

In This Issue

Webmail users [click here](#)

General Announcements

- [New email and login features for students!](#)
- [Winter Break Athletic Facility Hours of Operation](#)
- [AU Support Staff Retreat- January 10, 2019](#)
- [TIAA Consultant on Campus](#)
- [Local Alumni Invitational Exhibition](#)
- [Athletic Facility winter break hours of operation](#)
- [Family Medical Leave Act Training](#)
- [ITS & Procurement Services....We are here to help!](#)
- [HR Tip of the Month](#)
- [Alfred University Athletics offers personal training lessons](#)

What's Happening?

[More Events...](#)

TODAY	TOMORROW	WEDNESDAY
	5:30 Women's Basketball at Houghton College 7:30 Men's Basketball at Houghton College	

New email and login features for students!

In the Spring 2019 semester, ITS is implementing upgrades to add additional security and convenience to our email and login system.

Like all colleges and Universities, Alfred University has encountered a large increase in sophisticated email phishing scams. Starting in January, ITS will begin implementing multifactor authentication for all students. This additional security layer will help prevent student accounts from being exploited if they are accidentally tricked into providing usernames and passwords to off-campus scammers. After a brief registration process (and potentially a short mobile phone installation), students may occasionally receive a prompt to verify their email login. These few additional steps will provide a much needed shield against phishing scammers. If you have questions, you can contact the ITS Helpdesk.

Helpdesk@alfred.edu

And...Have you ever forgotten your email password? And you couldn't call the ITS Helpdesk to reset your password because it was after business hours? Starting Spring semester, all Alfred University campus community members will have the ability to reset their password without having to contact the ITS Helpdesk. In order to use this procedure, users will need to opt in and provide a phone number or an alternate email address.

Setup Link: <https://aka.ms/ssprsetup>

Reset Link: <https://aka.ms/sspr>

Submitted by: Gary Roberts

[back to top](#)

Winter Break Athletic Facility Hours of Operation

Below is information regarding athletic facility hours over winter break:

-see attached sheet for Gibbs Fitness Ctr & Joyce Walton Center hours of operation from 12/17-1/21

-Joyce Walton Center will be closed for construction from 12/17-1/2

Attachment: [Winter Break Athletic Facility Hours of Operation](#)

Submitted by: Tony Aquilina

[back to top](#)

AU Support Staff Retreat- January 10, 2019

Please join us for our 5th Annual AU Support Staff Retreat!! All Support Staff are welcome to attend! For King Alfred's Knights & the Roundtable we will have the following speakers: Kathy Woughter, Trina Cook, Colleen Grillo, Dave Snyder and Jodie Howe.

Amanda Khodorkovskaya will give a talk on "Self Care for Overall Well-being, Eliza Ordway with AU Connect and Kayleigh Misner will wrap it up with Employee Benefits- Little known great employee benefits- AU Perks!

SAVE THE DATE!!

AU Support Staff Retreat

January 10, 2019

8:30 am - 12:00 pm

Knight Club Powell Campus Center

Attachment: [AU Support Staff Retreat flyer 2019](#)

Submitted by: Shannon Yocum

[back to top](#)

TIAA Consultant on Campus

A TIAA consultant will be conducting one-on-one, 45-minute, individual retirement counseling sessions on Tuesday, January 29, Tuesday, February 26, and Monday, March 11, in the Human Resources Conference Room in Greene Hall. Let her help you make financial decisions that are right for you. To schedule an appointment, 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

[back to top](#)

Local Alumni Invitational Exhibition

The Cohen Center Gallery invites Alfred University alumni with a BFA or MFA, living locally (within 20 miles of Alfred) to submit one artwork for an exhibition of small works from 2/8/19 - 3/15/19.

Alfred is home to many artists and artisans, many of whom put down roots in our magic valley. Cohen Center Gallery invites the makers in our midst to share your work in our historic and intimate setting for a Local Alumni Invitational Exhibition. Alumni are encouraged to participate in this comprehensive survey of local talent. Work does not need to be new- just something you are proud of. For more information, or to join in, please contact cohengallery@alfred.edu by January 15, 2019.

