

In This Issue

Webmail users [click here](#)

Official News/General Announcements

- [New Phishing Experiential Learning and Reporting](#)
- [Payroll #15 Timesheet](#)
- [Years of Service Recognition](#)
- [Herrick and Scholes Summer Library Hours](#)
- [Job Opportunity-Administrative Assistant, Provost's Office](#)

What's Happening?

[More Events...](#)

TODAY

- [Session II-B \(4 weeks\)](#)

TOMORROW

WEDNESDAY

New Phishing Experiential Learning and Reporting

Phishing and social engineering attacks are an increasing threat to the University. In ITS, we have implemented a wide range of technologies to prevent the vast majority of the phishing emails from reaching your inbox. Still, that does not prevent a few of these emails from reaching your inbox several times a month. An important layer of our protection is what is often called the "human firewall." Your educated and informed vigilance is one of last barriers of defense when external scammers have evaded all previous defenses.

With this collaboration, we have been largely successful in keeping the University safe from those who would steal our information and disrupt our educational and business processes. In ITS, we have provided educational opportunities as well as tools to help you discern phishing, spam, and malware attempts from legitimate email. The [EXTERNAL] tag in the subject line, among other tools provides an indication of which emails are coming from outside the institution and could potentially indicate a threat.

We have encouraged you to report phishing emails to the helpdesk. We understand that the process to report phishing emails is somewhat labor-intensive and disrupts other tasks. We are now making it easier to report phishing emails...a simple link (inside of Outlook) that submits your suspected email for review. The "Phish Alert" link (just above the body of the email-Please see attached) is one-click button to inform us of emerging concerns that could trick other employees. Look for the "Phish Alert" link in your Outlook email software soon.

Additionally, we have now enrolled all our users into an educational campaign that is designed to teach our campus users how to better discern and respond to phishing emails. On a regular, ongoing basis, we will send you emails (through a service called "Knowbe4") that appear to be phishing emails. When you spot these (or any suspected phishing email), report the email through the "Phish Alert" link. If you are tricked by the email (clicking on potentially problematic attachments or links), the system will let you know that you responded to a phishing email and show you how you can better discern future phishing emails. As we run through this experiential learning program, we are hopeful that we can further build our "human firewall." If you have any questions, please contact the ITS Helpdesk (helpdesk@alfred.edu 607.871.2222).

Attachment: [Phish Alert Link in Outlook](#)

Submitted by: Gary Roberts

[back to top](#)

Payroll #15 Timesheet

This is your friendly reminder that Alfred University will be observing Independence Day on Monday July 5th. This is a paid holiday for all employees and falls on your #15 pay period (6/27/21-7/10/21). Please be mindful to not copy and paste your hours on this timesheet and code that you worked on 7/5 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 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.

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

Submitted by: Brittany Hadley

[back to top](#)

Years of Service Recognition

The Employee Recognition Committee would like to announce Years of Service dates for the month of July 2021. 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:

July 1- Kevin Adams- Information Literacy Librarian- Herrick Memorial Library

July 13- Lauren Lake- Dean- School of Art and Design & Performing Arts Division

Celebrating 5 Years of Service:

July 1- Mark Zupan- President

Celebrating 10 Years of Service:

July 18- Andrea Burch- Assistant Professor School Psychology- Counseling and School Psychology

Celebrating 40 Years of Service:

July 6- Kathleen Harkenrider- Financial Aid Counselor- Financial Aid

Submitted by: Kayleigh Jones

[back to top](#)

Herrick and Scholes Summer Library Hours

This summer Herrick Library and Scholes Library will be open alternating days Monday-Friday.

Patrons are welcome to browse the stacks and enjoy the libraries vast collections of books, DVDs and periodicals. Please check in at the front desk before browsing.

Herrick Library:
Tuesday & Thursday 8:00am-4:00pm

Scholes Library:
Monday, Wednesday & Friday 8:00am-4:00pm

Submitted by: Mechele Romanchock

[back to top](#)

Job Opportunity-Administrative Assistant, Provost's Office

Please see the link below for more information on the open Administrative Assistant to the Provost's Office position.

Link: [Administrative Assistant, Provost's Office](#)

Submitted by: Tamara Green

[back to top](#)
