Tracy Inman & Melanie Person, Co-Directors
Robert Battle, Artistic Director, Alvin Ailey American Dance Theater
Bennett Rink, Executive Director, Alvin Ailey Dance Foundation

FACULTY/MUSICIAN INFORMATION & PROCEDURE HANDBOOK
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HISTORY OF THE AILEY SCHOOL

The Ailey School is the official school of the world-renowned Alvin Ailey American Dance Theater. In 1969, Alvin Ailey founded The Ailey School (then called the Alvin Ailey American Dance Center) in Brooklyn, New York, with an initial enrollment of 125 students. In 1970, Mr. Ailey joined forces with Pearl Lang to establish the American Dance Center in Manhattan. Today, under the direction of Tracy Inman and Melanie Person, a prestigious faculty trains approximately 3,500 students annually, offering more than 160 classes weekly.

A junior performing company, Ailey II, is the resident company of The Ailey School. Ailey School students are often invited to join Ailey II by its Artistic Director. Other students pursue successful careers as performers, choreographers and teachers with professional dance companies in the United States and abroad. Many appear in film, on television and on the Broadway stage. Some also choose to become health practitioners, teachers or to work in the corporate world, and they support dance as patrons and members of the audience.

Located in New York City's Theater District, The Ailey School houses 16 spacious studios, a fully equipped theater with 295 seats, student and faculty lounges, dressing rooms, a library, classrooms, conference rooms, an Ailey boutique and administrative offices. Students are drawn from every part of the world, representing a diversity of racial and ethnic backgrounds. Unique among dance academies, The Ailey School offers an accredited and comprehensive curriculum including ballet, Dunham, Graham-based modern, Horton, jazz, tap and West African dance. The school rounds out its curriculum with classes in barre a terre, body conditioning, yoga, Gyrokinesis®, partnering, repertory, improvisation, dance composition, dance history, music and theater arts, and performance opportunities.

Guided by the belief that dance instruction should be made available to everyone, The Ailey School has designed a number of programs which offer professional training at all levels. The Ailey School offers the following Professional Division programs to its students:

PROFESSIONAL DIVISION
★ The Ailey School/Fordham University BFA Program
★ The Independent Study Program
★ The Ailey School Scholarship Program
★ The Summer Intensive Program
★ The Certificate Program
★ Ailey II

JUNIOR DIVISION
★ First Steps
★ Pre-Professional Program
★ Bounding Boys
★ The Summer Intensive Program
★ Ailey Athletic Boys Dance
★ Pre-Professional Scholarship Program

MISSION AND GOALS OF THE AILEY SCHOOL

To make dance accessible to young people and adults through dance training and innovative community arts-in-education programs.
★ To offer students the opportunity to follow an accredited curriculum of diversified dance training of the highest professional caliber.
★ To maintain a professional faculty of exceptional teachers, musicians and guest artists.
★ To train outstanding students as professional dancers and provide them with merit-based scholarships and need-based federal financial aid.
★ To offer a range of student services including artistic advisement, housing assistance, physical therapy services, and professional counseling for nutrition and psychological well-being.
★ To offer a broad range of dance classes for the dance enthusiast.
AILLEY SCHOOL CREDENTIALS
The Ailey School (TAS) is an accredited institutional member of the National Association of Schools of Dance (NASD) and is authorized under federal law to enroll non-immigrant alien students. TAS is recognized by the U.S. Department of Education as an institution of higher education and is eligible to participate in Title IV programs. TAS is recognized by the US Veterans Administration as an eligible school to participate in Veteran's Educational Benefit Programs. A copy of the School's accreditation and other credentials may be obtained from the Admissions Office.

INSTITUTIONAL PARTNERSHIPS
Ailey/Professional Performing Arts School Program
The Professional Performing Arts School is a public middle and high school dedicated to encouraging, developing, refining and showcasing its students in their areas of talent and passion: dance, drama, vocal and instrumental music. Since 1995, The Ailey School has provided the dance majors with their dance curriculum in Horton, Graham-based modern, ballet, West African, jazz, and repertory during the academic year, five days a week. These students are divided annually into four levels, according to their proficiency in dance. Guillermo Asca is the Coordinator.

