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TODAY	TOMORROW	SUNDAY
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Reminder: Time Sheets Due TUESDAY - JULY 2nd

Due to the 4th of July Holiday: Time Sheets are due Tuesday, July 2 for Pay Period starting 6/16/19 - 6/29/19. If you have not started your Time Sheet please be sure to start and submit electronically by Midnight on Tuesday, July 2nd to your Supervisor for approval.

Please refer to the Bi-Weekly Lagged Payroll Schedule found on our web page for more details.

Link: [Payroll Schedule](#)

Submitted by: Jessica Clinger

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Payroll Redistribution Form

With the Fiscal year end fast approaching, Payroll is asking that departments send in their redistribution requests as soon as possible. Payroll has created a new Redistribution form in an effort to make redistribution requests more streamlined. Please use the new form found on the Payroll web page. All future requests will need to be completed on this form and sent to the Payroll department for processing.

Link: [Payroll - Redistribution Form](#)

Submitted by: Jessica Clinger

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Dean of Students Open Forum

The final candidate for our Dean of Students will be presenting an open forum from 1:15 pm until 2:00 pm in Nevins Theater today, June 28th. Each forum will start at 1:15 pm and have time for Q&A from the audience.
Light refreshments will be served.

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 June 2019. 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:

June 27- Pamela Costello- Custodian- Maintenance

Celebrating 5 Years of Service:

June 9- Liz Moore- Help Desk Manager- ITS

June 9- Tracy Valentine- Asst Director of Admissions- Admissions

June 9- Victoria Gebel- Director of Residence Life- Residence Life

June 19- Tony Aquilina- Associate Director Athletics- Athletic Department

Celebrating 10 Years of Service:

June 15- Bill Stewart- Locksmith- Maintenance

Celebrating 15 Years of Service:

June 27- Jim Rumpfelt- Public Safety Officer- Public Safety

Celebrating 20 Years of Service:

June 8- Kelly Moore- Secretary- Maintenance

Celebrating 30 Years of Service:

June 26- Janet Lynch- Executive Assistant to the VP- Enrollment Management

Celebrating 35 Years of Service:

June 4- Rick Walker- Supervisor, Grounds- Maintenance

Submitted by: Kayleigh Misner

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HR Tip of the Month

Did you know that as an employee of Alfred University you could take advantage of discounts to save

you money?

AT&T:

- Foundation Account #02511900) -20% off base plan
- Visit nearest retail store or online <https://www.att.com/offer...>
- Existing customers call 866-355-8923 to enroll

Verizon Wireless:

- 19% off base plan
- Visit www.verizonwireless.com/b...

Wyndham Hotel Group:

- 20% off best available rate
- Call 800-525-5501 and reference E&I Discount ID 1000007780

SUNY Perks at Work:

- Create a free account with your Alfred e-mail and unlock perks for employees
- Visit <https://www.perksatwork.c...>

Employee Assistance Program:

- Visit <https://my.alfred.edu/hr/...> to learn more about our EAP program and the benefits offered to you and your family members
- 8 free in-person counseling sessions, per incident, per year (not only for employees but their families as well)
- Child/Elder Care Resources, Legal and Financial Consultations, Virtual Concierge, Wellness Resources, Health Advocacy, Online Resources, and Employee Education E-Learning Courses
- Your entertainment benefit provides access to a myriad of different categories including hotels, theme parks, movies, venues, and stores. To access your discounts, click the Entertainment button in the menu or visit www.workingadvantage.com. For new users, a onetime registration is required. Use the Company Code: 871915611

Submitted by: Kayleigh Misner

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Athletic Facility 4th of July Holiday Hours

The Gibbs Fitness Center & Joyce Walton Health & Wellness Center will maintain regular summer hours (below) for the 4th of July Holiday week.

Gibbs Fitness Center:

Mon-Fri 6am-6pm
Saturday 12pm-4pm
Sunday: CLOSED

Joyce Walton HWC:

Mon-Fri: 10am-2pm
Saturday: 12pm-4pm
Sunday: CLOSED

Submitted by: Tony Aquilina

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AU Libraries System Migration: Week of July 1-5

The AU Libraries are migrating to a new SUNY-wide library system during the week of July 1-5. The libraries will remain open during this time (excluding the July 4 holiday) but there may be periodic disruptions to library services including the library websites, library search tools, and other search interfaces such as Google Scholar.

We will be updating website links as quickly as possible, but you may find broken links or experience automatic redirections to new services. Links to electronic resources may be somewhat unreliable for a period of a week or more. You may receive email notices from the libraries that are unfamiliar to you.

We appreciate your patience as we complete the migration process. If you have questions or if you need to report a problem, please don't hesitate to contact any of the librarians or call the libraries directly at 607-871-2184 (Herrick) or 607-871-2492 (Scholes).

Link: [AU Libraries System Migration](#)

Submitted by: Ellen Bahr

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Job Opening-Counselor

Please see the link below for more information on the open Counseling position.

Link: [Open Counseling Position](#)

Submitted by: Tamara Green

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Open Position-Boiler Tender/Night Watchman

Please see the link below for more information on the open Heating Plant position.

Link: [Open Heating Plant Position](#)

Submitted by: Tamara Green

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