

THE AILEY SCHOOL

OFFICIAL SCHOOL OF ALVIN AILEY AMERICAN DANCE THEATER

Tracy Inman & Melanie Person, Directors

Robert Battle, Artistic Director, Alvin Ailey American Dance Theater

FACULTY/MUSICIAN INFORMATION & PROCEDURE HANDBOOK

Bennett Rink, Executive Director, Alvin Ailey Dance Foundation



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THE AILEY SCHOOL History and Mission

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 12 spacious studios, a fully equipped theater with 295 seats, student and faculty lounges, dressing rooms, a library, 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.

AILEY 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, Ellen Graff, Carolyn Adams, Freddie Moore, Ana Marie Forsythe, Guillermo Asca

Faculty Advisor (Junior Division): Tiffany Barnes

Graduates

The Ailey School is the official school of the internationally renowned dance company, 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 Ailey School 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

Faculty, musicians and guest artists must sign a payroll sign-in sheet in order to be paid. During the class Monday to Friday, a student monitor will bring this sheet for instructors', musicians' and guest artists' signatures. **If for some reason a monitor does not come to the class, artists should see the Studio Manager to sign in.** For Saturday and Sunday classes, the sign-in sheet is located on the 2nd floor next to the reception desk. All faculty, musicians and guest artists must come to the 2nd floor to sign-in for their classes on these days. If you have multiple classes, you may sign-in for all of them at one time. No student monitors come to the studio. Remember, if you do not sign, you will not be paid.

B) Payroll Schedule

Faculty and musicians are engaged by The Ailey School 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 date printed on the pay stub reflects the week paid, not the week worked.** Payroll is submitted to the payroll processing company on Monday mornings. Checks may be picked up at the 2nd floor reception desk. Check stubs of those on direct deposit will be put in your mailbox. (Please note: we will endeavor to mail live checks left at the 2nd floor reception desk after every few weeks).

C) Payroll Questions/Errors

Questions about payroll should be addressed to **Jim Paulson, Business Manager 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 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 ljwillingham@alvinailey.org

AAADT/Ailey II: Isabelle Quattelbaum 212-405-9190 or [iauattelbaum@alvinailey.org](mailto:iuattelbaum@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 Musicians' 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) Class Observation

Faculty are encouraged to observe each other's classes and to share information about pedagogy, students and other related issues.

K) 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

L) Punctuality

Instructors and musicians are expected to arrive on time for classes and stay until the 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.

M) Taking of Attendance

If any junior or professional division student's name **is not** written in the roll book, instructors are asked to send that student to the Professional Division Registrar or Dawn Tricarico, Associate Director of Junior Division. The student should not be allowed to take class or write his/her name in the roll book. It is necessary for staff to maintain accurate records so that students can receive credit for their classes.

N) Enforcement of Dress Code

A copy of the Dress Code applicable to all junior and professional division students has been included in this document. Instructors are requested to enforce it in their classes so that students' bodies can be seen and they will reflect the appropriate image of our professional training academy. When weather is colder, students may be allowed to wear close fitting, knitted leg warmers and tops. No plastic pants, large shirts or shorts are allowed.

O) Guest Policy

As a professional courtesy, each faculty member is permitted one guest who may take his/her classes each term. The Ailey School Directors must authorize their guest status which will appear when their key tags are swiped during the sign-in process. Faculty members are asked to provide The Ailey School Directors with the written name and telephone number of his/her guest. The school staff has been instructed to admit only those guests with valid authorization. Verbal requests to the Studio Managers or faculty are not honored, as The Ailey School has had many people claiming to be guests. The school cannot afford to subsidize an unlimited number of guests.

EMERGENCY PROCEDURES

BLDG SECURITY: 9002

POLICE/FIRE/AMBULANCE: 911

In case of an emergency evacuation:

- LISTEN FOR ANNOUNCEMENTS
- Report to the lobby of floor that you are on
- The Fire/EAP Warden will call the Fire Command Station for instructions. (If there is no Fire/EAP Warden 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)
- If required, exit as directed by Fire/EAP Warden (NEVER USE THE ELEVATORS UNLESS DIRECTED BY FIRE DEPARTMENT OR FIRE SAFETY/EAP DIRECTOR)

If you see a fire:

- Activate alarm at nearest pull station / respond to alarm
- Follow evacuation procedures above

Medical Emergency:

- Call 911 from any phone
- Call Security at 9002 as soon as 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 911 call is complete

Suspicious Mail/Packages

- Suspicious mail or packages can have: protruding wire(s), strange odor, misspelled words, excessive postage, no return address or discoloration.
- Call Security at 9002: Don't touch Item, Turn off Radios and Cell phones, Clear Immediate Area

In Building Relocation

- Listen for announcements
- Report to Studio LL-C as directed by Fire Warden

FYI

- If we are unable to return to building, Fordham is an alternate location for student assembly (school staff should implement parent contact procedures)
- Flashlights, rubber gloves and first aid kits are available at reception & security desks
- Battery powered radios at reception desks and in finance
- If you have a mobile phone, add info for your emergency contact under the contact name ICE (In Case of Emergency)

FIRE SAFETY/EMERGENCY ACTION PLAN (EAP) DIRECTOR: Michael Canarozzi
DEPUTY FIRE SAFETY/EAP DIRECTORS: Reynold Manigault, Pam Wilkinson, Vincent Domicello, Carlos Arenas

CPR/FIRST AID CERTIFIED STAFF:
(Dial x9002 to locate a CPR trained individual)

Carlos Arenas
Shaw Bronner
Vincent Domicello
Natasha Norton
Reynold Manigault
Kaestner McFarlane
Sheyi Ojofeitimi

FIRE/EAP WARDENS:
2nd Floor: Jim Paulson/Samuel Coleman
3rd Floor: Pam Robinson/Kristen Carr
4th Floor: Christopher Zunner/Jennifer Fyall

SEARCHERS:
2nd Floor: Lauren Evans/Freddie Moore
3rd Floor: Linda Chen/Lloyd Alvarez
4th Floor: Lynette Rizzo/Justin Garlinghouse

FIRE BRIGADE:
Alaric Hahn
Chad Sutton
Kris Carr

TIME AWAY/SICK LEAVE/ SUBSTITUTE PROCEDURES

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 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 Co-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 TIME AWAY ABSENCE + SUBSTITUTION PROCEDURE

Professional Division Faculty Substitution Procedure for Time Away Absences

- You are required to notify **The Ailey 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 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 School Scheduling Administrator, 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 School Administrator, 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 and if you wake up unwell, please notify the School immediately so sub 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 and if you wake up unwell, please notify the School immediately so sub 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 TIME AWAY 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 School Scheduling Administrator, 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 and if you wake up unwell, please notify the School immediately so sub arrangements can be made for your classes. Submit an online request or notify Lauren Evans at levans@alvinailey.org or (212) 405-9514.

I 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 8:00am

A 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.)

B 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: Kristen Hill, Extension Administrator/Group Coordinator (212-405-9023)

C The Ailey Studios and Theater

Studio Managers & Event personnel: Contact Kris Carr (212-405-9057)

Theater staff: Contact Joel Wilhelmi (212-405-9054)

Ceridian Dayforce Ailey School Staff Guide

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Absence Requests	Page 13-17	Submit a request for Unpaid Time Off or Paid Sick Leave. One request must be submitted for every class missed.
Sick Time Accrual	Page 17	View the amount of Sick Time you have accrued and how much is remaining for use.
Paystubs	Page 18-19	View your total pay and paystubs.
Pay Detail	Page 20-21	View your pay per class.
Tax Documents	Page 22	View all your tax documents from 2016 and forward.
Change Contact Information	Page 23-28	Change your email, phone number, mailing address and Emergency Contact.
Direct Deposit	Page 29-30	Change your banking information.