Ailey/Fordham Bachelor of Fine Arts Degree Program in Dance (offered jointly with Fordham University)
These two institutions are partners in a highly innovative BFA program in dance that offers the best of two worlds: the artistic pre-eminence of the official school of the world-famous Alvin Ailey American Dance Theater, combined with an exceptional liberal arts education rooted in the Jesuit tradition of intellectual development and personal attention. Ailey School Co-director Melanie Person is the Program Director; Fordham professor Edward Bristow is the Co-Director.

GENERAL INFORMATION
• All Professional Division students are required to pass their courses according to the School's published pass/fail rates.
• All Junior and Professional Division students must comply with the School's Dress Code in all dance classes.
• Advanced students, with the Co-Directors’ permission, may perform outside the School in their final year.
• Students are subject to probation or dismissal for poor attendance, unsatisfactory progress, non-payment of tuition and fees or noncompliance with the School's rules and regulations.

ADVISEMENT FOR THE AILEY SCHOOL STUDENTS
The Ailey School recognizes the value of clear and frequent communication between its students, faculty and staff and the importance of mentoring in the learning process. To that end, the School has established several channels to dialogue with and advise students. First, its Faculty Advisors and staff, including the Co-Directors of the School, reserve conference time for students weekly and refer them to a range of recommended professionals when appropriate. In addition, faculty members make themselves available, upon request, to speak to students at the School. Second, each term, the School's Nutrition Consultant, and Consultant Psychologist give general lectures to all full-time students on nutrition and related concerns for dancers. They also meet weekly with small groups of students who attend on either a voluntary or mandatory basis. Third, at the beginning of each fall and spring term, students elect one representative from each full-time program who meet monthly with the school staff or Faculty Advisors. They act as liaisons between the staff and students, conveying concerns and responses and sharing information.

Faculty Advisors (Professional Division): Tracy Inman, Melanie Person, Kevin Predmore, Freddie Moore, Ana Marie Forsythe, Guillermo Asca

Faculty Advisor (Junior Division): Tiffany Barnes
**GRADUATES**
The Alvin Ailey American Dance Theater, with which it shares space in the Joan Weill Center for Dance. A junior performing company, Ailey II, is the resident company of the School. Advanced students and graduates of The Alvin Ailey American Dance Theater audition annually for these two companies. Others pursue successful careers as teachers, choreographers and performers with professional dance companies in the United States and abroad. Many appear in film, on television and on the Broadway stage. Some also choose to become doctors or teachers, or to work in the corporate world, while supporting dance as patrons and members of the audience.

**PAYROLL INFORMATION & PROCEDURES FOR THE AILEY SCHOOL**

**A) Payroll Sign-In Sheets – UPDATED for Fall 2021**
To avoid exposure, sign in sheets will not be shared around the building. Instead, Faculty and Musicians will sign in digitally to each class.

1) After entering the studio, find the QR code posted on the wall in each studio. A QR code looks like:

![QR Code Image]

2) Open the camera app on your phone and focus the camera on the QR code designated for your position (Faculty or Musician).

3) Most phones will immediately recognize the QR code and a link will pop up at the top of your screen. If you do not see a code pop up, you may need to download a free QR code reader app from your app store.

4) Click on the pop-up message to visit the linked “Sign In Form”.

5) Complete the form for the class. You will receive a confirmation email that your form has been submitted.

6) Repeat this process for each class you are assigned to.

7) If you are unable to complete the form, you must email payrollhelp@alvinailey.org in order to ensure you are paid for the class.

**B) Payroll Schedule**
Faculty and musicians are engaged by The Alvin Ailey American Dance Theater on a per class basis and paid a class rate. Schedules are always subject to change and this may impact the times or class levels that they may be asked to teach or accompany.

Faculty and musicians are paid on a weekly basis, based on the payroll week that goes from Monday to Sunday. Payment is made on Friday after 12:30pm of the following week. **The pay date and dates of the week worked are printed on the pay stub.** Payroll is submitted to the payroll processing company on Monday mornings. If you still receive a live check, it may be picked up at the 2nd floor reception desk. Check stubs of those on direct deposit will be put in your mailbox.
C) Payroll Questions/Errors
Questions about payroll should be addressed to Jim Paulson, Director of School Business Operations 212-405-9511. This should be done during his office hours Tuesday to Saturday 1:00-2:00pm, email (jpaulson@alvinailey.org) or by completing a payroll error form located in the binder at the 2nd floor reception desk. Please indicate the class, along with day and time that was not paid. If you have questions about payroll for other departments within Ailey contact the following individuals:

