

In This IssueWebmail users [click here](#)**Official News/General Announcements**

- [Employment Law Supervisor Training](#)
- [TIAA Consultant & Virtual Counseling Sessions](#)
- [Planning to Graduate in May!](#)
- [Alfred University Service Awards Nominations Request](#)
- [Time to file your 2021-22 FAFSA for the 2021-22 Academic Year](#)
- [CAREER DEVELOPMENT CENTER - VIRTUAL SPRING CAREER FAIR REGISTRATION](#)
- [Process for Staff and Student Taxable Gifts and Awards](#)
- [Free Self-Care Packages](#)
- [IEA Artist in Residence](#)
- [Job Opportunity-Sculpture Foundry Technician](#)
- [Years of Service Recognition](#)
- [HR Tip of the Month](#)
- [AU Logo Merchandise for Fundraising and Give Aways](#)
- [Sign up for your 2021 Graduate Photo Sessions](#)
- [Elementalis](#)
- [On The Road Less Traveled- Zoom Talk, Books available @ AU Bookstore](#)
- [From the Orphanage to the Boardroom](#)
- [May Graduates- Pick up Cap, Tassel, Stole](#)
- [Seeking Exhibition Proposals](#)
- [Desk Commission Contest](#)

What's Happening?[More Events...](#)

TODAY	TOMORROW	WEDNESDAY
<ul style="list-style-type: none"> · Hank Linhart - IEA Artist in Residence · Last Day to Withdraw from a course, cancel Pass/Fail, select or cancel Audit in "B" Block 	5:30 Riley Lecture in Women's and Gender Studies: "Our World Runs Deep: Intersectional Disability Aesthetics and Culture In Dance" presented by Alice Sheppard	<ul style="list-style-type: none"> · No Classes Today

Employment Law Supervisor Training

This is the seventh training in a 9 part training 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: review of employment law that are applicable to Supervisors

Supervisors who may be new in their rolls or need a refresher are encouraged to come.

This training will be held on April 8, 2021 from 11:15am-12:00pm and on April 13, 2021 from 11:15am-12:00pm both online.

Link: [Meeting Link](#)

Submitted by: Kayleigh Jones

[back to top](#)

TIAA Consultant & Virtual Counseling Sessions

TIAA Financial Representative Michael Spogli will be available to Alfred University employees for phone/zoom meetings throughout the month. The below link can be used to sign up online for dedicated Alfred University days.

Michael is also available by request, other days of the week, to fit your schedule. If you would like a meeting date other than the ones listed for Alfred University, please call or email Michael Spogli at

585-246-4631

Michael.spogli@tiaa.org

Alfred University days scheduling link:

<https://shared.tiaa.org/p...>

Submitted by: Kim Wyant

[back to top](#)

Planning to Graduate in May!

You **MUST** apply to graduate and note your intention of participating (or not) in the May Commencement.

- 1) Run a degree evaluation to be sure all graduation requirements are met. Any questions see your advisor.
- 2) Submit a graduation application. (Can complete electronically and email to registrar@alfred.edu.)
- 3) Visit the Graduation Checklist web page.
- 4) Check your BannerWeb student information to be sure your contact information current, especially your personal email. Send updates to registrar@alfred.edu.

Thank you,
Office of the Registrar, Student Service Center

Link: [checklist](#)

Attachment: [Graduation Application](#)

Submitted by: Tammy Jursza Williams

[back to top](#)

Alfred University Service Awards Nominations Request

The Employee Recognition Committee would like you to know that the nomination form is open to nominate your co-workers for the three established service awards. Nominations will be received through 4/23/21.

Three Awards (to read more about these click the link below):

- Bob Condrate Lifelong Learner Award
- Saxon Service Award
- Cathy Johnson Service Award

These awards will be presented at the 3rd/4th Annual Employee Recognition Event held on 5/11/21 from 2-4 virtually.

