



Telework Continues

Microsoft Office 365

The ASRC IT department has transitioned all teams to Office 365. Once visiting your account portal you may be able to:

- Install Office on other devices, including smartphones
- Manage subscriptions
- Modify security and passwords
- Update app permissions
- Modify your profile and photo

[Click to access your Office Account Portal](#)

Office 365 Apps

In the [portal](#), you can access existing and new apps to help you work smarter:

- Utilize [Planner](#) to organize you or your team's work
- Set up a [Yammer](#) for your team to start conversations, share knowledge and build communities
- Create automated workflows in [Power Automate](#) using templates, which are located [here](#)

Employee Discounts

The AES Procurement team has obtained a new discount for our employees. At Purcell Tire and Service Centers (Anchorage, Wasilla, and Fairbanks) ASRC employees receive:

- Fleet pricing on tires
- 10% OFF service labor
- FREE brake check
- FREE tire rotations

This includes tires and service for passenger cars and trucks, BIG trucks, trailers, RVs, ATVs, and golf carts!

Telework Continues

The 3900 C Street building is open to employees on a limited basis. New practices and procedures have been enacted in compliance with state and local mandates, which are contained in the ASRC COVID-19 Mitigation Plan. AES will consider allowing building access to employees who can better perform their jobs in the office. Only pre-approved employees may access the building at this time.

[Click to view the Re-Opening ASRC page](#)

Building Access Request

If you need access, please discuss the request with your manager. Your manager will then discuss your request with the Department Leader (if applicable) and AES Human Resources. If your request is approved, you will need to fill out a questionnaire concerning any recent travel and exposure to or signs and symptoms of COVID-19. If your questionnaire is cleared, you will be notified that you have building access. You must follow the ASRC COVID-19 mitigation plan while in the building at all times.

Working Remotely

Overtime Approvals

Please remember that hourly employees must obtain *written* approval from their manager before working overtime. The AES teleworking policy is available [here](#).

Documents

Visit the AES [Working Remotely](#) page for info about:

- Teleworking policy
- Desk phone forwarding
- VPN
- Equipment check-out

[Click to visit Working Remotely web page](#)