- Arts In Education: Sarah Feely 212-405-9154 or sfeely@alvinailey.org
- Ailey Extension: Lisa Johnson-Willingham 212-405-9017 or jwillingham@alvinailey.org
- AAADT/Ailey II: Isabelle Mezin 212-405-9190 or iauattlebaum@alvinailey.org

D) Cancellation of Classes-24 Hour Notice
The Ailey School will endeavor to provide, at a minimum, 24-hour notice in the event that a regularly scheduled class is to be cancelled. In the event that a class has been cancelled and the regularly scheduled instructor and musician have NOT been notified at least 24 hours in advance, the instructor and musician will be given "show-up" pay equivalent to the amount they would have been paid for the class.

E) School Closings
During periods of inclement weather, The Ailey School will endeavor to notify faculty and musicians of any class cancellations. Such cancellations, due to acts of nature, will not fall under the "24 hour notice" provision and will not be compensated. You may check the Ailey outgoing phone message (212-405-9000) after 7:00am to obtain current information about the School’s closing status.

F) Auditions
Faculty and musicians will be compensated for conducting The Ailey School auditions as follows:
- Instructor giving audition: Equivalent of 3 classes at class rate
- Instructor serving on panel: Equivalent of 2 classes at class rate
- Musician for audition: Equivalent of class time at class rate

G) Performances
Musicians engaged to play for a studio performance or presentation will be paid the equivalent of one class per performance at their class rate.

H) Faculty and Musician Meetings
There will be one annual meeting in the fall term for which faculty will be compensated. An additional meeting may be called in the spring term and summer term for which faculty will be compensated if one is called for. Musicians will have an annual meeting in the fall for which they will be compensated. Selected departmental meetings for the faculty will also be held each term; faculty will not be compensated for these.

I) School Functions and Performances
Faculty and musicians are encouraged to maintain a regular presence at school related events, as this enhances their knowledge of and relationship with the students and the School.

J) External Engagements for Students
Students must request permission from Mr. Inman or Ms. Person before agreeing to work with (rehearse or perform) with outside companies or artists. To be clear, this policy also applies to Ailey School faculty as well.
K) Class Observation – UPDATED for Fall 2021
Due to Covid-19, there will be no class observations by faculty guests or student guests. Only enrolled students and assigned faculty/musicians are permitted in the building.

L) Grades and Evaluations
All instructors will be expected to grade and /or evaluate students on a regular basis.
- Professional Division: written evaluations once each term
- Junior Division: written evaluations once each term
- PPAS: Two grading periods each term (four times per academic year)
- Fordham University: written evaluations once each term

M) Punctuality – UPDATED for Fall 2021
Faculty and musicians are expected to arrive prior to class start time so that the class may commence at the scheduled start time. Faculty and Musicians must also stay until the scheduled class ending time. Faculty: Our student representatives conveyed student concerns about this. They cited their need to be dismissed in enough time to line up for the water fountain, go to the bathroom, and be on time for their next classes. The instructors' assistance in this matter will be greatly appreciated by the students and colleagues whose classes follow. Musicians: Students and parents have expressed concerns about the lateness of musicians.

If you are running late please call the security desk at 212-405-9002 and ask the security staff to tell the studio manager you will be late.

The current schedule includes staggered start times and as a result, some staff members MAY be scheduled for back-to-back classes (example: one class ends at 9:50am and the next class begins at 9:50am). Please communicate your schedule challenges with your fellow staff members. We thank everyone for their teamwork and understanding.

N) Enforcement of Dress Code – UPDATED for Fall 2021
Normal dress code will not be enforced for Fall 2021 in order to mitigate use of the dress rooms. Instead, students will be required to follow the below stated guidelines for “colorful Fridays” for all classes.
- APPROPRIATE DANCE ATTIRE MUST BE WORN FOR EACH AND EVERY CLASS!
- Ballet shoes must be worn in ballet classes.
- Dance attire must be form fitting! (Leggings are permitted)
- No loose or baggy articles of clothing. No layers.
- No transparent dance attire.
- No shorts of any kind, No cut-offs of any kind, No bra tops! No crop tops!
- Clothing must not inhibit your ability to fully execute movement.