Link: [Service Awards Web Page](#)

Submitted by: Kayleigh Jones

[back to top](#)

Time to file your 2021-22 FAFSA for the 2021-22 Academic Year

Just a friendly reminder.

If you will be a student at AU for the 2021-22 academic year and you have not already filed your FAFSA (Free Application for Federal Student Aid) ... It's FAFSA filing time!

The 2021-22 FAFSA became available on October 1, 2020.

You'll need your Federal Student Aid ID (FSA ID) to sign the 2021-22 FAFSA. Go to <https://fsaid.ed.gov/npas...> to create an FSA ID (if you do not already have one) or if you have forgotten your Username or Password

Proceed to <https://studentaid.gov/h/...> to get started with the FAFSA filing.

For 2021-22, you will be using 2019 income information. No need to wait until 2020 tax return is filed!

It is strongly recommended that you use the Data Retrieval Tool on the FAFSA to upload the 2019 income directly from the IRS to more quickly complete the form.

The Alfred University FAFSA school code is 002668.

Upon completion of the FAFSA, you will be directed to "Start your state application" if your home state requires it. For NY State residents, this form is called a TAP Application and is required for TAP and other NY State aid.

For New York State Residents only: Be sure the proper Alfred University TAP school code is listed for both the fall and spring semesters.

Alfred's Code is 0020 for programs in the College of Liberal Arts and Sciences, School of Business, College of Professional Studies, and Mechanical, Renewable Energy, and Undecided Engineering.

Use code 0960 for all other Engineering Programs and the School of Art and Design.

For more general information about financial aid at Alfred University, please visit our web page <https://www.alfred.edu/ad...> . Our telephone number is 607-871-2159 and our email address is financialaid@alfred.edu.

Link: [Free Application for Federal Student Aid](#)

Submitted by: Kim Morisseau

[back to top](#)

CAREER DEVELOPMENT CENTER - VIRTUAL SPRING CAREER FAIR REGISTRATION

Registration is now open for the Virtual Spring Career Fair on Handshake, held on April 15th, 2021 from 11:00am - 4:00pm. Register for the fair and sign up for 1:1 and group meetings with employers. As you prepare for the fair, it's important that you:

- * Complete your Handshake profile and add your resume NOW!
- * Register for employer sessions in advance. You can only attend the sessions you registered for.
- * Keep checking for employer sessions to be added after more employers register.

REGISTER FOR SESSIONS ASAP it is first come first serve for spots. Employers will have limited spots available.

Submitted by: Faith Piatt

[back to top](#)

Process for Staff and Student Taxable Gifts and Awards

Department completes two forms (both of these forms should be sent together to payroll@alfred.edu for processing):

1. Taxable Gifts and Awards form (<https://my.alfred.edu/hum...>)
 - Complete all sections of the form
 - Don't forget to select where recipient is an employee or not an employee (if the student receives any payroll from Alfred University they are an "employee") (if you are unsure, do not check any boxes, payroll will confirm for you)
 - Complete description and reason for award and date presenting award
 - Send to payroll@alfred.edu 3-4 weeks before you need the award to allow for processing.
2. Check request form (<https://my.alfred.edu/bus...>)
 - Complete all sections of the form
 - Don't forget to enter account number and amount of the award
 - Explain details of award and date presenting award
 - Send to payroll@alfred.edu with the Taxable Gifts and Awards form for processing

Payroll will approve completed forms and release the check request to Business Office. All checks will be returned to Payroll for distribution back to original requestor.

FYI:

-If the student is an "employee" the check will be less taxes regardless of the amount of the award or the intent of the award. The award will be reported on their W2.

-If the student is not an "employee", the business office will issue the check for the full amount. If taxes are owed the student will be responsible for declaring the award on their taxes for the following year. If total awards received by a student in a calendar year equal or exceed \$600 they will receive a 1099 for tax purposes.

Awards for Non Employee Students will be reported on 1099 by the Business Office, as necessary.