Submitted by: Caitlin Brown

[back to top](#)

Athletic Facility winter break hours of operation

Below is information regarding athletic facility hours over winter break:

-see attached sheet for Gibbs Fitness Ctr & Joyce Walton Center hours of operation from 12/17-1/21

Attachment: [Winter Break Athletic Facility Hours of Operation](#)

Submitted by: Tony Aquilina

[back to top](#)

Family Medical Leave Act Training

This is the fifth training in a 9 month series targeted at any AU employee who has supervisory roles in their department. This training can also be especially helpful for any staff who support the supervisors in their department.

This training will encompass: who is eligible for FMLA leave, how long is the leave, intermittent/reduced leave, how employees request FMLA leave, and how employees return to work after leave

Supervisors who may be new in their rolls or need a refresher are encouraged to come. This is also open to any AU employee who would like more knowledge on this topic.

This training will be held on January 8, 2019 from 11:15 am - 12:00 pm and on January 23, 2019 from 11:15 am - 12:00 pm both located in the Kenyon/Allen Room in the PCC. This is the same training both days.

Link: [HR Website](#)

Attachment: [Flyer for Supervisor Training](#)

Submitted by: Kayleigh Misner

[back to top](#)

ITS & Procurement Services....We are here to help!

A friendly reminder, per Alfred University Policy, all computer and printer purchases must be approved by ITS. A link to the specific policy is listed below.

To guarantee that you have the best technology possible at your fingertips, we have a Technology Refresh Program available for both desktop and laptop computers (Mac and PC). If you sign up for the Technology Refresh Program, your computer will be replaced every three years with the latest technology. This also helps the University by making sure that out-of-date computers are removed from service.

We require the involvement of the ITS Team on the selection and purchase of this equipment for

several reasons:

1. In today's world there is a constant stream of new threats out there trying to impact computer networks. By making sure that only approved devices are linked to our network, we are protecting the University as well as our students, faculty and staff.
2. The ITS team is here to help you with your devices. If you purchase something that is not approved for use, we may not be able to assist if you have problems.
3. By working with ITS, you have access to our extensive knowledge and business contacts that will ensure you are receiving the best price on equipment that will properly fit your specific needs.
4. We have purchasing contracts with Dell and Apple. By purchasing computers through ITS and procurement, we are ensuring that you get the best possible price on approved solutions. In addition, you are adding to the University's buying power when it comes time to re-negotiate contracts.

Please work with Procurement and ITS to ensure that you are getting the absolute best possible product at the absolute best possible price to meet all of your IT needs!

Link: [Alfred University Computer Purchase Policy](#)

Submitted by: Melissa Badeau

[back to top](#)

HR Tip of the Month

Did you know that you can receive your W2 (the form that reports an employee's annual wages and the amount of taxes withheld from his or her paycheck) electronically in BannerWeb? This feature will be available mid-January.

Advantages of receiving Form W-2 electronically

Your W-2 will be available sooner than a printed copy

You can reprint a copy of your W-2 anytime during the year

No possibility that a Form W-2 might be lost, stolen, delayed or misplaced by the U.S. mail service or by the employee

Multiple levels of security protects all information within the BannerWeb system

Access can be obtained anytime via the internet-anywhere in the world

If you do not choose to receive your W-2 electronically, a paper copy will be mailed to your home address (current students receive their W-2 in their campus box). Faculty and staff, please ensure the Office of Human Resources has your up-to-date mailing address.

Please see the handout for additional information and how to sign up for electronic retrieval of your W2.

Attachment: [W2 Instructions](#)

Submitted by: Kayleigh Misner

[back to top](#)

Alfred University Athletics offers personal training lessons

Alfred University Athletics provides nutrition programs, workout programs, coaching programs, private and group personal training sessions, and boot camps. Preston Personal Training customizes each and every program to fit your individual goals, lifestyle, and schedule! David Preston is a Certified Personal Trainer with experience in fat loss, muscle & strength gain, as well as sports performance. If you're serious about your goals, don't wait, schedule your free consultation today! To request more info or set up your free consultation contact David Preston at www.facebook.com/PrestonP... or email at PrestonD@alfred.edu

Submitted by: Tony Aquilina

[back to top](#)

[Alfred University](#) | [MyAU](#) | [Events](#) | [BannerWeb](#) | [Canvas](#) | [News](#) | [Enews](#)