O) Guest Policy - UPDATED for Fall 2021
In order to limit students and staff to further exposure, faculty guests will not be permitted to take classes.

P) Taking Attendance – UPDATED for Fall 2021
To avoid viral exposure, we have moved the attendance to a no-contact online form for our in-person classes.

- Professional Division – Students will complete their own attendance check in. The only action required from Faculty is to enter the total number of students in the room on your Sign In form (read to section A for a description of this process). The Registrar will provide digital class rosters for your reference.
Junior Division and PPAS – Faculty are responsible for taking student attendance for these classes. Follow the below instructions to take attendance digitally.

1. To complete the attendance form you must be logged into your Ailey.School Gsuite account on your phone’s web browser. If you need assistance with your Ailey.School account, please contact pbraxton@alvinailey.org (JD) or gasca@alvin-ailey.org (PPAS)

2. When you arrive for class, after entering the studio, find the Faculty QR code for the program you are teaching posted on the wall in each studio. A QR code looks like this:

3. Open the camera app on your phone and focus the camera on the QR code designated for faculty.

4. Most phones will immediately recognize the QR code and a link will pop up at the top of your screen. If you do not see a link pop up, you may need to download a free QR code reader app from your phone’s app store.

5. Click on the pop-up message to visit the linked “Attendance Form”.

6. Select your name in the “Faculty Name” dropdown menu.
7. Select the class you are currently teaching from the “Select Class for Attendance” dropdown menu.

8. Enter the current date and complete the attendance for each student. There is space to add a note at the bottom, if necessary. Click Submit and you will see this confirmation page.

9. Once you complete the form for the class you are currently teaching, you will receive a confirmation email that your form has been submitted.

10. Repeat this process at the beginning of each class throughout the day. Attendance form submission are timestamped and should not be submitted after the allotted class time.

11. If you are unable to complete the form, please email pbraxton@alvinailey.org (JD) or gasca@alvinailey.org (PPAS) immediately.
**EMERGENCY PROCEDURES – UPDATED FOR FALL 2021**

**BLDG SECURITY: 9002  POLICE/FIRE/AMBULANCE: 911**

**Procedures for reporting emergencies**
In the event of fires, or for other life-threatening situations, dial 911 immediately. If there is a Medical Emergency at any time in the building, call 911 immediately and then call the Security Desk at extension 9002 (If you call Security first, they will call 911 for you). When 911 is called, a dispatcher will ask for the company name, address to which the ambulance should respond (which is 405 West 55th Street), the patient’s exact location (floor number and specific area), the general nature of the medical emergency, the caller’s name and the callback telephone number. It is important for the 911 dispatcher to be told the general nature of the patient’s illness or whether the patient has been injured (from a fall, in an assault, etc.), so that the paramedics can immediately bring the appropriate equipment and medical supplies from the ambulance to the patient as soon as they arrive on the scene. If the emergency is during business hours (Monday – Friday, 9am – 5pm) and the injured/ill person is an Ailey School student, The Ailey School Administrator should be notified at extension 9514. After business hours and on weekends, Security will notify the appropriate staff members. For emergencies other than medical, Security staff will notify the appropriate staff members. AADF staff receives on-going training to enable them to effectively manage emergency situations.

**Emergency response, fire safety and evacuation procedures**
AADF maintains emergency procedure guidelines including a detailed evacuation plan. AADF community is notified of an emergency or dangerous situation through the building’s public address system, email, The Ailey School/AADF website or telephone system depending on the nature of the situation. A Crisis Management Team comprised of the Executive Director, Chief Financial Officer, Facilities Manager, and Security Supervisor, will determine if an emergency exists and will initiate emergency response procedures. The members of the Crisis Management Team will include other appropriate staff as needed. The nature of the situation and the safety of the community will determine the type of notification and content of the notification. The Office Manager is responsible for telecommunication messages; the Associate Director of Marketing is responsible for internet messages. Students, Staff, and Faculty are advised to enter the phone number of an emergency contact person in their cell phone under the contact name **ICE** (In Case of Emergency). This would enable anyone to call your emergency contact from your phone in the event that you are unable to contact them yourself.

**Emergency Procedures**
POLICE / FIRE / AMBULANCE: dial 911
Students are advised to enter the phone number of an emergency contact person in their cell phone under the contact name **ICE** (In Case of Emergency). This would enable anyone to call your emergency contact from your phone in the event that you are unable to contact them yourself.

