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TODAY

TOMORROW

FRIDAY

Electronic Personnel Action Forms (EPAF) Training

Do you hire Non-Work Study hourly student workers in your department? If the answer is yes, then I am inviting you to attend training to learn how to use a new electronic form for hiring. This form is only currently being used for Non-Work Study students at this time. In the future we hope to expand to Work Study.

Human Resources is excited to announce that we have been piloting a new electronic form for submission of jobs. This form is called an EPAF (electronic personnel action form) this electronic form will eliminate the current paper form and make things easier and quicker for all involved.

Training Dates:

8/13/19- 10:00-11:00- Kenyon/Allen- Powell Campus Center

8/16/19-11:00-12:00- HR Conference Room- Greene Hall

8/19/19- 1:00-2:00- Kenyon/Allen- Powell Campus Center

8/21/19- 2:00-3:00- Kenyon/Allen- Powell Campus Center

Please plan to attend one of these training's. For the Fall Semester, for any non-work study hourly student that is hired, we will only be accepting the EPAF form, not the paper form.

Link: [EPAF Instructions](#)

Submitted by: Kayleigh Misner

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Summer Hours 2019 Ending

Attention All Employees:

It should be noted that Summer Hours will be ending on August 9, 2019. All departments will resume normal work schedules starting August 10, 2019.

Normal administrative hours are 8:30am- 4:30pm (with an hour lunch)

Maintenance, Grounds, and Custodial: No schedule change

Please speak with your supervisor if you have any questions regarding your department's schedule.

Submitted by: Kayleigh Misner

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Notice to CWS Employers for 2019-20 - 2019-20 Job Descriptions due 8/1/2019

If you are planning on hiring CWS students for the 2019-20 academic year, you will need to complete a Federal College Work-Study Position Request/Job Description. Click on the links below to access the form and instructions. The completed forms are due at the Financial Aid Office by August 1, 2019.

Contact Elena Wallace (x2159) at the Financial Aid Office if you have any questions regarding this request.

Attachment: [Job Description Instructions](#)

Attachment: [2019-2020 Position Request](#)

Submitted by: Elena Wallace

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TIAA Consultant on Campus

A TIAA consultant will be conducting one-on-one, 45-minute, individual retirement counseling sessions on Tuesday, August 27, Tuesday, September 24, Tuesday, October 8, Tuesday, November 5, and Thursday, December 5 in the Human Resources Conference Room in Greene Hall. 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. 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

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Dates for PAFs for Fall/Spring

Are you responsible for completing PAFs for incoming new staff and students? HR would like to provide dates to help you complete your PAFs with accuracy.

Staff:

Adjunct Fall Dates- 8/26/19-12/13/19

Adjunct Spring Dates- 1/21/20-5/11/20

Visiting with 1 Year Appointment- 8/15/19-8/14/20

Regular Full Time Faculty- 8/15/19 start date

Students/Summer Workers:

Work-Study Dates Fall- 8/26/19-12/13/19
Work-Study Dates Spring- 1/21/20-5/11/20
Non-Work Study Dates- 8/26/19-5/16/20
Summer Work Dates- 5/17/20-8/23/20

Link: [Employment Administration Forms](#)

Submitted by: Kayleigh Misner

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Job Opening - Foundry Technician

Please see the link below for details on the open Foundry Technician position.

Link: [Foundry Technician Position](#)

Submitted by: Tamara Green

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Purchase Football Purple Seat Season Tickets Today!

Dear Saxon Faithful,

Hello from Saxon Athletics! I write to you today to gauge your interest in purchasing 2019 Alfred University football season tickets.

Again this season we are offering reserved tickets for the best seats in the house, the chairback seating near midfield in historic Yunevich Stadium. Each season ticket will cost \$50 (or \$10 per game), a \$30 savings for the season on the reserved seats the day of the game. If these tickets are purchased alone that is what the subscriber will receive. However, by joining "Saxon Nation" you will also receive reserved parking and invites to pre-game receptions for football games in the Connors Family Pavilion.

"Saxon Nation" supports all of our athletic programs here at AU and features a tiered giving plan that allows those to join the club for as little as \$25, while offering not only reserved parking and special event options at our club's lowest tier but also great Nike Saxon athletic merchandise all the way up to those giving \$2,500 or more to support our athletic department.

