

[Submit](#)[Employment](#)[News](#)[Calendar](#)[Classifieds](#)[Go Saxons](#)

In This Issue

Webmail users [click here](#)

Official News/General Announcements

- [Video/Photo Requests](#)
- [Student Sick Time](#)
- [New Music course for Spring](#)
- [CAREER DEVELOPMENT CENTER - WINTER BREAK HOURS](#)
- [Mailroom closed for lunch \(12-1\) starting 11/23/20](#)
- [Gibbs Fitness Center Winter Break Hours](#)
- [PhD/MSE Thesis Defense - Alec Ladonis](#)
- [December Holiday Payroll](#)

What's Happening?

[More Events...](#)

TODAY

TOMORROW

SATURDAY

- [#SaxonFriday](#)
- [Fall Semester Ends After Optional Week For Remote Activities](#)

Video/Photo Requests

Are you looking to create an exciting video? Need a photo? Our videographer/ photographer is available to assist. We place top priority on providing images that support and enhance recruitment, retention and external support for the university. Showcasing newsworthy events and university sponsored events remains a priority. Lower priority is given to other events, which may not be covered unless the images are deemed appropriate for recruitment, marketing or media visibility. Portraits for faculty and staff may be scheduled by appointment.

Link: [Office of Marketing & Communication](#)

Submitted by: Jodi Bailey

[back to top](#)

Student Sick Time

To: Students & Supervisors of Student Workers

Students, you will see a sick leave option on your timesheet, this is because you have started accruing sick time. However, the New York State Paid Sick Leave laws do not go into effect until 1/1/2021. You may not use this sick leave until January of 2021.

Please be on the lookout for future updates of the policies and procedures for this new law. Once HR has these posted a notice will go out to all students.

If you have any questions, please email humanresources@alfred.edu

Submitted by: Kayleigh Jones

[back to top](#)

New Music course for Spring

The Music Department is offering an additional online course for Spring 2021: MUSC 200-Music & Gaming. In this course we will study the history of video game music from its small origins to modern day games. We will start with the basics of music, the basics of computer sounds, and the basics of film music. We will then explore the sounds and music of video games over the last 40 years. We will study music and games from all over the world, various genres, and instruments used.

Submitted by: Laura Souther

[back to top](#)

CAREER DEVELOPMENT CENTER - WINTER BREAK HOURS

We will be available to continue taking virtual appointments for all of your career needs from November 30th through December 22nd!

Our hours of operation are Monday - Friday 8:30 am - 4:30 pm.

To book your appointment, follow these 6 easy steps:

1. Go to alfred.joinhandshake.com and sign in with your Alfred email and password.
2. Click on the Career Center in the top right corner and click Appointments.
3. Then click on the Schedule a New Appointment button.
4. Select your desired Appointment Type.
5. Then you will see all of the available dates and times each counselor has! Select an option that best fits your schedule.
6. Next, select your appointment medium, and make sure that you add any details that you think your counselor may need to better assist you (like your phone number for a phone appointment). Then, click the green Request button at the bottom of the screen!

If you have any questions, please reach out to the Career Development Center at cdc@alfred.edu!

Link: <http://www.alfred.joinhandshake.com>

Submitted by: Faith Piatt

[back to top](#)

Mailroom closed for lunch (12-1) starting 11/23/20

The Powell Campus Center Mailroom will be closed for lunch (noon - 1PM) starting on Monday, November 23, 2020 until the students return for the Spring Semester.

Submitted by: Melissa Badeau

[back to top](#)

Gibbs Fitness Center Winter Break Hours

The Gibbs Fitness Center will be open during parts of the Winter Break. The center will be open to AU faculty, staff, and students by appointment only via the Signup Genius page.

The hours are below:

Monday, 11/23 & Tuesday, 11/24: 8am - 6pm

Monday, 11/30 - Friday, 12/18: 6-8am, 11:15am-1:15pm, 3:45-5:45pm

The McLane Pool and the Joyce-Walton Center will be closed for the duration of Winter Break

Link: [SIGN UP LINK](#)

Submitted by: Nate Smith

[back to top](#)

PhD/MSE Thesis Defense - Alec Ladonis

We are pleased to announce that Alec Ladonis will defend his Ph.D. in Materials Science and Engineering thesis titled: Observation of Surface and Mass Transport on Selectively Reducible Spinel Oxides on Monday, December 7, 2020 from 11:00 - 12:00 p.m. virtually via zoom. If you would like to support Alec and wish to attend his defense, please email me at grovel@alfred.edu and I will provide you with the zoom link.

Attachment: [Abstract - A. Ladonis](#)

Submitted by: Laura Grove

[back to top](#)

December Holiday Payroll

For the #1 Payroll of 2021, that covers the dates of 12/13/2020-12/26/2020, the timesheets will be due on 12/28/2020 and will need to be approved by Supervisors on 12/29/2020. All hourly employees that are not working over the holiday break need to submit their timesheets to their supervisors for approval on Tuesday 12/22/2020 before leaving work.

Dates for the Holiday Break: 12/23/2020-1/1/2021

How to enter Holiday time on timesheets:

Under the Holiday slot on your timesheet, enter the required hours per day you have to work (per your job classification). You will be either entering 7 or 8 hours depending on your job description and accrued leave time. It is very important that you do not code your time as time worked during the break, unless you are truly working.

For hourly employees who will be required to work over the holiday break:

You should code your normal hours per day (7 or 8 per your job classification) to the Holiday slot on your timesheet. You will also code your worked hours on your timesheet, in the normal worked slot. You should have two entries each day that you are required to work over the Holiday Break. Only essential staff deemed necessary and prior approval by their Supervisor will have coded work hours over the break.

Submitted by: Kayleigh Jones

[back to top](#)