**In case of an emergency evacuation please observe the following procedures:**
- Listen for announcements
- Report to the lobby of floor that you are on and follow the instructions of the Ailey staff member who is the Fire Warden for that floor. If there no Fire Warden is present, use the red Fire Warden phone by freight elevator to call the Fire Command Station for directions or to report any fire condition on your floor. Push the red button on the handset to talk/release to listen)
- Never use the elevators unless you are directed to do so by the Fire Department or the Ailey Fire Safety Directors.

**Medical Emergency:**
- Call 911 from any phone. Phones are located in each studio and in reception areas of every floor.
- Call Security at 9002 as soon as the 911 call is complete
→ Don’t move medical emergency victim / if bleeding - use rubber gloves

**Disturbance/Intruder in Building:**
→ Call 911 from any phone
→ Call Security at 9002 as soon as you 911 call is complete

**Emergency and safety personnel**
Building Security: dial extension 9002  
Fire Safety Director: Michael Canarozzi, ext. 9055  
Deputies of Fire Safety: Reynold Manigault, Pam Wilkinson, Carlos Arenas, ext. 9002

**FIRE SAFETY – UPDATED FOR FALL 2021**

**Annual Fire Safety Report**
The Higher Education Opportunity requires higher education institutions to collect, report, and disseminate fire statistic information to the campus community, the Department of Education, and potential students and employees as of August 2010 for the previous calendar year. This report contains information from calendar years 2009 and 2010.

**Definition of a fire**
For purposes of safety reporting, a fire is “any instance of open flame or other burning in a place not intended to contain the burning of in an uncontrolled manner” as defined by the Higher Education Act.

**Fire safety system**
Each floor of The Joan Weill Center for Dance contains fire extinguishers, fire alarms, pull-stations, and telephones. The building is equipped with a public address system that is monitored by the Fire Safety Director. In addition, each floor is equipped with a sprinkler system. Stairwells with emergency directional signage run from every floor to street level for evacuation purposes.

**Fire Drills**
*Please note: Due to the COVID-19 pandemic, the Fire Department of NY has suspended all fire drills until further notice. However,*

Fire drills have been conducted on a regular basis to test the public address system and evacuation procedures. Fire drills are supervised by the Fire Safety Director with the assistance of the Fire Marshals assigned to each floor. Everyone in the building is required to participate. Drills have been conducted in accordance with the fire safety plan. Notice will be given in advance of a fire drill.

In the event of a fire, please observe the following procedures:

→ Listen for announcements

→ Students, with masks on, should depart from studios in an orderly fashion and remain in front of their studios in the lobby of their floor as socially distanced as possible: students should remain in their cohort and not mingle with other cohorts. Students will listen for further announcements and follow the instructions that they hear.

→ If no Fire Warden is present, use the red Fire Warden phone by freight elevator to call the Fire Command Station for directions or to report any fire condition on your floor. Push the red button on the handset to talk/release to listen

→ Never use the elevators unless you are directed to do so by the Fire Department or the Ailey Fire Safety Directors.

**If you see a fire:**
→ Activate alarm at nearest pull station / respond to alarm and follow evacuation procedures above

Fire Wardens and Searchers:

→ Designated staff members of Alvin Ailey Dance Foundation serve as Fire Wardens and Searchers on each floor at the Joan Weill Center for Dance. Students should listen to instructions given by the Fire Wardens and Searchers of the floor they are on in the event of a fire.

TIME AWAY/SICK LEAVE/ SUBSTITUTE PROCEDURES – UPDATED FOR FALL 2021

- Junior Division Faculty
  Absence policies remain the same.

- PPAS Faculty
  Absence policies remain the same.

- Professional Division Faculty
  Absence policies remain the same, but please take extra care when schedule subs as the sub list has been shortened to limit exposure.

- Musicians
  Absence policies remain the same, but please take extra care when schedule subs as the sub list has been shortened to limit exposure. Musicians that are unable to find a sub must notify Lauren. It is possible that classes will take place without musicians this year if subs are unavailable.