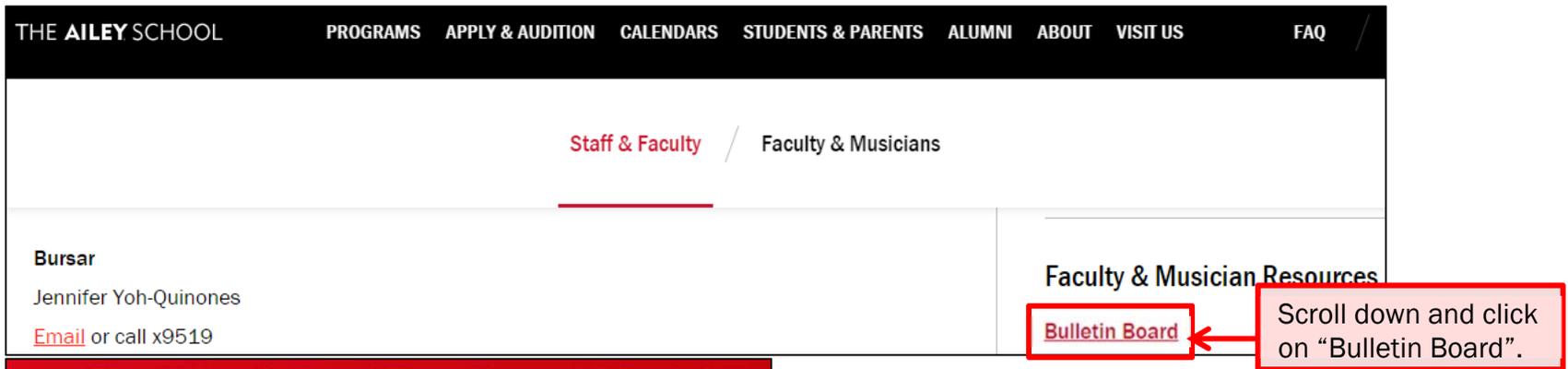
HOW TO LOGIN TO CERDIAN DAYFORCE

Go to www.theaileyschool.edu.

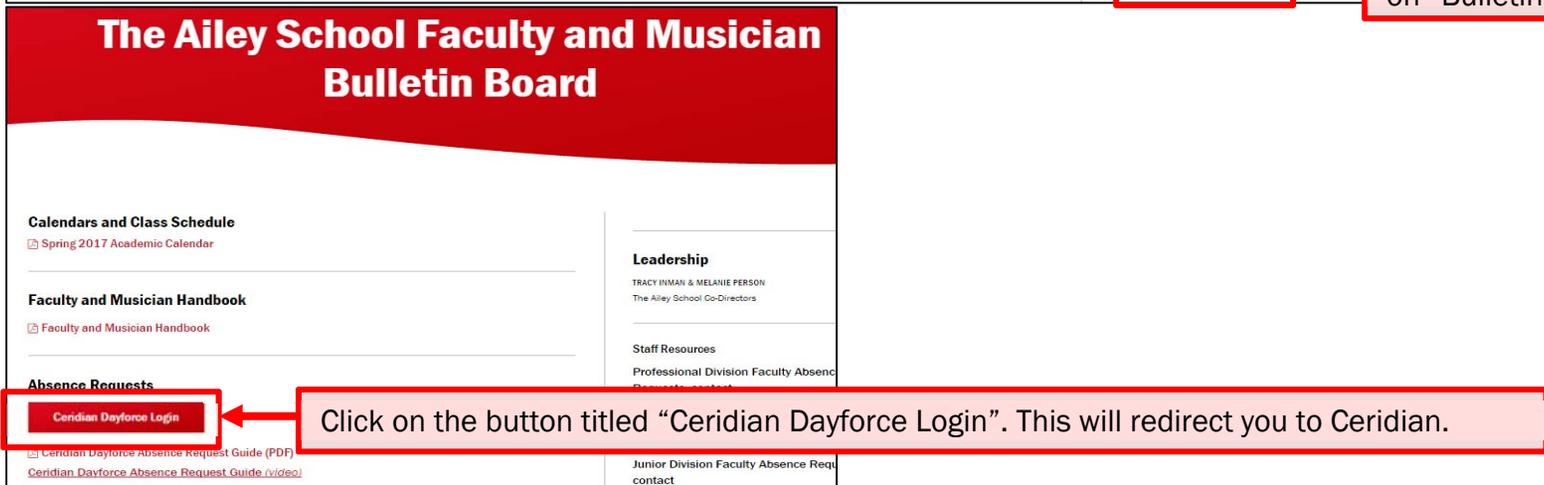
1



2



3



4

DAYFORCE | HCM

Company
AlvinAiley ← Make sure there is no space between "Alvin" and "Ailey".

User Name
| ← Enter your Ceridian File Number.
If you have lost this number, contact Jim Paulson at businessmanager@alvinailey.org.

Password
← Use the Password you created.

Login ← Click "Login".

[Can't access your account?](#)

