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Alfred  
TODAY

December 16, 2021

## In This Issue

### Official News/General Announcements

- [Vishing It's like phishing, but through a phone call](#)
- [ITS Offices Closing for Holiday Retreat](#)
- [Upcoming Changes to the Storage of AU Zoom Recordings](#)
- [APEX FUNDING - LIMITED SPACES LEFT](#)
- [HR Tip of the Month](#)
- [Job Opportunity-Per Diem Bus Driver](#)
- [Employee Affinity Groups Creation Announcement](#)
- [Holiday Payroll Announcement](#)
- [Black/Indigenous/People of Color \(BIPOC\) Professionals Gathering](#)
- [Powell Campus Center Mailroom Closing for Holiday Retreat](#)

## Events

There are currently no events scheduled for the next three days.

[View More Events](#)

## Announcements

### **Vishing It's like phishing, but through a phone call**

You may have heard of the phrase  
"Social Engineering" in the news, on-

campus and in your Human Resources training modules through NeoGov. Social Engineering is the use of deception to manipulate individuals into divulging confidential or personal information that may be used for fraudulent purposes. A classic example of Social Engineering are Phishing emails that try to trick you into providing confidential and/or personal information through email correspondence.

Email is not the only channel through which social engineering attacks can occur. Increasingly, we are seeing phone calls where outside malicious actors are calling to trick individuals to provide confidential or personal information. Before providing sensitive information to a caller, fully verify the identity of the individual or organization. If you are unable to fully validate the identity of an individual on the phone, let the individual know that you are hanging up and will call them back at a known phone number to confirm their identity and the authenticity of the call. This is an essential safeguard in your personal life and certainly on-the-job at Alfred University.

They call this type of malicious activity "vishing" because it is like email phishing, but through the phone and with voice communication, so that is how they (v)ishing.

Submitted by: Gary Roberts

[Back to Top](#)

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## **ITS Offices Closing for Holiday Retreat**

ITS Offices will be closing on Friday,

December 17 at noon for an office holiday retreat. During the afternoon of December 17th, ITS will monitor and answer all phone (607.871.2222) and email requests ([helpdesk@alfred.edu](mailto:helpdesk@alfred.edu)).

Thank you and Happy Holidays from ITS.

Submitted by: Gary Roberts

[Back to Top](#)

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## **Upcoming Changes to the Storage of AU Zoom Recordings**

Information Technology Services is pleased to continue offering Zoom to the campus community. In order to ensure the quality and availability of this service, AU routinely deletes old recordings from our instance of Zoom. This is scheduled twice per year, in July and January. All recordings made prior to December 1, 2021 will be deleted on January 31, 2022. Users are encouraged to examine their recordings and download any items that need to be saved. This routine maintenance will allow us to continue to provide Zoom for virtual classes and meetings. Any questions on this matter can be directed to the ITS Helpdesk. Thank you for your cooperation.

Submitted by: Meghanne Freivald

[Back to Top](#)

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## **APEX FUNDING - LIMITED SPACES LEFT**

The Alfred University Applied and

Experiential Learning Program (APEX) allows juniors and seniors to apply for up to \$1,000 in funding to engage in work experience and study/research opportunities to enhance their career decision-making, increase their opportunities after graduation and inspire them to find their passions in life.

If you have an experience for this coming Spring semester, that qualifies for funding, don't wait to apply! There are very limited spaces left! For more information, or assistance with your application, please book your appointment with the Career Development Center at [alfred.joinhandshake.com](http://alfred.joinhandshake.com) or email us at [cdc@alfred.edu](mailto:cdc@alfred.edu).

Link:

<https://www.alfred.edu/academics/apex/index.cfm>

Submitted by: Faith Piatt

[Back to Top](#)

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## HR Tip of the Month

Did you know that there is a New York State law that took effect January 1, 2018 that potentially affects you? This law is called, Paid Family Leave (PFL), and applies to all AU Non-Faculty employees. This leave provides paid leave for employees to bond with a newborn, adopted, or foster child, to attend family matters due to a qualifying military exigency, and to care for a seriously ill family member.

Employees who work 20+ hours a week have to be employed for at least 26 consecutive weeks. Employees working less than 20 hours per week

must have worked at least 175 days for their current employer.

This leave provides job protection for up to twelve weeks in 2022. This leave provides 67% of employee's weekly wages to them for a maximum of \$1,068.36 per week in 2022.

PFL is funded through payroll deductions from employees, this program is not optional for any non-faculty employee at Alfred University. The amount of contributions from your paycheck will remain the same in 2022, it is 0.0511% of the employee's weekly wage. This deduction is capped in 2022 at a maximum of \$423.71 for the year which is based off the New York State Average Weekly Wage which is \$1,594.57 in 2022.

For example:

Employees earning \$519 a week (\$27,000 a year) will pay about \$2.65 per week:  $\$519 \times 0.511\%$ .

Employees earning \$1,000 a week (\$52,000 a year) will pay \$5.11 per week:  $\$1,000 \times 0.511\%$ .

