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TODAY

TOMORROW

FRIDAY

· [#SaxonFriday](#)**Alfred For Racial Justice LOUD Protests**

Every Wednesday from 5p-6p at the Alfred Bandstand

Alfred for Racial Justice is a community dedicated to anti-racism and activism against racial injustice. Our mission is to eliminate systemic racism in our communities through education, programming and activism. We are here because we stand with the Black and Brown people of this community. Enough is enough. We are here because Black Lives Matter.

We are looking for people to join our committee and help us uplift the black voices that have been squandered in this community. If interested please email [alfredforracialjustice@gmail.com](mailto:alfredforracialjustice@gmail.com)

Submitted by: Trinniti Gunn

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**Open Position-Dean, College of Liberal Arts and Sciences**

Please see the link below for information on the open Dean, College of Liberal Arts and Sciences position.

Link: [Dean, College of Liberal Arts and Sciences](#)

Submitted by: Tamara Green

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## 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

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## HR Tip of the Month

Did you know that there is a New York State law that took effect January 1, 2018 that potentially affects you? This law is called, Paid Family Leave (PFL), and applies to all AU Non-Faculty employees. This leave provides paid leave for employees to bond with a newborn, adopted, or foster child, to attend family matters due to a qualifying military exigency, and to care for a seriously ill family member.

Employees who work 20+ hours a week have to be employed for at least 26 consecutive weeks. Employees working less than 20 hours per week must have worked at least 175 days for their current employer.

This leave provides job protection for up to twelve weeks in 2021. This leave provides 67% of employee's weekly wages to them for a maximum of \$971.61 per week in 2021.

PFL is funded through payroll deductions from employees, this program is not optional for any non-faculty employee at Alfred University. The amount of contributions from your paycheck will increase in 2021 to 0.0511% of the employee's weekly wage. This deduction is capped in 2021 at a maximum of \$385.34 for the year which is based off the New York State Average Weekly Wage which is \$1,450.17 in 2021.

For example:

Employees earning \$519 a week (\$27,000 a year) will pay about \$2.65 per week:  $519 \times 0.511\%$ .  
Employees earning \$1,000 a week (\$52,000 a year) will pay \$5.11 per week:  $1,000 \times 0.511\%$ .

If you have a qualifying instance where you need to be off, please contact Kayleigh Jones, HR Generalist to process your leave.

Link: [Paid Family Leave Website](#)

Submitted by: Kayleigh Jones

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## Open Position-Powell Institute Secretary

Please see the link below for information on the open Powell Institute Secretary position.

Link: [Powell Institute Secretary](#)

Submitted by: Tamara Green

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## Email Signatures

Each member of our staff and faculty with an official email account should use our branded email signature format. You are also encouraged to include your official portrait. Detailed instructions for setting up your email signature can be found in our online Brand Style Guide.

Link: [Brand Style Guide](#)

Submitted by: Jodi Bailey

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## Open Position-Visiting Clinical Instructor

Please see the link below for more information on the open Visiting Clinical Instructor position in the Health and Human Performance Division.

Link: [Visiting Clinical Instructor](#)

Submitted by: Tamara Green

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## ITS Staff Retreat

On Friday, noon through 3:30, December 18, ITS will be on a staff retreat. The Helpdesk (in Herrick Library) will be closed, but we will monitor all major systems for availability.

Fiat Lux!

Submitted by: Thomas George

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