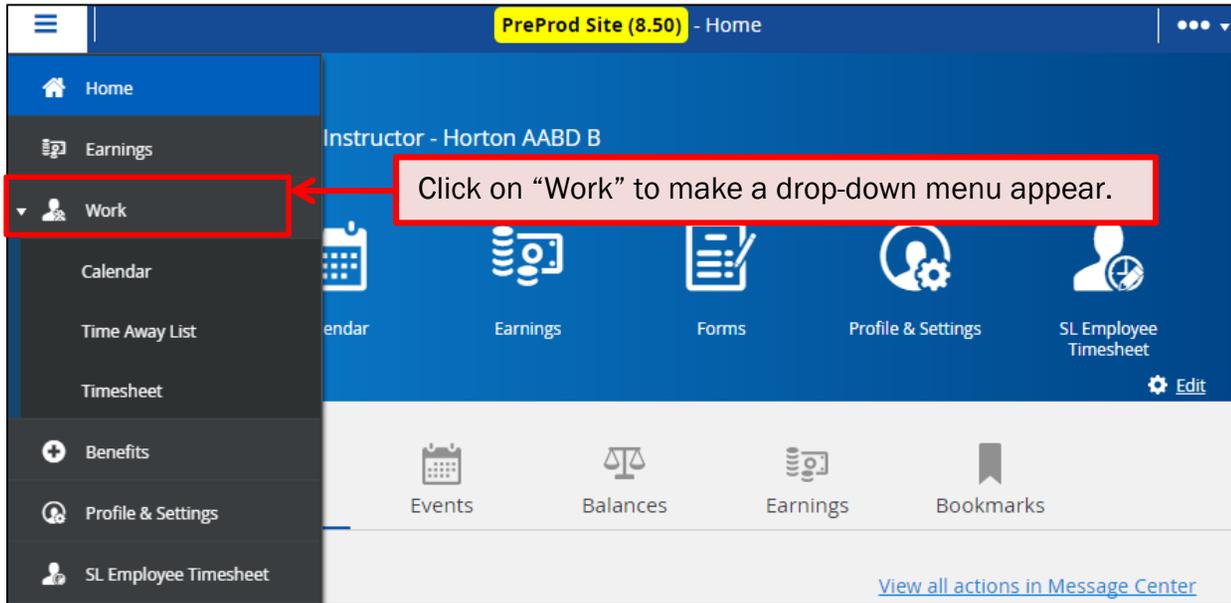
HOW TO ENTER AN ABSENCE REQUEST

1

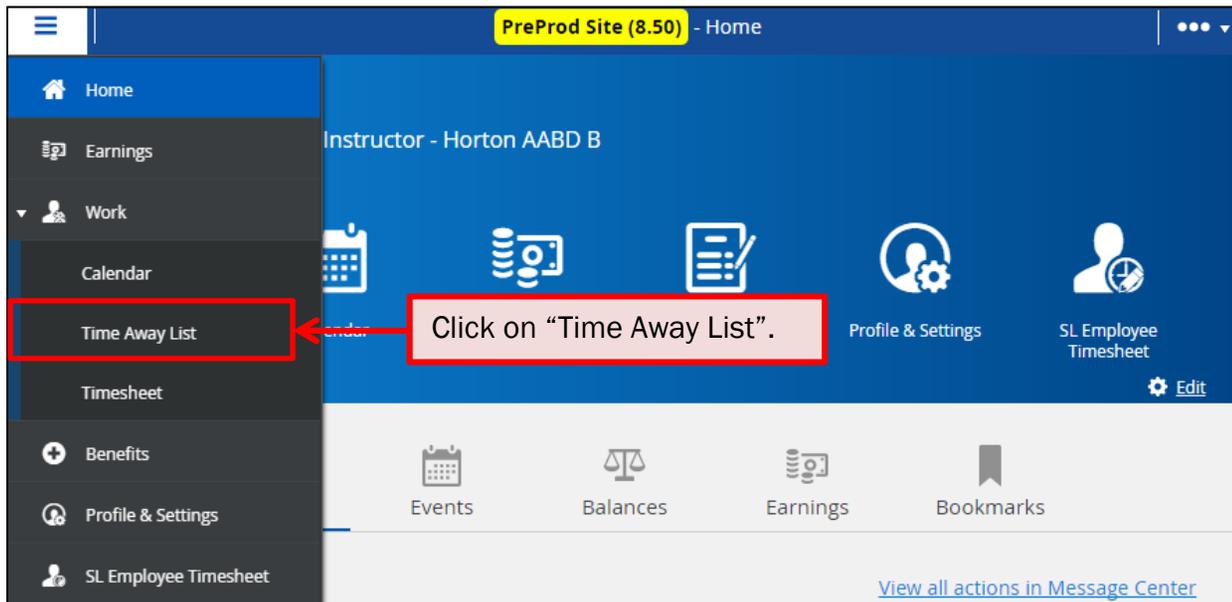
Once logged in, you will view your home page:

Click here to access the sidebar menu.