Important notes:

- No gift cards should be bought with one-cards
- No awards should be purchased with one-cards, all awards should go through this process.
- For any clarification regarding what can be purchased, please contact Mark Guinan (guinan@alfred.edu)

Submitted by: Kayleigh Jones

[back to top](#)

Free Self-Care Packages

The Wellness Center will be outside of Harder Hall on Tuesday, April 13th from 2:00-4:30 PM (rain or shine) giving away FREE self-care packages to students.

Submitted by: Amanda Khodorkovskaya

[back to top](#)

IEA Artist in Residence

Hank Linhart
NYSCA - Electronic Media & Film

Date: 4/12/2021
School of Art & Design, John Wood Studios - Harder Hall

Hank Linhart is a media artist currently based in the Northern Catskills.

He has made over 40 short videos which have been screened nationally and internationally : DAAD,Berlin; ICA, The Power Plant, London; Anthology Archives, Limelight, The AIR Gallery, The Kitchen, Donnell Library, NYC, Hallwalls, Uniondocs, Artist Space, NYC; The Pleasure Dome, Laforet Museum,Tokyo, Seattle Video Shorts, Minor Injury, Quiet Life, El Centro, Williamsburg BK and Microscope Gallery, Bushwick, BK

Link: [AUConnect Event](#)

Attachment: [Impersonations & Liplift_Rebekkah Palov-2](#)

Submitted by: Arts Events

[back to top](#)

Job Opportunity-Sculpture Foundry Technician

Please see the link below for more information on the open Sculpture Foundry Technician position.

Link: [Sculpture Foundry Technician](#)

Submitted by: Tamara Green

[back to top](#)

Years of Service Recognition

The Employee Recognition Committee would like to announce Years of Service dates for the month of April 2021. 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 5 Years of Service:

April 11- Alec MacCrea- Locksmith/Multi-trades- Maintenance

April 11- Shannon Yocum- Secretary of the Sciences- Physics and Astronomy

April 18- David DeLany- Supervisor, Carpentry- Maintenance

Submitted by: Kayleigh Jones

[back to top](#)

HR Tip of the Month

Supervisors of student employees did you know that if you have students working in the summer you need to adjust wages to the current NYS Minimum Wage? Which is \$12.50 an hour.

If the employee is a student who is enrolled in classes during the summer and working on campus, they will continue at the \$10.00/hour rate.

If the employee is a student of the University, but not enrolled in classes during the summer, and working on campus they will be paid at the \$11.80/hour rate.

Please, remember that an EPAF (Electronic Personnel Action Form) must be submitted for all summer workers. EPAFs can be submitted as soon as you know your department will need summer workers.

All summer jobs will fall between 5/16/21-8/22/21.

If you need training on the EPAF system, please contact Kayleigh Jones. All employees must be trained on how to use the EPAF system before they are given access.

Link: [EPAF Instructions](#)

Submitted by: Kayleigh Jones

[back to top](#)

AU Logo Merchandise for Fundraising and Give Aways

As a reminder, Alfred University has a contract with our Barnes & Noble Bookstore for AU Logo merchandise. The Bookstore has great relationships with various manufacturers and can provide what you are looking for at competitive prices and with quick delivery. They also have a strong relationship with the University's Marketing & Communication Department to ensure that your products meet our branding requirements.

The Procurement Office is here to assist and will gladly work to get the quotes you need for all your logo merchandise requirements. Let us help your department or organization navigate the purchasing of these products. You can reach us by phone at 871-2698, or by email at Procurement@alfred.edu

Submitted by: Procurement Services

[back to top](#)

Sign up for your 2021 Graduate Photo Sessions

To all 2021 Graduates (including December 2020, Allen Term 2021 and May 2021)

A professional photographer, Ria Tafani, will be on campus the week of April 12 - 16 to capture photos of graduating seniors to use in our virtual ceremony. These photos will be displayed as your dean reads your name at commencement. You have a few options of how you'd like to have your photo taken for this. You may have your photo taken with President Mark Zupan handing you your "diploma" (only the empty jacket at this point). Or you may have your photo taken with a mentor such as a dean, professor, staff or someone else who has influenced you throughout your time at Alfred.