Types of Absences/Time Away Considerations

Time Away Absences

Prior to each term, you will receive an Availability Form where you are required to list any expected absences or time away for the following term. You have an additional opportunity when you receive your schedule to fill out the Pre-Term Time Away Notification form to list all expected absences or time away prior to the commencement of the term.

Sick Leave Absences

Any absence due to illness, injury, doctors’ appointments or other reasons covered in the Ailey Sick Leave Policy can be requested against your sick time accrual. Sick leave time requests may not to be used for any other reason other than those covered in the policy (please read page 18 – 19 in the Alvin Ailey Dance Foundation Personnel Manual).

Time Away Considerations

From time to time Faculty and Musician Time Away Absences (not including sick leave) will be reviewed for higher than normal absences. At the sole discretion of the Directors, a high percentage of non-sick leave absences could result in loss of a class(es) or non-renewal of engagement for the following term.

FACULTY UNPAID ABSENCE + SUBSTITUTION PROCEDURE

Professional Division Faculty Substitution Procedure for Time Away Absences

- You are required to notify The Alley School Co-Directors of all Time Away needs prior to the commencement of each term via Availability Forms and/or the Pre-Term Time Away Notification attached to your class schedules. Should you need to request additional Time Away during the
term, you are responsible to notify the Ailey School Directors and make arrangements for a substitute.

- All substitute requests for Professional Division classes should be submitted via your Ceridian Dayforce account accessible here: https://www.dayforcehcm.com/mydayforce/login.aspx. The School Directors are notified when online requests are submitted.
- All substitution requests must be submitted at least 1 week in advance.
- Substitutes must be chosen from the official Ailey School List of Approved Substitutes which will be updated each term and sent to you via email. A copy is also available in the 3rd floor lounge.
- New substitutes may be added to the list only with the approval of The Ailey School Co-Directors, Tracy Inman and Melanie Person, and no substitute may be paid without first meeting with Jim Paulson.
- Should you have difficulty finding a substitute, please contact the chair of your department or the Manager of School Operations, Lauren Evans at levans@alvinailey.org or (212) 405-9514.

Junior Division Faculty Substitution Procedure for Time Away Absences

- You are required to notify the Junior Division Associate Director, Dawn Tricarico of all Time Away needs prior to the commencement of each term via Availability Forms and/or the Pre-Term Time Away Notification attached to your class schedules. Should you need to request additional Time Away during the term, you are responsible to notify the Junior Division Associate Director.
- All substitute requests for Junior Division classes should be submitted via your Ceridian Dayforce account accessible here: https://www.dayforcehcm.com/mydayforce/login.aspx.
- All substitution requests must be submitted at least 1 week in advance. If it is a day of emergency call Dawn Tricarico by 10am at 212-405-9143 and follow-up by submitting an on-line request described above.

PPAS Faculty Substitution Procedure for Time Away Absences

- You are required to notify the PPAS Coordinator of all Time Away needs prior to the commencement of each term via Availability Forms and/or the Pre-Term Time Away Notification attached to your class schedules. Should you need to request additional Time Away during the term, you are responsible to notify the PPAS Coordinator.
- All substitute requests for PPAS classes should be submitted via your Ceridian Dayforce account accessible here: https://www.dayforcehcm.com/mydayforce/login.aspx.
- All substitution requests must be submitted at least 1 week in advance. For day of emergency absence requests call Guillermo Asca by 10am at 212-405-9126.

FACULTY SICK LEAVE ABSENCE + SUBSTITUTE PROCEDURES

Professional Division Substitution Procedure for Sick Leave Absences For Faculty

- Should you need to use sick leave during the term, you should submit an absence request indicating requested sick hours via your Ceridian Dayforce account accessible here: https://www.dayforcehcm.com/mydayforce/login.aspx.
- If you know you will be sick for the next day of work, a request must be made before 4pm the day before you are supposed to report to work.
- In an emergency or and if you wake up unwell, please notify the School immediately so sub arrangements can be made for your classes. Though not required, we welcome your assistance in arranging a sub after-office hours if you know you will be out sick. Submit an online request or notify the Manager of School Operations, Lauren Evans at levans@alvinailey.org or 212-405-9514.
- Substitutes must be chosen from the official Ailey School list of Approved Substitutes which has been sent to you via email and is available in the 3rd floor lounge.