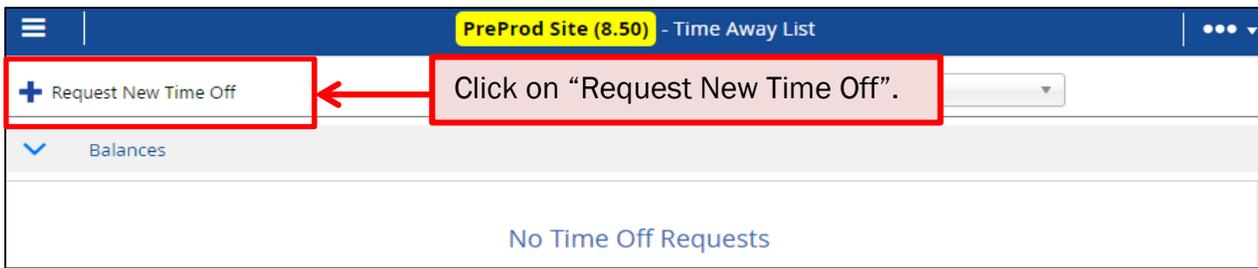
2



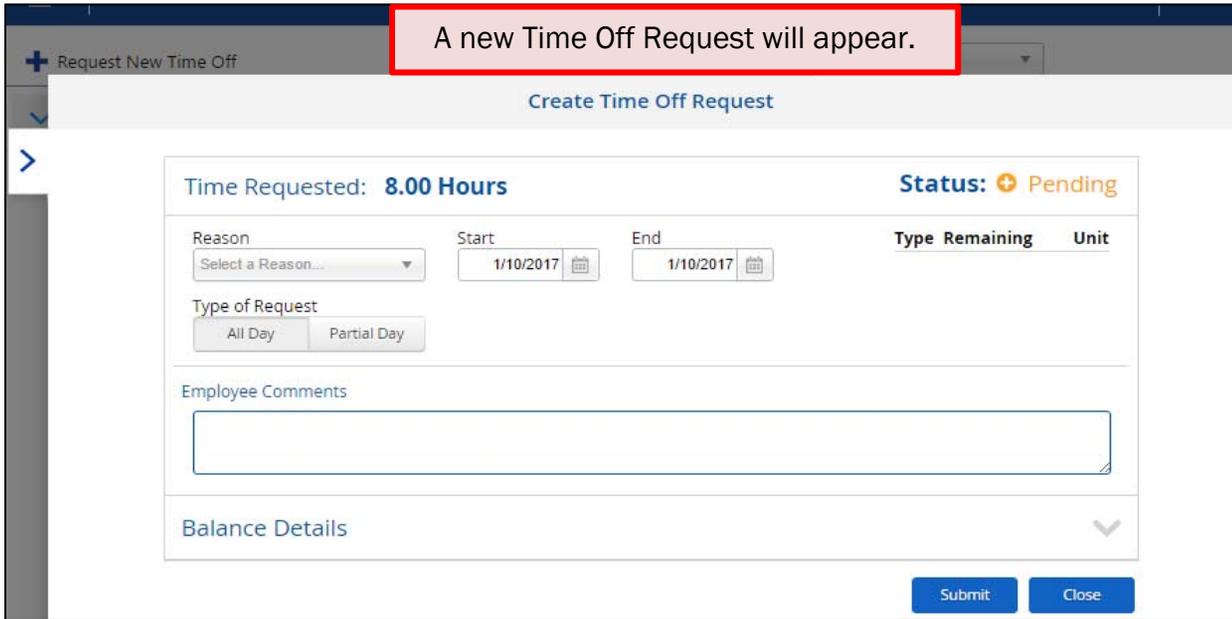
3



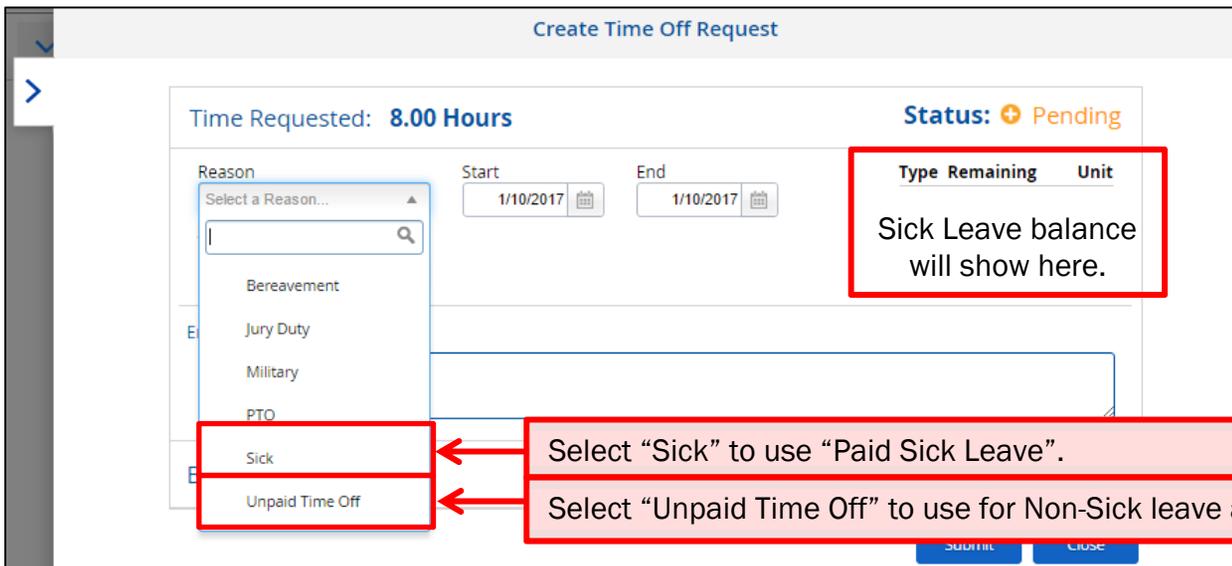
4



5



6



7

Time Requested: **8.00 Hours** Status: + Pending

Reason: Unpaid Time Off

Start: 1/10/2017 📅 End: 1/10/2017 📅

Type of Request: All Day Partial Day

Employee Comments

Balance Details ▼

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.

8

Time Requested: **1.33 Hours** Status: + Pending

Reason: Unpaid Time Off

Start: 1/10/2017 📅 End: 1/10/2017 📅

Type of Request: All Day Partial Day

Start Time: 10:00 AM 🕒 End Time: 11:20 AM 🕒

Employee Comments

Ballet 5A subbed by FACULTY NAME

Ballet 5A sub found by Dawn Tricarico

Ballet 5A sub found by Guillermo Asca

Ballet 5A(FACULTY NAME) subbed by MUSICIAN NAME

Ballet 5A (FACULTY NAME) sub found by Lauren Evans

Balance Details ▼

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.**

9

PreProd Site (8.50) - Time Away List

Request New Time Off

Balances

Thursday, January 12, 2017
Jury Duty 1.25 hours Pending

Wednesday, January 11, 2017
Jury Duty 1.25 hours Pending

Once entered, Absence Requests will show as "Pending".
Once approved, Absence requests will show as "Approved".

VIEW SICK TIME ACCRUAL

Once logged in, you will view your home page:

1

Test Site (51.4) - Home

Dover, Jane
Junior Division Instructor - Horton AABD B
[Profile & Settings](#)

Benefits Calendar Earnings Forms Profile & Settings SL Employee Timesheet

Actions Events **Balances** Earnings Bookmarks

Balances [View Time Away From Work](#)

Type	Accrued	Approved	Pending	Remaining	Exceeded	Unit
PT Sick						Hours
Unpaid Time Off						Hours

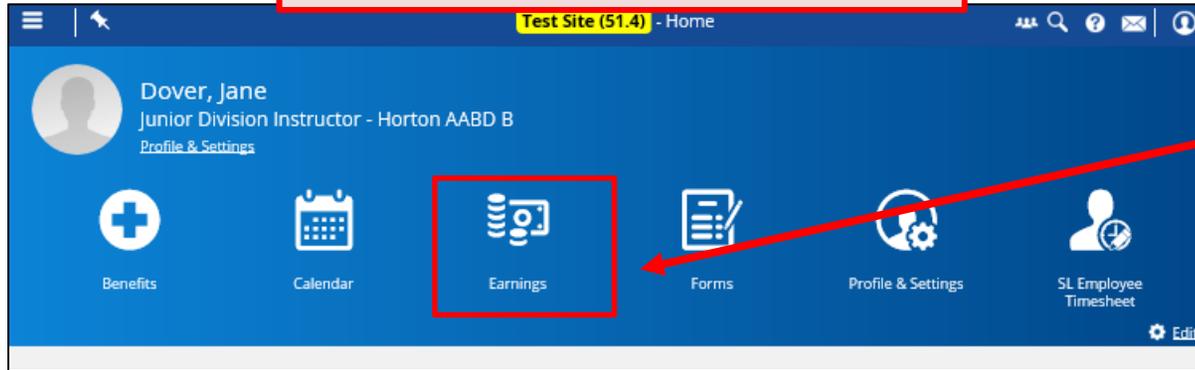
Click on "Balances".

A drop-down chart will appear detailing accrued, approved and pending balances.

VIEW PAYSTUBS

1

Once logged in, you will view your home page:



Click on "Earnings".

2

Earning Statement	Pay Date	Type	Net Pay
March 2017			
Alvin Ailey Dance Foundation - #159767577	3/17/2017	Normal	
Alvin Ailey Dance Foundation - #159163609	3/10/2017	Normal	
Alvin Ailey Dance Foundation - #158582633	3/3/2017	Normal	
February 2017			
January 2017			
December 2016			
November 2016			
October 2016			

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

To view an individual paystub, click on a statement.

3

Earnings

Pre-Tax Deductions	14.65%
Taxes	22.63%
Net Pay	62.72%

Hours

Regular	35.00	100.00%
---------	-------	---------

Here you can view summary of the paystub. To view the statement, click on "Statement".

4

Employee Name: [Redacted]
Employee #: [Redacted]
Employee Address: [Redacted]
Department: [Redacted]
Job Title: [Redacted]

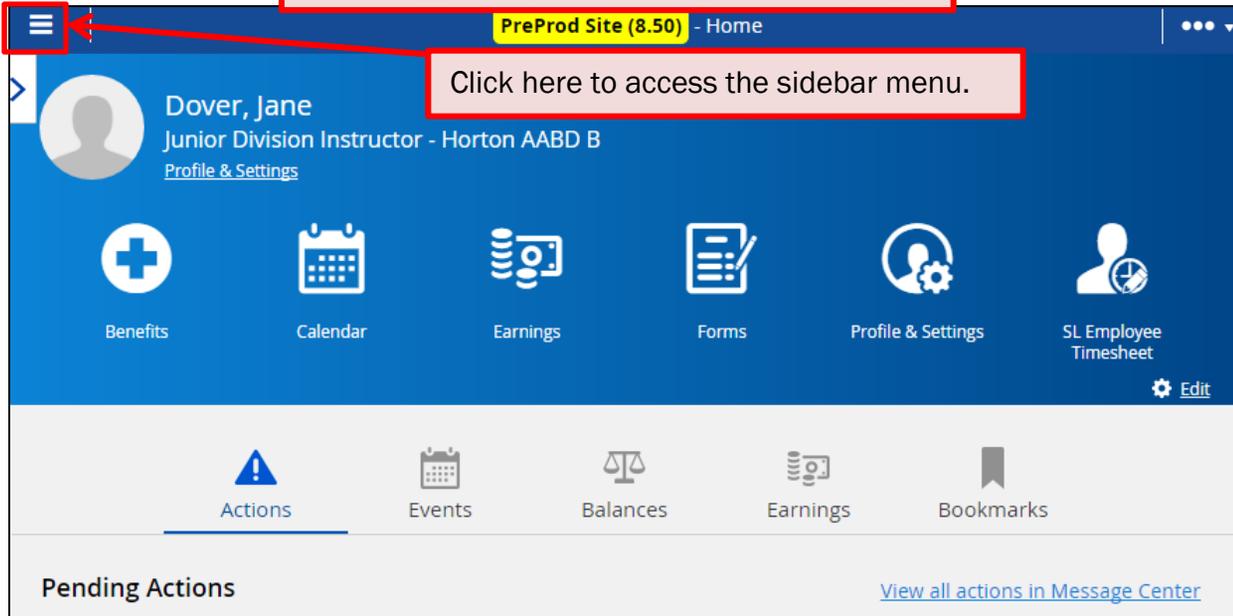
Pay Date: [Redacted]
Pay Period: [Redacted]
Deposit Advice #: [Redacted]
Pay Frequency: [Redacted]
Federal Filing Status: [Redacted]
Federal Exemptions: [Redacted]
State Filing Status: [Redacted]
State Exemptions: [Redacted]
Local Exemptions: [Redacted]

