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TODAY

TOMORROW

WEDNESDAY

Purchasing of PPE and Cleaning/Sanitizing Supplies and Equipment for Campus

We understand that we will need PPE and cleaning/sanitizing supplies available when we return to campus. The Procurement Services Office is actively working to find sources of supply that:

- * Meet/exceed necessary health and safety requirements
- * Offer consistency across campus
- * Are available and in stock when you need replenishment
- * Provide the best value to the University

Based on that, all purchase of such products must be completed through the Procurement Services Office from this point forward. Use of personal credit cards with the expectation of reimbursement is not authorized and these items will not be reimbursed.

Melissa Badeau, the Director of Procurement, is a member of the Logistics and Operations Committee on the University Re-Opening Task Force and is working on a plan with that team to ensure that campus is equipped for our students, faculty, and staff to return to a safe and healthy environment. The Procurement Office is always here to help, and will work to get the best products at the best value to ensure that this process is successful.

As always, please feel free to reach out to the team via email at procurement@alfred.edu if you have any questions or need additional information.

Attachment: [Requisition Form](#)

Submitted by: Melissa Badeau

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Filing Weekly for Unemployment Reminder

This post is just a reminder that once you have filed for Unemployment you have an obligation to claim weekly benefits for each week that you are unemployed and meet the eligibility requirements. This is also called "certifying for benefits." You are confirming that you were unemployed for all or part of the past week and that you met all other conditions of receiving benefits.

You can claim weekly benefits (certify for benefits) on the Unemployment website. Go to labor.ny.gov/signin. Enter your NY.gov username and password. Click the "Unemployment Services" button on the My Online Services page, and then click "Claim Weekly Benefits" and follow the instructions.

You can also claim weekly benefits by calling the Tel-Service toll-free, automated phone system at 888-581-5812. You will be asked to answer a series of questions, and then you will be asked to confirm that all of your answers are true and correct. When you say yes or press 1 to answer this question, it is the same as signing a document. This is because only you know the PIN you created when filing your claim. Important: Do not give anyone your PIN, not even a family member. Only you can claim weekly benefits.

For the purposes of Unemployment Insurance, a week runs from Monday to Sunday. You must file your claim for the previous week on the last day of that week (Sunday) through the following Saturday. This is called the claim window. Any certification made on a Sunday is for the week ending that day.

For more information, please click the link below to read the Unemployment Insurance Handbook.

Link: [Unemployment Insurance Handbook](#)

Submitted by: Kayleigh Jones

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Attention: Pay Period 12 Timesheets Due Monday, June 1st by Noon

This Saturday, May 30th, is the last day of the pay period for the June 12th Pay Day. Please Complete and Submit your timesheet after your last day of work this week.

If you are eligible for Holiday pay. Please code holiday hours for the Memorial Day Holiday, May 25th.

If you are a 70 hour per pay employee, code 7 hours of Holiday. If you are an 80 hour per pay employee, please code 8 hours of Holiday.

Time Sheets are due by Noon on Monday, June 1st for Pay Period 12.

Pay Period 12 dates include: 5/17/20-5/30/2020 for Pay Day 6/12/20.

If you have not started your Time Sheet yet, please be sure to start and submit electronically before Noon on Monday.

Link: [Support Staff Employees: Entering Hours Worked via BannerWeb](#)

Submitted by: Jessica Clinger

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Years of Service Recognition

The Employee Recognition Committee would like to announce Years of Service dates for the month of June 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 Years of Service:

June 4- Kimberly Guyer- Vice President- Student Affairs

June 17- Michael Holley- Boiler Tender/Night Watchman- Maintenance
June 30- Pontus Niklasson- Registrar- Student Service Center

Celebrating 35 Years of Service:

June 17- James Thiebaud- Technical Specialist- NYSCC Educational Tech Service

Submitted by: Kayleigh Jones

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