To summarize, you will be able to purchase your reserved seats for all five home games at \$50 per seat and if you do not want to join Saxon Nation that is what you will receive. Starting at \$25 more, you can join Saxon Nation (see sheet attached for how to sign up) and receive reserved parking and invites for the extremely popular pre-game parties for each home game (starting two hours before kickoff).

I thank you for your continued support of Saxon football and Alfred University athletics. Your support makes the difference!

Go Saxons!

Link: [Purchase Football Purple Seat Season Tickets Today!](#)

Submitted by: Brandon Harrison

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Updated MyAU to Launch Friday (8/9) evening

We are very excited to announce that an updated web portal, my.alfred.edu (MyAU), will launch Friday (8/9) evening. You'll find some changes to the design, which were made strategically to make sure this is a sustainable and scalable website.

At the very top you will find Useful Info and Useful Links which provides easy access to frequently sought-after information. The horizontal navigation and tabbed mega menus provide us the ability for continued growth of the site & information.

Key Features of the new Update:

Search Engine Optimized

Please understand that with such a large site, catering to such a wide audience, not everything can be linked directly from the homepage. We don't want our portal to appear on the "Hoarders" version of website reviews. Good News Though! We have been and continue to work very hard to make sure pages on the site are Search Engine Optimized so that all pages can be brought up quickly by using the Search on MyAU.

More Accessible

You may notice more scrolling is needed to see content vs. the old site, larger font sizes, etc. This is due to current design trends and more importantly Accessibility. We have a responsibility to make sure our websites are able to be easily used by all users who require content to be served in a certain way.

Content Edits Made Easier

The site has also been moved into our new CMS - Cascade Server. Adobe Contribute, our legacy CMS has reached its end of life and end of support for quite a while now. We've worked hard to make sure the site was migrated into our new CMS and content is more easy to edit than ever before. Our CMS requires no software install, can be accessed anywhere, is responsive, and allows users to edit more complex content like Accordions, Checkerboards, Faculty Sliders, Related Event Sliders, Related Facility Sliders, etc. with ease.

Responsive Design Continued

MyAU continues to be a mobile-responsive design. Analytics show that the number of users accessing the website on a mobile device keeps going up vs. users accessing the site on a desktop screen.

Our work on the updated site will not stop when it launches!

Submitted by: Judy Linza

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HR Tip of the Month

Did you know that if you are a regular full time or part time employee of AU that you have Bereavement time available to you immediately after hire?

Up to five paid days of Bereavement Leave are provided to allow the employee to mourn and otherwise attend to the death of an immediate family member. Immediate family members are defined to include: spouse or spousal equivalent; child, stepchild, or grandchild; grandparent or parent; sibling; or parent-, son-, daughter- or sibling-in-law.

One work day of Bereavement Leave is provided to allow the employee to mourn the death of a cousin, aunt, uncle, niece or nephew.

(For CSEA Union Members, please check your handbook)

Time awarded for Bereavement Leave will be pro-rated for regular employees who work less than full-time.

Bereavement should be recorded on the timesheet as excused time with a comment in the comments section. If you normally work 7 hours a day, you put 7 hours under excused time for the days that you missed. If the days that you missed surpass what is allotted, you will code that time as vacation/personal/floating holiday/merit time.

Submitted by: Kayleigh Misner

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Tartuffe Auditions Coming Soon!!

A savage comedy from 17th Century France, full of melodrama, seduction, sinister clergy and crazy costumes ... what could be better to kick off the new year in Performing Arts at Alfred?!

Auditions are open to EVERYONE, and we will enjoy a rigorous, hilarious, ensemble experience as we put together this fabulous work. SO COME AND AUDITION!!!!!! No preparation necessary.

Rehearsal period will begin Saturday September 7 and end with the final strike on Saturday November 9th.

Show dates: Wednesday November 6 - Saturday November 9th.

AUDITIONS to be held in the C.D. Smith Black Box theatre in Miller Performing Arts:

Saturday, August 31 from 1:00 pm - 4:00 pm
Sunday, September 1 from 1:00 pm - 4:00 pm
Call backs Monday, September 2 at 7:00 pm

Submitted by: Niki Tulk

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PICNIC WITH PUBLIC SAFETY

On Thursday August 15, from 12:00 pm - 2:00 pm. Stop in the Park area behind Carnegie Hall for some comradely interaction, and summer time food.

Hoping everyone can take some time and enjoy some end of summer fun!!

Submitted by: John Zlomek

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