



PennState
College of Engineering

Staff Advisory Committee News



COMMUNITY NEWS

First SAC-Sponsored Lunch and Learn

The Staff Advisory Committee (SAC) just hosted their first Lunch and Learn, "Workplace Bullying." According to our College's climate survey results, 25% of the staff who responded reported experiencing exclusionary, intimidating, offensive, and/or hostile conduct. SAC wanted to provide an educational opportunity to define bullying, explain why it must be addressed, and to let our staff know what they can do about it. SAC's mission is to foster an ideal workplace and addressing bullying and how to combat it is definitely a win for our staff, students, and the College as a whole.

Want to Know More About SAC?

Visit our [website!](#)

Tech Bites

Join our NCTS training staff for Tech Bites! Tech Bites are short topic technology sessions paired with a yummy treat, like a snack-sized lunch and learn.

All sessions will be from 11:00-11:30 a.m. in 153J Hammond (Engineering Training Lab).

Upcoming topics:

April 27: Video Conferencing at Penn State

May 11: Creating Pictocharts

May 25: Presenting Prezi

Registration is preferred by emailing training@engr.psu.edu.

June's Brown Bag Lunch and Learn

Please mark your calendar for June's Lunch and Learn. Our speaker will be Dr. Steven Robbins who will speak on diversity and inclusion.

Friday, June 30

12:00 - 1:00 p.m.

125 Reber Building

Email coestaffadvcommittee@engr.psu.edu to register.

Support SAC. Donate Today!

IMPORTANT DATES

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April 27: **Video Conferencing at Penn State - College of Engineering Tech Bites**

April 28: **College of Engineering College-wide Picnic**

May 11: **Creating Pictocharts - College of Engineering Tech Bites**

May 25: **Presenting Prezi - College of Engineering Tech Bites**

June 19: **SAC Ice Cream Social**

June 30: **June Brown Bag Lunch and Learn**

FACULTY LETTER

Letter by Themis Matsoukas

I became the undergraduate coordinator in my department when the colleague who held this position before me retired. I inherited several folders with stuff, and many more questions whose answers I had no idea where to even begin to look for. Facing the academic and administrative structure of a large university like Penn State is a daunting task, especially for new faculty whose previous experiences with other institutions leave them disoriented. The experience could have felt like a jumping into the abyss, except that the abyss came with a sturdy safety net: my department's undergraduate staff assistant. I was lucky that my assistant had been in that job for several years. Having absorbed decades worth of institutional memory, academic regulations, and the administrative pathways to implement them, she became my indispensable reference point, my right hand in carrying out my duties.

Much of this took place at a time that course catalogues were published in the Blue Book -yes, a real book with a blue cover- academic guides had to be hunted down to the university offices that

produced them, memos had to be delivered by campus mail. In such setting, the value of human intelligence, support staff with the knowledge to get things done, is very high. This has not changed much in our day. The internet is now ubiquitous and a simple search from our offices can uncover the most obscure piece of information. However, such commonplace conveniences do not make human intelligence obsolete; they merely hide the role and value. One does not have to go far to find examples. Just recently, Penn State implemented a massive update of its electronic student record and information systems, ushering us from eLion to LionPath to replace 1980's technology with 21st century state-of-the art. The hick ups of this transition are turning out to be a bit more daunting than the initial expectation. Whose shoulders does this fall on to iron out, our staff. I happen to know first-hand that the effort that goes into fixing the new system is, to speak conservatively, enormous. It serves as a good reminder to all (and I'm hoping administrators are listening) that the complexities of our IT driven business models make the case for more support staff, not less.

I have worked with staff of many specialties, undergraduate and graduate support staff, professional advisors, research support, machine shop, but I maintain a soft spot for those in the undergraduate and graduate offices. The University's main responsibility is towards its students and their education in classrooms and in research labs. The support staff in these positions are the faces of our programs. Many students will graduate in our program without ever taking a class with me or ever getting to talk with me during their years at Penn State, but none will graduate without meeting the staff in the main office. For parents with questions about their kids and for students with questions relating to: scholarships, petitions, grades, graduation, and jobs. The first step is a call or visit to the main office. I have the luxury of closing my office door. Not the staff in the main office, they are there to greet anyone who goes through the door. I once witnessed a phone conversation between our undergraduate staff assistant and the parent of a student who had a serious academic problem. It was obvious that the parent was furious and making demands that were not only unreasonable, but also impossible by University policies. Hearing more of the conversation I found myself getting more and more annoyed with the parent. Yet the staff assistant never lost her cool but remained calm and professional until the end of the call.