Current 3/13/2017 - 3/19/2017			YTD As of 3/19/2017	
Hours/Units	Rate	Amount	Hours/Units	Amount

Here you can view your official paystub and print a hardcopy.

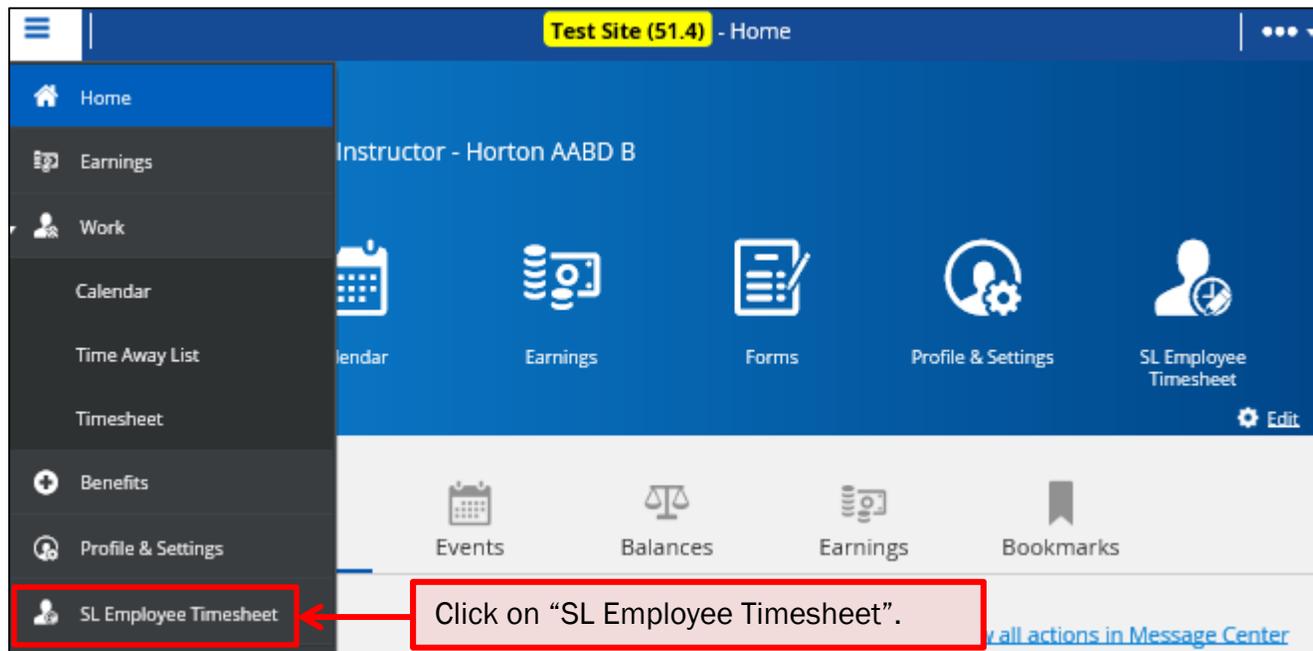
VIEW PAY DETAIL

Once logged in, you will view your home page:



1

Click here to access the sidebar menu.

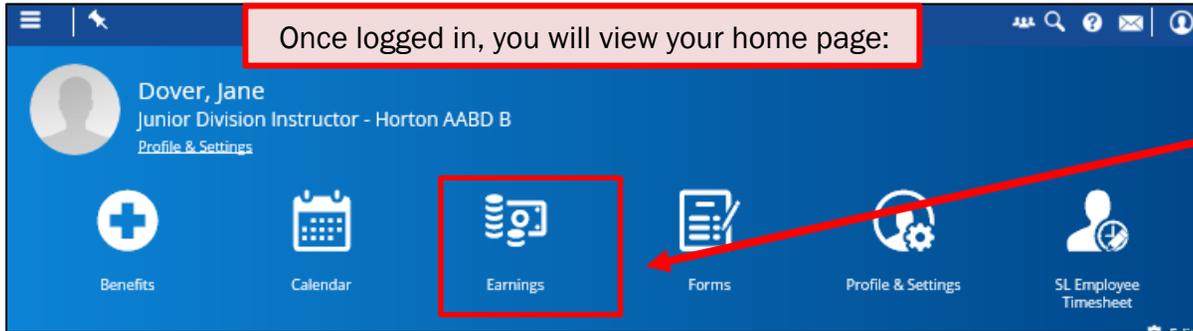


2

Click on "SL Employee Timesheet".

