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PCC Mailroom - Hours Changing, Revised 3/23/20

Until further notice, the open hours at the Powell Campus Center Mailroom for pick up or drop off of packages will be limited to Monday - Friday from 11AM - 1PM. Both FedEx and UPS pick up and drop off will still occur during this time. Pick up of mail is limited to students residing on campus and those functions deemed 'essential'. That is, the mailroom is not open for general business activities.

Please call x2666 if you have any questions.
Thank you.

Submitted by: Melissa Badeau

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Graduating in May

Congratulations on all your hard work this semester, especially due to the many challenges we are currently facing. Please continue that hard work to be sure you will graduate and earn your diploma in May.

All students in any semester are required to apply to graduate. If you expect to graduate in May please submit your application if you have not done so already. Submit your application electronically to registrar@alfred.edu.

The applications have a question about attending commencement - please be sure to mark whether you plan to attend or not. Commencement will be December 19 this year.

For anyone who has applied already you will get communication later in the semester asking you to reconfirm your choice to attend the now December 19 commencement and to confirm where you would like to have your diploma mailed.

There is always light at the end of the tunnel and though things may be done differently we are still proud to see each of you earn your diploma for your future endeavors.

When you open the link for the graduation application. The form is still in a web browser. Be sure to actually download it to your device then fill in, sign, save it and then email to registrar's office.

Link: [Graduation Application](#)

Submitted by: Tammy Jursza Williams

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COVID-19 FAQ & Payroll Reporting

All employees are encouraged to click the link below to read FAQ's regarding COVID-19 and how to code your time on timesheets or leave reports.

This guidance does not apply to student employees.

Please contact Mark Guinan or Kayleigh Jones for any clarification.

Link: [COVID-19 FAQ & Payroll Reporting](#)

Submitted by: Kayleigh Jones

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ITS Help Desk Social Distancing Procedures

For ITS Assistance please refer to the following options

Email us: helpdesk@alfred.edu

- Our Team is monitoring our ticketing queue during normal office hours
- Your request will be prioritized and handled in the usual manner

Call us: 607-871-2222

- Our Team is able to receive Help Desk calls from our remote locations
- Your request will be prioritized and handled in the usual manner

Onsite appointments will be limited and must meet criteria

- If hands on assistance is needed an appointment to schedule a Technician is required by emailing the Help Desk at helpdesk@alfred.edu

Refer to ITS Resources Available During Coronavirus (COVID-19) <https://my.alfred.edu/inf...>

Link: [ITS Resources](#)

Submitted by: Judy Linza

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ITS Resources Available During Coronavirus (COVID-19)

Review this guide for tools to work remotely, how to forward your phone, online faculty support and teaching plans, find out where software for classes and on-campus resources are available, who to ask for help, communication tools and much more.

- Emergency Online Faculty Support
- - Emergency Teaching Plans
- Tools Supported by Information Technology Services
- Software Availability
- Other Tools
- Computer Resources
- Phone
- Who to Ask for Help

Link: [ITS Resources](#)

Submitted by: Judy Linza

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Communication Tools

These tools combine instant messaging, video conferencing, calling, and document collaboration into a single, integrated app - and enables exciting new ways of working.

Communication tools built for businesses to connect anywhere, anytime.

MS Teams
Skype for Business Mac
Skype for Business Windows

Link: [Communication Tools](#)

Submitted by: Judy Linza

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Years of Service Recognition

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

April 21- Shannon Brown- HEOP Counselor- Opportunity Programs

April 22- Michael Bush- Custodian- Maintenance

April 29- Michael Kozlowski- Executive Director- Marketing & Communications

Celebrating 5 Years of Service:

April 20- Trevor Pierce- Glass Studio Technician- Sculpture/Dimensional Studies

April 21- Jeffrey Danaher- Director, Major Gifts- University Advancement

April 27- Crystal Henshaw- Administrative Assistant- University Provost

Celebrating 15 Years of Service:

April 25- Shelia Decker- Accounts Payable Clerk- Business Office

Celebrating 20 Years of Service:

April 10- Mary McAllister- Secretary to the Corporation- President's Office

Submitted by: Kayleigh Jones

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Health and Fitness Tips

These Health and Fitness Tips circulate around the current COVID-19 Quarantine. These tips give advices and suggestion on how to stay active during mandatory home quarantined.

Attachment: [Health and Fitness Tips](#)

Submitted by: Jamie Wilcox

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ATTENTION: At Home Workouts Presented by HFMT Seniors!

As many of us have transitioned to working from home and online distance learning, it is important to stay active! For those who are interested in at-home workouts, the seniors of AU's Health and Fitness Management program have created an Instagram page where we will be providing workout plans with instructional videos that require little to no equipment.

Follow us @sweatlikeasaxon or follow the link and it will take you directly to our Instagram page!

Link: <https://instagram.com/swe...>

For those who do not have Instagram, we will be posting the workouts of the previous week to Alfred Today!

- Health and Fitness Management Seniors

Link: [At Home Workouts Presented by HFMT Seniors!](#)

Submitted by: Benjamin Yonko

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Health and Fitness Tip- Sleeping

These Health and Fitness tips revolve around tips for a better night of sleep. During these stressful times and the readjustment period sleeping schedules can be off, here are some tips to get you back on track!

Attachment: [Health and Fitness Tips- Sleep](#)

Submitted by: Jamie Wilcox

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