May 15 and get your AU questions answered by an Admissions Counselor and current student.

Thanks in advance to each of you who continue to support our recruitment efforts - we couldn't do it without you! Be sure to check out our Virtual Visit Page for a current calendar of events, including our Virtual Tour.

Link: [Virtual Visit Page](#)

Submitted by: Janet Lynch

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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 Barcenos: Barcenos@alfred.edu

Lisa Lantz: Lantz@alfred.edu

Submitted by: Lisa Lantz

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Online Delivery Training for Faculty

Online Course Delivery Training is available to all faculty, especially those 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:

Friday, May 8, 10:30 am - 12:00 pm
Monday, May May 11, 10:30 am - 12:00 pm
Tuesday, May 12, 1:00 pm - 2:30 pm
Friday, May 15, 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. All faculty are welcome to participate. 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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Graduating and Non Returning Students

If you are not returning to Alfred in the fall semester please return your keys and fobs. The address to send them is:

Alfred University
One Saxon Drive
Attention-Mailroom
Alfred NY 14802

Best of luck in your future endeavors!!!

Thank you,
Deb

Submitted by: Debra Campbell

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Completing Forms for the Registrar's Office

Just like with paper forms electronic forms need some form of a signature on them denoting authorization and/or approval to adjust the student's record. Currently most forms are set up to allow digital signatures.

Be sure to open the attached PDF to see examples and to see the active links to take you to additional help and/or emails.

For the signatures to work best:

1. Check the how to video on setting up a digital signature. Once done you just enter a password/pin to sign the next time you do a form.
2. You MUST have Adobe Acrobat Reader or Adobe Acrobat DC downloaded on your computer or a device that it can be downloaded onto. Your phone may not work the best for completing some forms. See ITS Resources Available webpage.
3. The form must be opened in Adobe in order to see the red tag for a signature. If you do not see it, it could be you are looking at a preview of the form in a web browser. Be sure to download the form and open with Adobe.

At this time forms are not capable of using an email address to authenticate a sender. Sending an email saying "I approve" separately from the still leaves required information on the form missing. We do not leave those areas blank with a paper submission so we must complete our electronic forms as well.

We know this is a transition and we will encounter hiccups so in certain circumstances the registrar's office will help to modify a form, but we do not have the staffing to modify every form and track every email. As we know the registrar's office has A LOT of forms.

We kindly ask for everyone to try to get a signature of some sort on the form and we will do our best to help you as well.

ITS Help Desk and the assistant registrar, Tammy JurszaWilliams are available to assist you.

Thank you everyone as we are swimming in a sea of change.

Office of the Registrar
registrar@alfred.edu

Attachment: [Completing Forms for Registrar's Office](#)

Submitted by: Tammy Jursza Williams

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Missing the free coffee and cookies in the Libraries?

Alfred University Libraries has a long tradition of sponsoring a variety of activities to help relieve finals stress.

In years past the library staff have provided coloring pages and puzzles, a Lego table, massage night and therapy dogs for students to de-stress during finals week.

Many of us will also miss the free cookies and hot drinks!

Although we're apart, we can still enjoy some free, virtual finals week study breaks together. Please enjoy some of these virtual de-stressing activities this year, and don't forget to take some time away from a screen...

Don't forget you can reach us anytime at: libraries@alfred.edu for assistance just like when you could walk up to the desk and ask us a question. Good luck on finals!

Link: <https://libguides.alfred.edu/COVID/stressbusting>

Submitted by: Mechele Romanchock

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Order Cap & Gown for December Commencement

You can order your cap & gown for December commencement. For commencement, you must wear cap, gown, tassel AND hood. You can purchase as a complete package or individual pieces. It can ship directly to your home. Any questions, please email bradlemk@alfred.edu

Link: alfreduniversity.shopoakhalli.com

Submitted by: Marcy Bradley

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Return your Rented Textbooks to AU Bookstore

Now is the time to RETURN your RENTED TEXTBOOKS to the AU Bookstore.

There is an ADJUSTED timeline for textbook rental returns:

5/6/20- You should have received the 2nd automated email reminder FROM BNCOLLEGE.COM to return textbooks. Within that email there is a FREE Shipping Label to return your textbooks to the AU Bookstore. Follow the steps to print the label and ship the books. This reminder is sent to the email YOU gave us when renting your books. (Check your clutter box as well)

5/26/20- 3rd email reminder to return your textbooks.

You must have your rentals back to the bookstore by JUNE 15, 2020.

Link: alfred.bncollege.com

Submitted by: Marcy Bradley

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What to do with your Library materials...

Due to current social distancing practices there is no rush to return Library materials at this time.

Due dates for materials (including InterLibrary loan) have been extended to Monday, August 24th and may be extended again, if needed.

Graduating Students:

Please contact the libraries to verify that your account is clear. If you currently have library materials from Herrick or Scholes (or Interlibrary Loan) please email us at libraries@alfred.edu to discuss arrangements for when and how to return materials safely.

Link: <https://libguides.alfred.edu/COVID>

Submitted by: Mechele Romanchock

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Alfred University Zoom Accounts

All University campus community members have access to a Basic Zoom license, which will serve the majority of videoconferencing needs.

To facilitate teaching and learning, all Alfred University teaching faculty can utilize a Zoom Educational license which allows them to host longer video conferences with an expanded number of attendees.

Divisions may also purchase Educational licenses for non-teaching employees at a discounted price of \$50/year from ITS. If have questions, please contact the ITS Helpdesk at 607.871.2222 or helpdesk@alfred.edu

Submitted by: Gary Roberts

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