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TODAY

July 5, 2022

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Events

There are currently no events scheduled for the next three days.

[View More Events](#)

Announcements

Your increased information security vigilance is essential

Due to the recent invasion of Ukraine by Russia forces, organizations

everywhere are amplifying cybersecurity defenses.

The U.S. Department of Homeland Security encourages everyone to be on increased alert for potential cyberattacks.

What is Alfred University doing?

In response, Alfred University Information Technology Services has heightened its cybersecurity awareness. As recommended by the U.S. Department of Homeland Security, Alfred University has already implemented 2-factor authentication (2FA) and ITS also scans our entire network for known software and system vulnerabilities.

What can I do?

Practicing good cybersecurity is especially important right now. We encourage you to be on heightened alert for phishing emails, unexpected text messages and unusual phone calls.

Phishing

Phishing and other forms of social engineering attempts to steal personal information by tricking you into clicking a link or giving up your password or other protected information.

While Alfred University has protective measures in place to reduce phishing emails, some of those emails do get through to your inbox. Please be vigilant and lookout for suspicious links and spoofed websites.

Submitted by: Gary Roberts

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TIAA (Retirement Advisors) Virtual Sessions

As an employee of AU, you can sign up for a virtual meeting slot on the TIAA website and a representative will assist you with reviewing your retirement account or any questions you may have. This is a free service for any employee with a TIAA account.

1. Click the link below
2. Select your state of residence in the box
3. Once you do that you can select a day/time that works for you to sign up for your virtual session

If you prefer, you can schedule your appointment via phone at 800-732-8353.

Link: [TIAA Scheduling Link](#)

Submitted by: Kayleigh Jones

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USPS Postage Increase starting 7/10/2022

On July 10th, 2022 the USPS will be increasing Postage prices. Below are some of the new Postage rates that will go into effect.

First class stamps from .58 to .60
Metered First class letter from .53 to .57
Second ounce up .04
International First class letter from 1.30 to 1.40
Certified Mail from 3.75 to 4.00
Return Receipt from 3.05 to 3.25

Please reach out to me if you have any questions.

Submitted by: Ashley Carl

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Year End Important Dates

The University Fiscal Year End is June 30th, please take note of the following important dates!

Accounts Payable

-June 30th - Last day to receive merchandise/services for fiscal year 21-22.

-July 13th - Last day to receive invoices relating to products received/services performed prior to July 1.

Travel

-July 11th - Last day to submit travel expense forms for any travel prior to July 1.

One Cards

-July 10th - Last day to upload receipts and send statements to Jason Warner.

General Business Office

-July 15th - Last day to submit all transactions to the business office such as: corrections, transfers, budget adjustments, year-end accruals, etc.

Submitted by: Amanda Azzi

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Foundations Technical Specialist

Please see the link below for more information on the open Foundations Technical Specialist position.

Link: [Foundations Technical](#)

Specialist

Submitted by: Tamara Green

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The Shop at Cohen is Open: New Web and Commerce Site

Centrally located on Main Street in the village of Alfred, the Cohen Gallery is an educational art center, an ever-evolving creative hub and gathering space for students, faculty, and the community at large. The gallery presents artwork by School of Art and Design faculty, staff, visiting artists, alumni and facilitates community-based projects. Students assist in all aspects of gallery management including curation, exhibition design and gallery sales.

The Cohen Gallery hosts rotating exhibitions throughout the year. "The Shop at Cohen" a recently opened retail space, offers fine art and craft for sale by faculty and staff. Gallery interns, and work-study students gain practical experience building exhibitions start to finish. Classes in Exhibition Design promote best practice in exhibition planning, concept design, technical lighting, proper handling and installation of artwork among other topics.

"The Shop at Cohen", a collaboration between the School of Art and Design and the College of Business, provides paid Internships in Arts Management and Entrepreneurship. Interns gain valuable business experience managing the store and retail website.

The Cohen Center for the Arts, which

includes the Cohen Gallery, Art Studios, and Visiting Artist apartments, was made possible by a generous gift from Michele and Martin Cohen, parents of Adam Cohen, class of 2003.

Link: [New Website](#)

Submitted by: Arts Events

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Part-time Housekeeper

Please see the link below for more information on the open Part-time Housekeeper position.

Link: [Part-time Housekeeper](#)

Submitted by: Tamara Green

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Workshop: Leveraging Canvas Tools for Equitable Assessment

ITS is pleased to provide a workshop in conjunction with the SUNY FACT2 Task Group on Innovative Assessment of Student Learning. Equitable assessment focuses on the achievement of learning goals and recognizes that proficiency may be demonstrated in a variety of ways. Student diversity is embraced and steps are taken to remove barriers so all students may accurately demonstrate what they have learned.

The workshop will focus on tools in Canvas that can be used to promote equitable assessment. Findings of the FACT2 Innovative Assessment task group and additional resources will be

shared with the participants.

The workshop will be available over Zoom on the following dates:

Wednesday 7/20, 1:00 -2:00 pm

Thursday 7/28, 11:00 am - 12:00 pm

To sign up and receive the Zoom link, please contact Meghanne Freivald.

Submitted by: Meghanne Freivald

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Payroll #15 Timesheet (4th of July Holiday)

This is your friendly reminder that Alfred University will be observing Independence Day on Monday July 4th. This is a paid holiday for all employees and falls on your #15 pay period (6/26/22-7/9/22). Please be mindful to not copy and paste your hours on this timesheet and code that you worked on 7/4 when you took Holiday time.

Supervisors should review all employees' timesheets individually, for accuracy, please do not just select approve all.

How to enter Holiday time on timesheets:

Under the Holiday slot on your timesheet, enter the required hours per day by either entering 7, 7.5, or 8 hours depending on your job classification and accrued leave time.

For hourly employees who will be required to work over the holiday, you will enter the hours you worked along with entering your holiday time (you

will have a total of 2 entries for the days you work over the holiday). Only essential staff, deemed necessary, and who have prior approval by their Supervisor to work will have coded worked hours over the holiday.

Summer workers do not qualify for holiday pay.

If you have any questions or concerns please reach out to payroll@alfred.edu

Submitted by: Kayleigh Jones

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Co-Ed Basketball Day Camp @ Alfred University

July 11-15

CO-ED Ages 6-16

9:00am-3:00pm

Staff from Alfred Men's and Women's Basketball

Link: [Sign up Here!](#)

Submitted by: Erich Kaempffe

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