Junior Division Substitution Procedure for Sick Leave Absences for Faculty
• Should you need to use sick leave during the term, you should submit an absence request indicating requested sick hours via your Ceridian Dayforce account accessible here: https://www.dayforcehcm.com/mydayforce/login.aspx.

• If you know you will be sick for the next day of work, a request must be made before 6pm the day before you are supposed to report to work.

• In an emergency or if you wake up unwell, please notify the School immediately so substitute arrangements can be made for your classes. Submit an online request or notify Dawn Tricarico by 10am at dtricarico@alvinailey.org or 212-405-9143.

PPAS Substitution Procedures for Sick Leave Absences for Faculty

• Should you need to use sick leave during the term, you should submit an absence request indicating requested sick hours via your Ceridian Dayforce account accessible here: https://www.dayforcehcm.com/mydayforce/login.aspx.

• If you know you will be sick for the next day of work, a request must be made before 6pm the day before you are supposed to report to work.

• In an emergency or if you wake up unwell, please notify the School immediately so substitute arrangements can be made for your classes. Submit an online request or notify Guillermo Asca by 10am at gasca@alvinailey.org or 212-405-9126.

MUSICIAN UNPAID ABSENCE + SUBSTITUTION PROCEDURE

• You are required to notify Jim Paulson of all Time Away needs prior to the commencement of each term via Availability Forms and/or the Pre-Term Time Away Notification attached to your class schedules. Should you need to request additional Time Away during the term, you are responsible to notify Lauren Evans and make arrangements for a substitute.

• All substitute requests for classes should be submitted via your Ceridian Dayforce account accessible here: https://www.dayforcehcm.com/mydayforce/login.aspx. All substitution requests must be submitted at least 1 week in advance.

• Substitutes must be chosen from the official Ailey School List of Approved Substitutes which will be updated each term and sent to you via email. A copy is also available in the 3rd floor lounge.

• New substitutes may be added to the list only with the approval of The Ailey School Directors, Tracy Inman and Melanie Person, and no substitute may be paid without first meeting with Jim Paulson.

• Should you have difficulty finding a substitute, please contact the Manager of School Operations, Lauren Evans at levans@alvinailey.org or (212) 405-9514.

MUSICIAN SICK LEAVE ABSENCE + SUBSTITUTION PROCEDURE

• Should you need to use sick leave during the term, you should submit an absence request indicating requested sick hours via your Ceridian Dayforce account accessible here: https://www.dayforcehcm.com/mydayforce/login.aspx.

• If you know you will be sick for the next day of work, a request must be made before 4pm the day before you are supposed to report to work.

• In an emergency or if you wake up unwell, please notify the School immediately so substitute arrangements can be made for your classes. Submit an online request or notify Lauren Evans at levans@alvinailey.org or (212) 405-9514.
Department Contacts

Remember, you must report an absence by phone to ensure that your classes are covered. To be paid for your sick time, you must also submit a request form via the employee portal. To report an absence and request a substitute (if necessary), contact the following individuals:

- **The Ailey School**
  Professional Division Instructors: call Lauren Evans (212-405-9514) by 8:00 am
  Junior Division Instructors: call Dawn Tricarico (212-405-9143) by 10:00 am
  PPAS Instructors: call Guillermo Asca (212-405-9126) by 10:00 am
  All Musicians: call Lauren Evans (212-405-9514) by 8:00 am

- **Arts In Education/AileyCamp**
  Call Sarah Feeley (212-405-9154) by 8:00 am (Only if requesting sick leave. Follow normal substitute request procedures for all other times.)

- **The Ailey Extension**
  Part-Time Extension Desk Staff and Kids & Teens Instructors: call Stacey Spencer-Willoughby, Extension Manager (212-405-9018)
  All other Extension Instructors and Musicians: Lucyna Zdunek, Extension Financial Assistant (212-405-9023)

- **The Ailey Studios and Theater**
  Studio Managers & Event personnel: Contact Kris Carr (212-405-9057)
  Theater staff: Contact Joel Wilhelmi (212-405-9166)
# Ceridian Dayforce Ailey School Staff Guide

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How to Access Ceridian

   - Hover over “About”.
   - Click on “Staff & Faculty”.