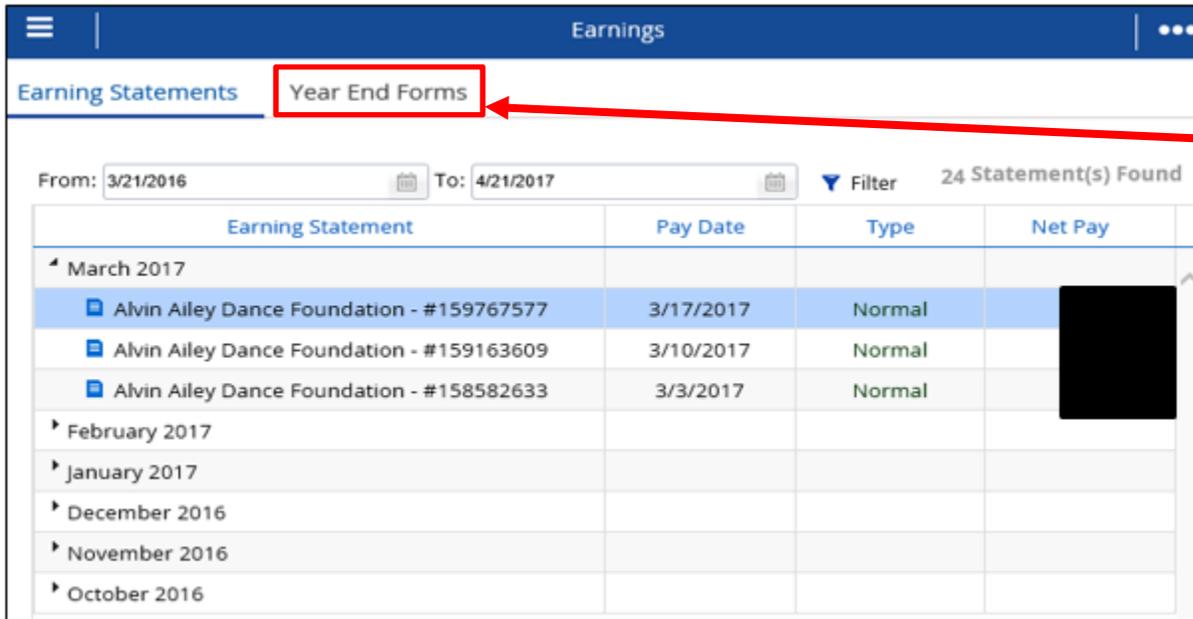
VIEW TAX DOCUMENTS

1



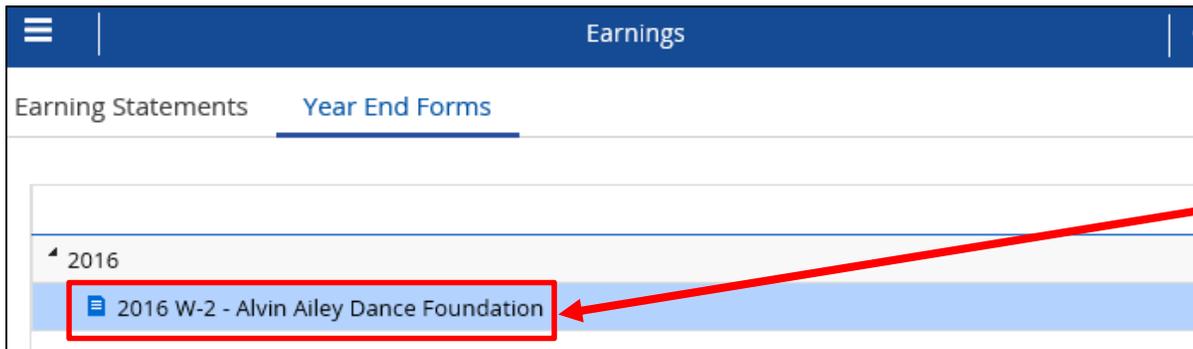
Click on "Earnings".

2



Click on "Year End Forms".

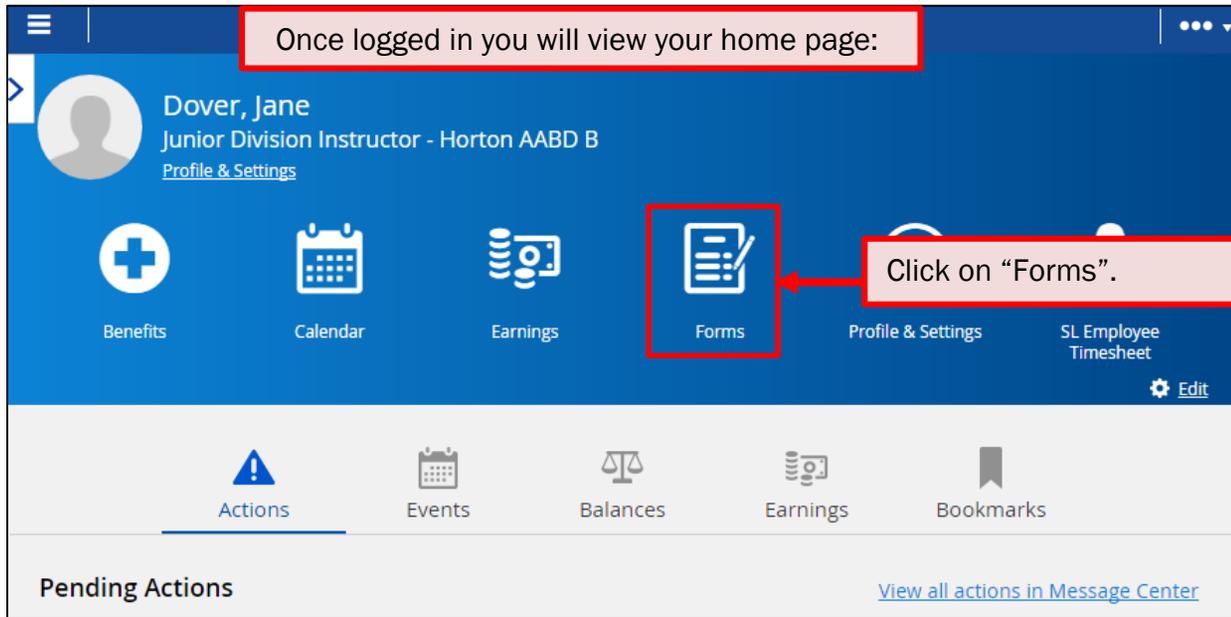
3



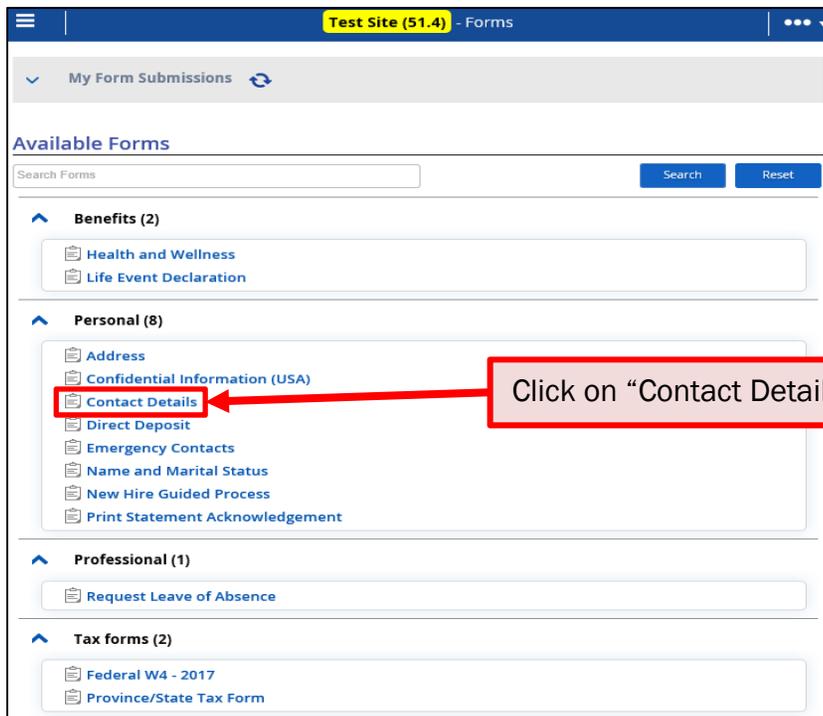
Click on tax document you would like to access.

EDIT YOUR CONTACT DETAILS (email & phone)

1



2



3

Contact Details

Contact Details

Dover, Jane
Status: Active Employee Number: 8181

Phone Numbers

Below are your current phone numbers. You can add new phone numbers or update existing ones. Fields marked with an asterisk are required values.

+ Add × Delete

	Type*	Country Code	Number*	Extension	Alerts	Unlisted?	Start Date*	Er
+ Mobile	United States o...	2124059000			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mar 20/2017	

Electronic Addresses

Below are your current electronic addresses (email, Facebook, Twitter or LinkedIn). You can add new addresses or update existing ones. Fields marked with an asterisk are required values.