The photographer will be set up in the Knight Club in the Powell Campus Center. There will be a selection of three backdrops for your photo. Please use this link to schedule your session: <http://aka.alfred.edu/Gra...>

You may want to decorate and wear your cap and tassel for these. The Bookstore will be sending out information soon on how and when to pick these up.

Please sign up for a time for your photo (reminder there are no classes on Wed. April 14). This schedule will allow 4 students to sign up for each 15-minute appointment. If you'd like your photo taken with someone other than Mark Zupan, you'll need to make arrangements for that person to meet you at the Knight Club.

For those who would like a copy of their photo, Ria will set up a gallery where the photos can be downloaded. If you chose a professional photo print through Ria, there will be a separate charge.

For graduates who cannot return to campus to have a photograph taken, you may submit your own photograph here: <https://nextcloud.alfred....> and upload to the Commencement 2021 Photos file.

Link: [Graduation Photo Sign-up](#)

Submitted by: MT Sick

[back to top](#)

Elementalis

April 10th - April 13th

MFA Thesis Exhibition presented by Marianne Chenard
in the Turner Gallery (open from 11am-4pm)

Zoom Link for Exhibition tour: <https://alfredu.zoom.us/m...>

Link: [AUConnect Event](#)

Attachment: [show poster](#)

Submitted by: Arts Events

[back to top](#)

On The Road Less Traveled- Zoom Talk, Books available @ AU Bookstore

Monday, April 12th from 7:30-8:30pm, join author Ed Hajim for a talk on his newly released book, "On The Road Less Traveled".

Books are on display and for sale at the AU Bookstore.

To join the Zoom talk, email mr32@alfred.edu for the link

Link: <http://alfred.bncollege.com>

Submitted by: Marcy Bradley

[back to top](#)

From the Orphanage to the Boardroom

We have an incredible speaker Monday April 12 at 7:30 pm. Ed Hajim, former Chair of the University of Rochester Board of Trustees, will share life lessons from his experience growing up in an orphanage, to being a college student, to advancing to the highest levels on Wall Street. Email Marquis Russ mr32@alfred.edu for the Zoom link. Ed's book is available at the bookstore.

Submitted by: Mark Lewis

[back to top](#)

May Graduates- Pick up Cap, Tassel, Stole

May 2021 Graduates: you can pick up your cap, tassel, and stole at the AU Bookstore. Remember pictures are the week of April 12-16. You MUST sign up for a picture time.

Link: <http://aka.alfred.edu/GraduationPhoto>

Submitted by: Marcy Bradley

[back to top](#)

Seeking Exhibition Proposals

Want to exhibit your art? The Robert C. Turner Gallery is accepting proposals for exhibitions for Fall 2021. Submit your proposal with our new online form, which can be found using the QR code on our poster, in our Instagram bio, as well as on our website. Submissions are due by April 28th, 2021. Contact us at turnergallery@alfred.edu with any questions.

Instagram: [auturnergallery](#)

Website: auturnergallery.wordpress.com

Form Link: <https://forms.office.com/...>

Link: [Turner Gallery Exhibition Proposal Form](#)

Attachment: [Turner Gallery Exhibition Proposal Poster](#)

Submitted by: Arts Events

[back to top](#)

Desk Commission Contest

The Robert C. Turner Gallery is looking to commission a student made desk for the gallery space. If interested, submit your designs and ideas to turnergallery@alfred.edu. The winner will be provided with a \$300 budget to purchase materials and tools needed to build the desk. Submissions are due

April 28th, 2021. To receive additional information about what the gallery is looking for, please contact us at the email listed above.

Attachment: [Turner Gallery Desk Design Contest](#)

Submitted by: Arts Events

[back to top](#)

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