2. Scroll down and click on “Bulletin Board”.

3. Click on the button titled “Ceridian Dayforce Login”. This will redirect you to Ceridian.
**ENTER AN ABSENCE REQUEST**

1. Enter your Employee ID number. If you have lost this number, contact payrollhelp@alvinailey.org.

2. Use the Password you created.

3. Click here to access the sidebar menu.

4. Once logged in, you will view your home page:
   - Click "Login".
   - Make sure there is no space between “Alvin” and “Ailey”.
   - Click here to access the sidebar menu.
2. Click on “Work” to make a drop-down menu appear.

3. Click on “Time Away List”.

How to Enter an Absence Request
4 Click on “Request New Time Off”.

A new Time Off Request will appear.

6 Select “Sick” to use “Paid Sick Leave”.
Select “Unpaid Time Off” to use for Non-Sick leave absences.
Select a Start and End Date - **Must always be the same.**
You **CANNOT** enter multiple classes in one request. You must enter one request for each class you are missing.

1) Select "Partial Day".
2) Enter Start and End time - type into the field to enter class times to the minute.
3) Add comment with class name, class level, class section and substitute if applicable.
   - Example of **PROFESSIONAL DIVISION FACULTY** Entry
   - Example of **JUNIOR DIVISION FACULTY** Entry
   - Example of **PPAS FACULTY** Entry
   - Example of **MUSICIAN** Entry
   - Example of **Emergency Absence** for PD Faculty or any musician who cannot find a sub at the last minute.
4) CLICK SUBMIT.
Once entered, Absence Requests will show as “Pending”. Once approved, Absence requests will show as “Approved”.

Click on “Balances”.

A drop-down chart will appear detailing accrued, approved and pending balances.
1. Once logged in, you will view your home page:

   ![Home Page Screenshot]

   Click on “Earnings”.

2. Here you can view a list of your paystubs beginning in October 2016.

   ![Earnings Page Screenshot]

   To view an individual paystub, click on a statement.
Here you can view summary of the paystub. To view the statement, click on “Statement”.

Here you can view your official paystub and print a hardcopy.
Once logged in, you will view your home page:

Click here to access the sidebar menu.

1

Click on “SL Employee Timesheet”.

2
1) Click on the calendar symbol to open the menu.

2) Pick the Monday of the week that you wish to view your payment.

3) Click “Load”.

This view shows your full week schedule and which classes you worked.

Hover your mouse over the dollar sign to see how much pay you received for an individual class.

A class with a red dot was NOT PAID.
1. Once logged in, you will view your home page:

2. Click on “Earnings”.

3. Click on “Year End Forms”.

4. Click on tax document you would like to access.
edit direct deposit information

1. Once logged in you will view your home page:

2. Click on “Forms”:

3. Click on “Direct Deposit”:
Click on the piece of information you wish to change. A cursor will appear. Edit the item accordingly.

If you wish to add an account, click “Add” and follow the prompts.

Click “Submit”. Your manager will review and approve the entry.
EDIT YOUR CONTACT DETAILS (email & phone)

1. Once logged in you will view your home page:

2. Click on “Forms”.

3. Click on “Contact Details”.

How to Edit Contact Details
Continue to add as many contacts types as needed. **One phone number and one email address are REQUIRED.**

When changing/adding an email address:

1) **ALERTS**
   - Be sure to check the box for “Alerts”. This ensures you receive emails about **emergencies, closings and comp tickets**.

2) **VERIFY YOUR EMAIL**
   - When entering a new email address, you will receive an email asking you to verify your email address. If you do not verify your address, you will not be able to reset your password on your own. Check your spam if you have not received that email within 24 hours.

Click “Submit”. Your manager will review and approve the change.
How to Set Up/Edit Your Mailing Address

1. Once logged in you will view your home page:
   - Click on "Forms".

2. Click on "Address".
Click on the piece of information you wish to change. A cursor will appear. Edit the item accordingly.

Click “Submit”. Your manager will review and approve the change.
1. Once logged in you will view your home page:

2. Click on “Forms”.

3. Click on “Emergency Contacts”.
Click on the piece of information you wish to change. A cursor will appear. Edit the item accordingly.

Click “Submit”. Your manager will review and approve the change.
SET UP/EDIT YOUR SECURITY QUESTIONS

Once logged in you will view your home page.

1. Click on "Profile and Settings".

2. Click on "Security".
Pick 2 questions and create 2 answers. Save your answers somewhere safe and easily accessible.

Click “Submit”. Your manager will review and approve the change.