+ Add × Delete

	Type*	Address*	Alerts	Start Date*	End Date
+ Personal Email	personal@test.com		<input checked="" type="checkbox"/>	Mar 20/2017	
+ Business Email	business@test.com		<input checked="" type="checkbox"/>	Mar 20/2017	

Supporting Documents

Please attach additional details if desired.

Save Draft Submit Cancel Print

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

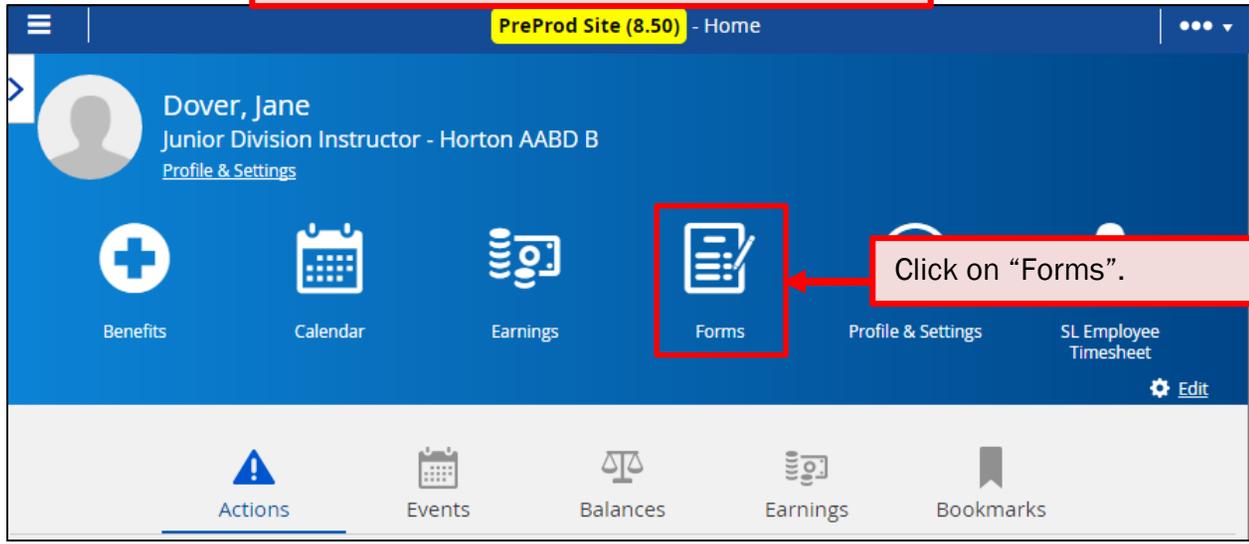
*When changing an email, please look out for an email asking you to verify your email address. Check your spam if you have not received that email within 24hours.

Click "Submit". Your manager will review and approve the change.

EDIT UP YOUR MAILING ADDRESS

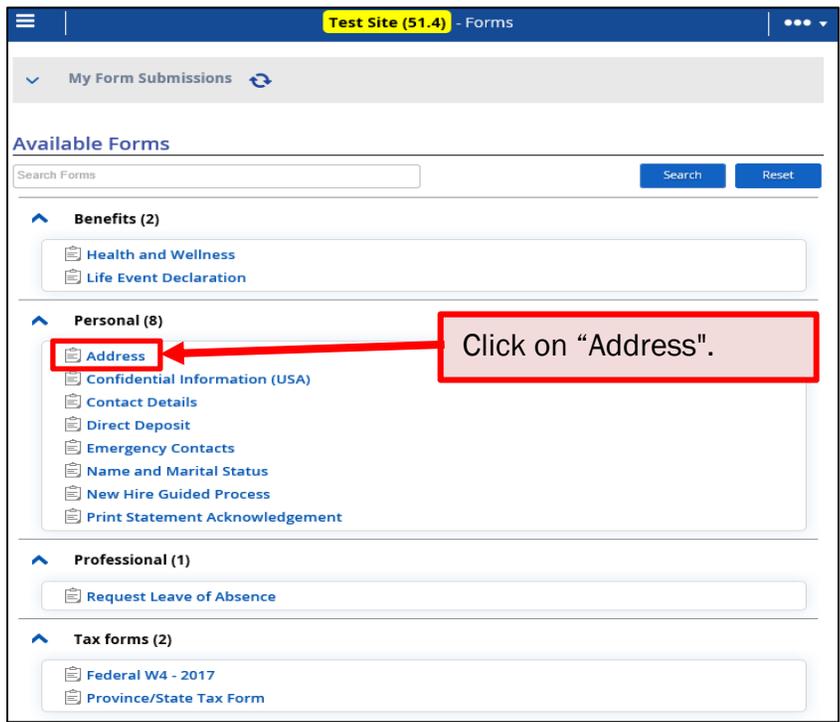
Once logged in you will view your home page:

1



Click on "Forms".

2



Click on "Address".

3

Address

Address

Dover, Jane
Status: Active Employee Number: 8181

Address Information

+ Add X Delete

	Type*	Country Code*	Address Line 1*	Address Line 2	Address Line 3	Address Line 4
	Primar...	United States of...	123 Main Street			

Supporting Documents

Please attach additional details if desired.

There is no valid document type for this user.

Comment

Add comment to the employee's file.

Save Draft Submit Cancel Print

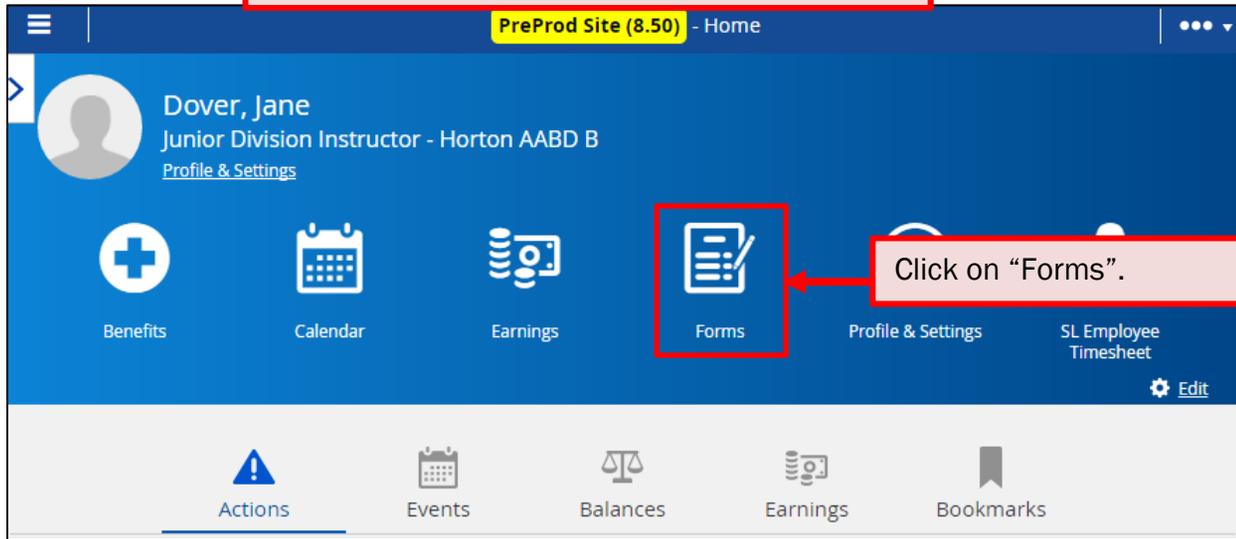
Click on the piece of information you wish to change. A cursor will appear. Edit the item accordingly.