If you have a qualifying instance where you need to be off, please contact Kayleigh Jones, Sr. HR Generalist/Payroll Supervisor to process your leave.

Link: [NYS PFL Link](#)

Submitted by: Kayleigh Jones

[Back to Top](#)

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## **Job Opportunity-Per Diem Bus Driver**

Please see the link below for more information on the open Per Diem Bus

Driver position.

Link: [Per Diem Bus Driver](#)

Submitted by: Tamara Green

[Back to Top](#)

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## **Employee Affinity Groups Creation Announcement**

With generous financial support from the President's Office and beginning in the Spring '22 semester, Alfred University will initially be supporting the initial three Employee Affinity Groups. These voluntary and informal gathering groups are open to staff, contracted workers, administrators, and faculty at Alfred University. Based upon the feedback from the survey distributed and announced on Alfred Today throughout October which was conducted by Interim Chief Diversity Officer, Dr. Brian Saltsman, the three groups will have the opportunity to begin informal gatherings, establish community, and networking.

The three initial Affinity Groups will be Women in Academia, First Generation Professionals, and LGBTQ+ Professionals. These names represent the first and broad categories suggested by the campus survey and were in line with those that exist at other institutions and may be modified and/or amended in the future. Each group will have access to a space to meet and a modest budget for light refreshments and monthly meetings. Participation in the groups is voluntary and each group will have the option to select a primary contact and/or point person whom will work with the Chief Diversity Officer to ensure the groups have access to the

needed resources.

Employee Affinity Groups (EAGs) are employee-led and facilitated groups formed around interests, backgrounds, identities, and common bonds.

Through the creation and maintenance of these informal groups it is hoped that Alfred University professionals will have active opportunities to help build and foster a positive work environment which can contribute to the health and wellbeing of the members and their allies. It is also hoped that each group can be a conduit to fulfilling our commitment to the University's mission, values, and efforts in the areas of access, justice, diversity, equity, and inclusivity.

The formation of these initial EAGs are one of the first initiative based examples of Alfred University supported activities in which professional members of the University can be encouraged to participate/engage in an effort to cultivate and foster an inclusive community. Engagement in these kinds of activities has been shown to have the potential to provide long-term benefits for the University community, opportunities for professional and personal development for the participants, and generally contribute to a greater sense of belonging to the University community, as well as offer increased opportunities to enhance employees' ability to bring their authentic selves to work.

Announcements for the first meetings of these groups will be distributed before/during the winter break. Anyone who is interested in helping to facilitate any of these groups can contact Brian Saltsman [saltsman@alfred.edu](mailto:saltsman@alfred.edu).

Submitted by: Brian Saltsman

[Back to Top](#)

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## **Holiday Payroll Announcement**

As we approach the upcoming holiday period, all time for the pay period ending December 11, 2021, must be submitted by noon on Monday, December 13, 2021. Supervisors must approve this pay period by 4:00 p.m. on Monday, December 13, 2021. This check will be distributed via direct deposit on December 23, 2021, or it will be mailed to your address on file. Paper timesheets cannot be accepted for this payroll period. Any time not reported and approved via Banner-Web by the above referenced date will not be paid until the second pay period of 2022.

All non-exempt (hourly) paid employees must submit an early time sheet by noon on Friday, December 17, 2021, that accounts for the time worked between Sunday, December 12 and Saturday, December 18. Employees should estimate hours, if needed, for the 17th and 18th in order to get the time submitted by noon. Additionally, one full week of holiday time should be reported for the week beginning Sunday, December 19 - Saturday, December 25, 2021. This includes the two (2) additional days of holiday time (Monday and Tuesday, December 20 and 21) as communicated by President Zupan. Supervisors need to approve this pay period no later than 5:00 p.m. on Friday, December 17, 2021. This pay period will be paid on January 7, 2022. Your attention to these deadlines is



greatly appreciated and necessary to ensure that everyone is paid appropriately during these last weeks of the calendar year.

Submitted by: Mark Guinan

[Back to Top](#)

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## **Black/Indigenous/People of Color (BIPOC) Professionals Gathering**

The Office of the Chief Diversity Officer, The IDEA Lab for Social Justice and Cultural Diversity, and the Institute for Cultural Unity would like to invite all Black/Indigenous/People of Color Professionals at Alfred University to an informal get together on MLK day (Monday, January 17th 2022) in the Knight Club from 3:00-5:00pm.

The purpose for the informal get together is to help form and develop community, network, and to celebrate ourselves and uplift one another.

Light Refreshments will be available. If interested in attending please consider (not required) RSVPing with Brian Saltsman ([saltsman@alfred.edu](mailto:saltsman@alfred.edu)).

Happy New Year and Blessings to all...

BIPOC Professionals Organizing Group

Submitted by: Institute for Cultural Unity

[Back to Top](#)

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**Powell Campus Center**

## **Mailroom Closing for Holiday Retreat**

The Powell Campus Center Mailroom will be closed from noon - 2PM on Thursday, December 16th for a Holiday Retreat.

Thank you, and Happy Holidays from Procurement & Office Services!

Submitted by: Procurement & Office Services

[Back to Top](#)

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