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TODAY

TOMORROW

SATURDAY

- [#SaxonFriday](#)

May Commencement Ceremony

There are deadlines, if you are planning to graduate or attend this year's Commencement Ceremony on Saturday, May 18. Make sure we receive your application prior to April 10th. If you apply after that there are no guarantees you will be on the attending list or your name in the program. WE ENCOURAGE YOU TO SUBMIT YOUR APPLICATION ELECTRONICALLY to registrar@alfred.edu. Be sure to review the Graduation Checklist web page for all the details. Congratulations on all your hard work. See you at the ceremony.

Link: [Graduation Checklist](#)Attachment: [Graduation Application](#)

Submitted by: Tammy Jursza Williams

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The Benefits Committee is proud to present Pet Insurance to all employees of Alfred University. Pet Insurance is a benefit that will be administered by Nationwide. For any questions, please contact Nationwide.

This is a benefit that you can enroll in anytime throughout the year, please check out the new web page below for more details as it relates to Pet Insurance to find out how to enroll.

Also, check out the FAQ provided by Nationwide, to help answer any initial questions you may have.

This benefit will be available as a payroll deduction from your paycheck for your convenience.

Link: [Pet Insurance Information](#)

Attachment: [FAQ](#)

Submitted by: Kayleigh Jones

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Reminder: Time Sheets Due Monday - March 23rd by Noon

Please Complete and Submit your timesheet after your last day of work this week. This Saturday, March 21st, is the last day of the pay period for the April 3rd Pay Day.

Time Sheets are due by Noon on Monday, March 23rd for Pay Period 7.

Pay Period 7 dates include: 3/8/20-3/21/20 for Pay Day 4/3/20.

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

Please refer to the link below for help filling out your time sheet.

Link: [Banner Self Service Web Time Entry & Approvals Documentation](#)

Submitted by: Jessica Clinger

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Online Course Development Assistance Available (but Not in Person)

As faculty prepare to transition their courses online in response to the COVID-19 outbreak, assistance is available from ITS and AU Libraries.

ITS can assist with course design, navigation, accessibility, and Canvas tool selection and support. The libraries can assist with copyright concerns, incorporation of library resources, and general Canvas assistance.

Faculty can seek assistance with course design and Canvas by emailing Meghanne Freivald at freivald@alfred.edu. They may seek technical assistance by emailing helpdesk@alfred.edu.

Faculty may seek assistance from the Libraries by emailing libraries@alfred.edu.

In compliance with social-distancing recommendations, previously-scheduled drop-in hours are cancelled.

Submitted by: Meghanne Freivald

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Campus Recreation Survey

As part of a my Capstone Project and an ongoing effort to build the Campus Recreation programming, I am surveying our community to determine what is working and what needs attention. Please take a few minutes to fill out this survey. All completed surveys will be entered to win 1 of 5 \$25 Barnes and Noble gift cards.

Link: [Campus Recreation Survey](#)

Submitted by: Eliza Ordway

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Years of Service Recognition

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

March 11- Sarah Rynearson-Moody- Director- Sponsored Programs

March 20- Jason Halsey- Custodian- Maintenance

March 25- Lisa Weaver- Secretary- Psychology

March 31- John Simmins- Director, Research Promotion Economic Development- CACT

Celebrating 5 Years of Service:

March 2- Eliza Ordway- Secretary- Center for Student Involvement

Celebrating 20 Years of Service:

March 13- Shawn Forshee- Landscape Tech/Team Leader- Maintenance

March 13- Herbert Schmidt- Janitor- Maintenance

Submitted by: Kayleigh Jones

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Open Position - Research Account Specialist

Please see the link below for more information on the open Research Account Specialist position.

Link: [Research Account Specialist Position](#)

Submitted by: Mercedes D'Amato

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Attn Supervisors: Timesheet Approvals Due Tuesday, March 24th by Noon

Please log into Banner to review and approve pending timesheets before Noon on Tuesday, March 24th for Pay Period 7. After 12pm, the approval window will be closed and you will no longer have access to approve timesheets.

Pay Period 7: 3/8/20 - 3/21/20

Pay Date: 4/3/20

Please encourage your employees to finalize and submit their timesheet after their last day of work this week. Employee Timesheets are Due electronically for approval before Noon on Monday, March 23rd.

Link: [Approving Timesheets of Hourly via BannerWeb](#)

Submitted by: Jessica Clinger

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Job Opening-Director of Summer Programs & Family Engagement

Please see the link below for more information on the open Director of Summer Programs & Family Engagement position.

Link: [Director of Summer Programs & Family Engagement](#)

Submitted by: Tamara Green

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TIAA Workshop Cancelled

If you were previously planning on attending the TIAA on campus workshop on Friday, March 20 from 1:30 pm - 2:30 pm in Nevins Theater Powell Campus Center. It has been cancelled due to COVID-19.

We hope to reschedule this event for the Fall of 2020.

Submitted by: Kayleigh Jones

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If you need to submit a form to the registrar's office.

Hello Students, Faculty and Staff:

We would like to encourage everyone to submit forms electronically to the registrar's office. Most of our forms are available, fill-able and are able to take an electronic signature. You will find a listing of forms on our Registrar webpage. Contact our office if there is one you need but it is not listed. If your form needs several signatures be sure to email it and make sure to ask to have it forwarded to the next person. Always keep a copy for yourself. We encourage encrypting of documents with sensitive information.

Link: [Registrar Webpage](#)

Submitted by: Tammy Jursza Williams

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Career Development Center Services Now Available Online

We know that many of you are thinking about future internships and jobs-and aren't quite sure what to do now. The vast majority of engagement with employers occurs online already, so it's smart to stay connected. Login to Handshake with your Alfred University email address and password to follow employers, apply for positions, schedule a phone appointment, attend a virtual event, access online resources, learn from your peers, and so much more! Please note that the castle is closed to in-person visitors at this time.

Link: [Handshake](#)

Submitted by: Amanda Baker

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Rental Textbook Information- from AU Bookstore

We WANT you to use your textbooks until the end of the semester. You will receive (3) email reminders (the email address you used when ordering/purchasing your books) that you MUST return your rentals at the END of THIS SEMESTER (May 11, 2020). Within the first email, you will be offered a FREE return shipping label to ship them back to the bookstore.

Questions: sm549@bncollege.com

Link: alfred.bncollege.com

Submitted by: Marcy Bradley

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Health and Wellness Tips

Health and Wellness Tips on strengthening the immune system and the coronavirus

Link: <https://www.webmd.com/lung/news/20200303/coronavirus-what-you-need-to-know#1-3>

Attachment: [Tips of strengthening immune system and slowing the spread/prevention of coronavirus](#)

Submitted by: John DePalma

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Alumni Hall is Closed

Alumni Hall, including the Offices of Admissions and Financial Aid, are closed to all visitors and guests.

You may contact our offices by phone or email.

Admissions 607-871-2115 or 800-541-9229
Financial Aid 607-871-2159
Office hours 8:30 am - 4:30 pm Mon-Friday

Submitted by: Jodi Bailey

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AU Libraries Still Here to Assist You

Even though our buildings are closed, the Alfred University Libraries are still here to assist you! The Herrick Library and Scholes Library webpages remain the gateway to millions of articles, ebooks, videos, databases and other resources, most of which are not freely available elsewhere. In addition, we have created a guide for Alfred University Libraries Remote Support that contains the most essential information for connecting with our resources, services, and the people. We'll continue to update the guide through the remainder of the Spring semester.

Link: [Alfred University Libraries Remote Support](#)

Submitted by: Jodi Bailey

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