Small acts of random appreciation are one of the simplest things one can do to let our staff know that their efforts do not go unnoticed. I knew a colleague who every Friday brought donuts for the staff in his department. In my department, I started a different tradition. Once a semester I take out a small group of our staff to lunch. This group includes people in the office with whom I work more closely and the retired staff who held their positions for the previous 20-some years. It gives us a nice opportunity to find out how everyone is doing, vent a little about whatever the frustration of the day is and have some good time.

COLLEGE NEWS

Nominations Open for the 2017 Penn State Engineering Alumni Society Awards

Students, staff, faculty, and administrators may submit nominations for the awards. Please publicize these awards in your department or program area. Details for each award can be found on the [College's website](#).

Nominations are due no later than Monday, July 3, 2017 and should be emailed (PDF format only) to PSESNom@engr.psu.edu.

Awards will be presented at the College's awards presentation on October 25 at 3pm, at the Hintz Family Alumni Center. A college-wide invitation will be emailed at a later date. Questions may be directed to Erin Tench at 814-863-3384 or ext120@psu.edu.

Engineering Staff and Dependents Education Award Nominations Due by April 30

Created by the Engineering Faculty/Staff Campaign Committee, the Engineering Staff and Dependents Education Award provides financial assistance to full-time College of Engineering staff or their dependents to be used for educational expenses in any discipline at any Penn State location.

Nominations will be accepted from engineering staff members and are due by April 30 of each year. To apply, submit a one-page essay describing the educational goals of the nominee (staff member, spouse, or child), along with the nominee's Penn State student ID number, to coestaffadvcommittee@engr.psu.edu.

The Engineering Staff Advisory Committee, in consultation with the Senior Associate Dean, will select the recipient. The recipient will receive \$500 that will be deposited directly into his or her Penn State student account for use during the upcoming academic year.

Those not selected will be notified and may re-apply the following year. A recipient may receive this award only once.

For more information on how to apply or donate to the award, contact the Engineering Staff Advisory Committee at coestaffadvcommittee@engr.psu.edu.

Workday Information

Workday Launch Date Moved from June to Later in 2017

March 5 Things for Staff to Know about Workday

1. Employee self-service options currently accessible in ESSIC will be available in Workday, plus other added features.
2. Workday training will occur in May and June, 2017. Employees will be able to access training materials through the Learning Resource Network.
3. Staff will begin to set performance management goals in Workday in September 2017.
4. Benefits eligible employees will access Workday to elect benefits during open enrollment in November 2017.
5. Employees who log time worked or time off will do so in Workday, then the time will be routed to the Manager for approval.

Website: worklion.psu.edu
Email: worklion@psu.edu
Facebook: [WorkLion](https://www.facebook.com/WorkLion)
Twitter: [@WorkLion](https://twitter.com/WorkLion)



March 5 Things for Managers to Know about Workday

1. Managers will have a responsibility to approve time worked submissions and time off requests in Workday, prior to payroll deadlines.
2. Managers will be able to submit time worked and request time off on behalf of their direct reports, if necessary.
3. Workday training will be available for all managers in May and June, 2017. Managers will be able to access training materials through the Learning Resource Network.
4. Managers of full-time staff will begin to use Workday's performance management features such as goal-setting in September 2017.
5. Managers will be able to view an organizational chart with members of their team.

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Workday is coming!



What is Workday?

Penn State is replacing its legacy HR-Payroll system with Workday, a Human Capital Management – Payroll application. The new system, launching in June of 2017, will provide Penn State with more functionality and flexibility. Workday is a secure, cloud-based software system.

How does Workday help me?

Workday's user-friendly interface is designed with Employees in mind. You will be able to access and update information such as direct deposit accounts, benefits elections, and tax withholdings through a web browser on your computer or mobile device. Employees will also enter and submit time worked and time off in Workday.

We invite you to stay connected with the team implementing Workday at Penn State, for more information and the latest news on the project.



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Time Worked & Time Off



Changes in Workday:

In June, 2017, time and attendance records will be maintained and updated in Workday, Penn State's new Human Capital Management-Payroll system. In Workday, Employees will be responsible for submitting time worked & time off and Managers will be responsible for approving attendance records.

Time and attendance will be directly tied in the new system, so it's critical to bring accurate attendance records and balances into Workday.

How Managers can Help Now:

- Remind your direct reports how important it is to submit accurate time & attendance records on a monthly basis.
- Practice the habit of approving time & absences on a monthly basis.
- Review your direct reports' balances for any time tracking or absence issues.

We invite you to stay connected with Project WorkLion, the team implementing Workday at Penn State, for more information and the latest news on the project.



worklion.psu.edu



[Project WorkLion](#)



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UNIVERSITY NEWS

Three Questions Regarding Penn State's New HR Shared Service

As a Penn State employee, you will notice an upcoming change in how Penn State Human Resources delivers its many services. As HR plans to implement a new shared services model,

below are three key questions and their respective answers to help you better understand this new approach.