Click "Submit". Your manager will review and approve the change.

EDIT YOUR EMERGENCY CONTACT

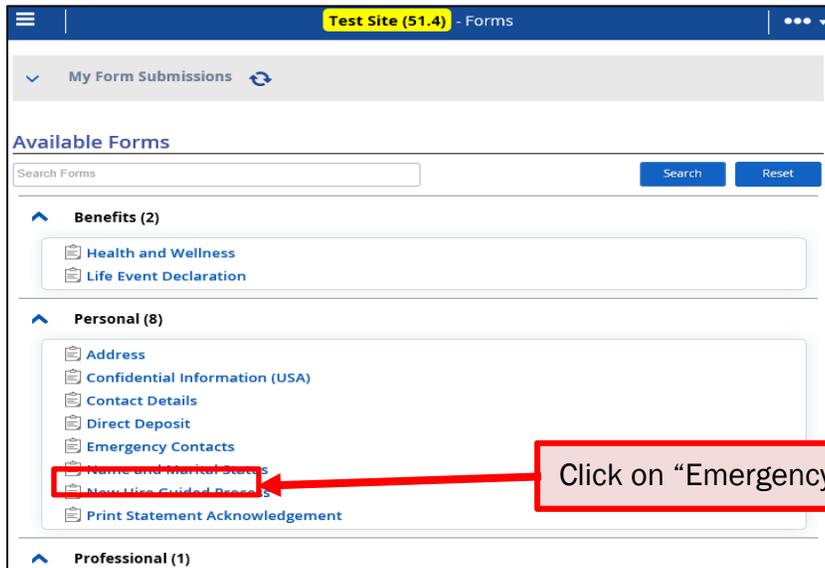
Once logged in you will view your home page:

1



Click on "Forms".

2



Click on "Emergency Contacts".

3

Emergency Contacts

Dover, Jane
Status: Active Employee Number: 8181

▼ Primary Emergency Contact

Below is your primary emergency contact. You can add new contact methods or update existing ones.

First Name *	Middle Name	Last Name *	Relationship *
Jake		Dover	Spouse

Phone Number Address Electronic Address

+ Add

Type *	Country Code	Phone Number *	Extension	Effective Start *	Effective End
Mobile	United States of America	2124059000	Extension	3/21/2017	

► Secondary Emergency Contact

Comment

Add comment to the employee's file.

Save Draft Submit

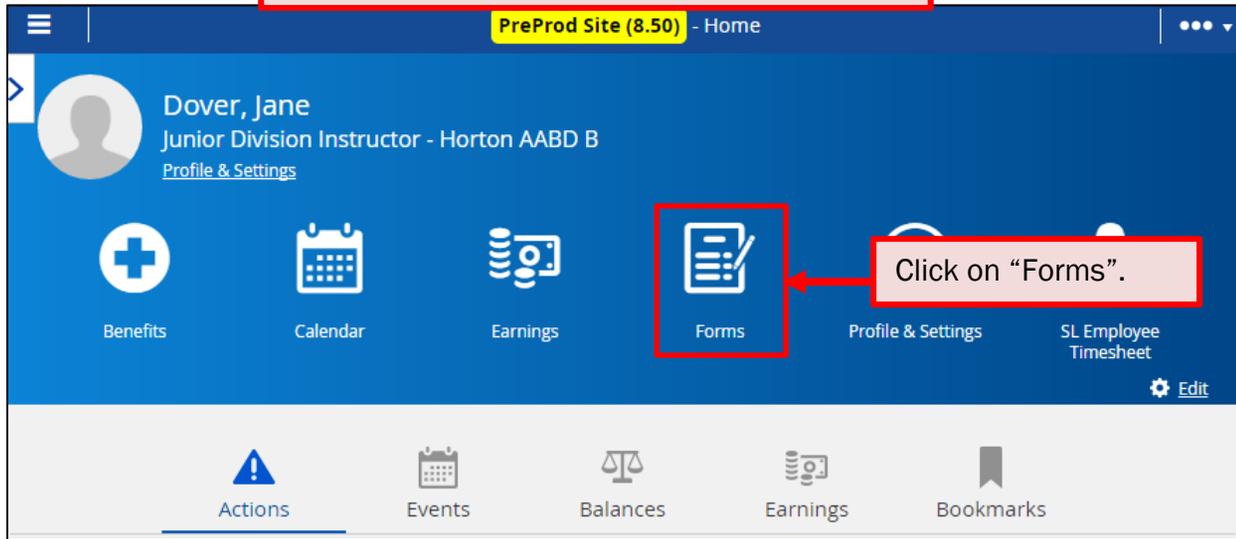
Click on the piece of information you wish to change. A cursor will appear. Edit the item accordingly.

Click "Submit". Your manager will review and approve the change.

EDIT DIRECT DEPOSIT INFORMATION

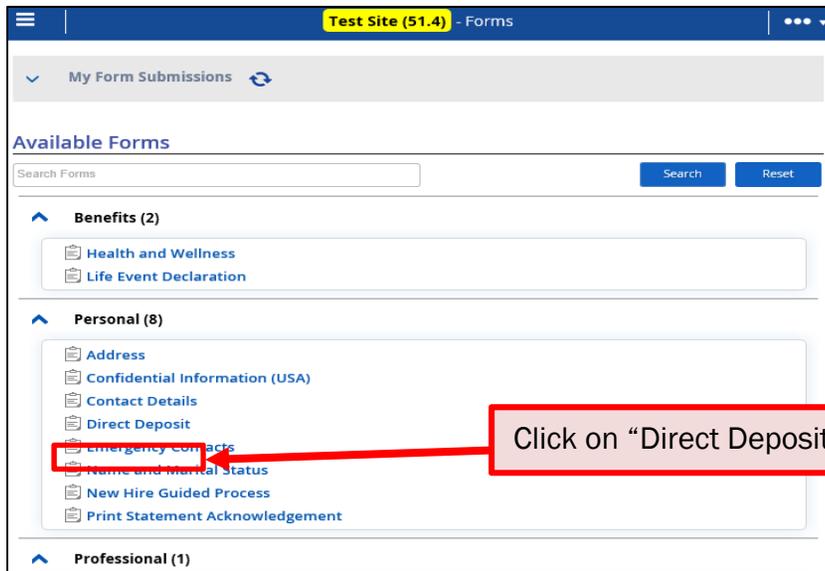
Once logged in you will view your home page:

1



Click on "Forms".

2



Click on "Direct Deposit".

3

Direct Deposit

Dover, Jane
Status: Active Employee Number: 8181

Direct Deposit Information
This is your current direct deposit information. Adding or modifying accounts will change where your pay will be deposited.

Pay will be added to your accounts based on the priority you set. If pay remaining will be deposited into your remainder account. An amount is required for all accounts except your remainder account.

+ Add **x Remove** **↑ Move Up** **↓ Move Down**

Priority	Remainder	Pay Method	Routing Number	Financial Institution	Account #	Amount	View/Edit
1	<input checked="" type="checkbox"/>	Checking	██████████	██████████	██████████		View/Edit

Comment
 Add comment to the employee's file.

Save Draft **Submit** **Cancel**

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

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 entry.