What is HR shared services?

Human resources shared services is the consolidation of transactional HR work currently completed in all areas of the University.

This new approach to HR will provide the University with HR tools and technologies to help drive the recruitment, hiring, and retention of a diverse, highly skilled, and highly motivated workforce.

How will the University benefit from the new HR model?

Key benefits the new HR shared services model will bring to the University include:

Technology-driven

WorkLion will become the go-to HR technology for all Penn State employees and retirees.

Single point of contact

The new HR Shared Services Center will be located in the 331 Building, Innovation Park.

Onboarding

Housed in the HR Shared Services Center, a new Employee Onboarding Center will welcome employees and prepare them for success at Penn State.

Data and analytics

Dedicated HR resources and concentrated efforts will help improve overall efficacy.

Integrated services

The shared services model will allow for a "one-stop shop" experience for University employees and retirees, as well as prospective employees.

How will employees get the information they need?

The integrated services will be provided through a three-tiered approach as follows:

Step 1) Self service via a new online knowledge base, which is a part of WorkLion.

Step 2) Telephone assistance via the HR Services Team who will provide support for general HR inquiries that are not addressed in the online knowledge base.

Step 3) Strategic unit-focused topics or escalation of complex employee and management issues initially received by the HR Services Team may receive assistance from one or more of the additional HR teams: HR Professional Services, the Centers of Expertise, HR Strategic Partners, and HR Consultants.

Throughout the upcoming spring and summer, Penn State HR will take noticeable steps to implement the new shared services model and to realign other HR consulting resources. Penn State employees should be on the lookout for communications and training in regards to how this transformation will affect them.

For more information regarding this new model of HR, please visit the following *Penn State Today* articles:

[HR Business Process Transformation on track to improve HR service to employees](#)

[HR Business Process Transformation to create an HR shared services model](#)

[Technology to drive the HR Business Process Transformation send-service features](#)

Penn State Announces Spring 2017 Commencement Events and Speakers

This spring Penn State expects to award 13,894 diplomas to students University-wide who are completing 226 associate, 11,435 baccalaureate, 1,590 master's, 262 law, 244 doctoral and 137 medical degrees. Following is a compilation of commencement ceremonies and speaker information for Penn State's 24 locations. [More>>](#)

Penn State Faculty and Staff Leaders Join in Disapproval of Statements

Penn State's Academic Leadership Council, Faculty Senate Council and University Staff Advisory Council released a statement today (April 7), joining Board of Trustees leadership in addressing recent comments by Trustee Al Lord. [More>>](#)

Take the April Town Hall Survey

The most recent University Town Hall focused on human resources and related issues. Now, we'd like to hear from you. Tell us what you think about the April 5 Town Hall by taking a short survey. [More>>](#)

Asked and Answered: An Ongoing Discussion

University leaders are always looking for new ways to effectively communicate with faculty and staff. In a new video feature, Penn State leaders are answering your questions. This week, Senior Vice President for Finance and Business David Gray discusses the impact of WorkLion on Penn State faculty and staff. [More>>](#)

BENEFITS SPOTLIGHT

2017 Faculty & Staff Benefits Summary

Please click on the headings for more detailed information.

Online at ohr.psu.edu/sites/ohr/files/benefits/documents/OverviewOfBenefits.pdf

Medical Coverage

Penn State offers two medical plans through Highmark Blue Shield, one of the nation's largest healthcare networks. Both plans allow you freedom of choice of health care providers both in and out-of-network.

PPO Blue plan

- \$375 Individual/\$750 Family in-network deductible
- 10% coinsurance; 90% paid by plan up to coinsurance out-of-pocket maximum
- Copays; \$20 Primary Care, \$30 Specialist, \$100 ER
- Value-Based Benefit Design (VBBD) to help members maintain high blood pressure, high cholesterol, or diabetes (type 1 and 2) conditions. Must contact Highmark yearly to enroll

PPO Savings plan

- \$1,600 Individual/\$3,200 in-network deductible
- 10% coinsurance; 90% paid by plan up to out-of-pocket coinsurance maximum
- No copays; all services, including prescriptions, will apply to the deductible and coinsurance out-of-pocket maximum
- Automatic enrollment in a Health Savings Account (HSA)

Prescription Drug Coverage

Prescription drug coverage is included in both of the Penn State medical plans. There is both retail and mail-in pharmacy coverage at participating Express Scripts pharmacies.

PPO Blue plan pharmacy benefits

- 50% Coinsurance at Retail Pharmacy
- 20% Coinsurance for Mail Order
- Prescription drug out-of-pocket maximums of \$2,000 (individual) and \$8,000 (all other coverage levels)

PPO Savings plan pharmacy benefits

- Deductible and coinsurance out-of-pocket maximums apply to prescription plan; covered 90% after deductible is satisfied

Health Savings Account

A Health Savings Account (HSA) will be opened as part of your enrollment in the PPO Savings plan. The HSA works very similar to a Flexible Spending Account (FSA). The plan includes a debit card for easier access to funds and is administered by Bank of America. Penn State will contribute \$600 or \$1,200 for employees with a salary of \$60,000 or less; Penn State will contribute \$400 or \$800 for employees with a salary over \$60,000. You have the ability to contribute pre-tax funds through payroll

- The HSA balances rolls from year to year and moves with you if you retire or change employers
- **Cannot** be enrolled in both an HSA and FSA per IRS guidelines
- **Cannot** be enrolled in a Medicare or other insurance plan per IRS guidelines in order to own an HSA

PENN STATE OFFICE OF HUMAN RESOURCES

Penn State Partners with Quest Diagnostics

Penn State is now partnering with Quest Diagnostics to provide a voluntary program, Lab Card Select, that will help medical plan participants and their covered dependents save money when they choose to have non-urgent laboratory testing such as blood and urine testing, cytology, pathology and cultures completed at a Quest Diagnostics facility.

In September 2016, employees who were enrolled in the Penn State health plan were sent a [letter](#) explaining the Quest Diagnostics program. Enclosed in the letter were laboratory cards for medical plan participants to use when receiving laboratory testing. Plan members should share with the card with their medical provider along with their insurance card, which will communicate their preference for using Quest Diagnostics. There are two ways to use the card:

- Visit a Quest Diagnostics Patient Service Center for laboratory services
- Request that the physician's office send their lab samples to Quest

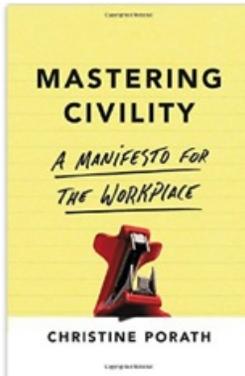
Additional information may be found at the [Penn State Quest Diagnostics webpage](#).

CAREER RESOURCES

Upcoming Seminars & Workshops

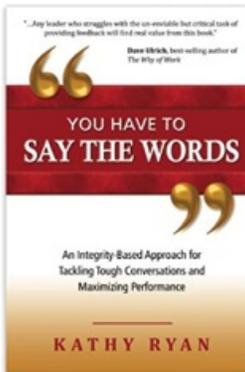
Visit the [Human Resources website](#) for full program details and to register. If you have any questions, please contact Workplace Learning at (814) 865-8216 or email them at learning@psu.edu.

BOOKS TO INSPIRE YOU



Mastering Civility: A Manifesto for the Workplace

by Christine Porath



You Have to Say the Words: An Integrity-Based Approach for Tackling Tough Conversations and Maximizing Performance

by Kathy Ryan

STAFF STAR

Mandy Engel-Herbert

Undergraduate Staff Assistant
Industrial and Manufacturing Engineering

Ms. Mandy Engel-Herbert, Department of Industrial and Manufacturing Engineering (IME), is this quarter's Staff Star due to her wonderful work ethic, adaptability, can-do attitude, and technological aptitude. Mandy is the IME Undergraduate Staff Assistant, serving a growing undergraduate population (currently over 400 students).



She joined IME in October 2015, just as the department's transition to LionPath was beginning. In addition to learning about the department and the intricacies of her new position, Mandy jumped into the task of developing her skills with ISIS and learning about LionPATH. All the while, Mandy kept her wonderful sense of humor, her remarkable patience, and her willingness to take on more tasks for the benefit of the department.

Mandy looks for opportunities to help wherever she can; for example, she was a member of the team that organized a retirement ceremony this past month, and was the person who helped the department transition to CollegeNet for room reservations during CollegeNet's implementation. Mandy took on the task of working with university IT professionals to make sure the department's lab spaces were shown in CollegeNet in the most sensible way. Mandy's efforts ensured the use of the department's lab spaces was, and continues to be, coordinated with our faculty in an efficient manner.

Mandy is an innovator! She develops better ways of doing things and she shares these ideas with others. Mandy is bright, knowledgeable, and is greatly depended upon by those with whom she works. Beyond all this, Mandy is a joy to have on the team! She maintains a positive outlook, a joyful sense of humor, and patience even in the most stressful of times! For all of these reasons, Mandy is truly a "Staff Star."

**Do you have something to submit to our quarterly eNews
or an event or story you'd like to see included?**

[Click here](#) to submit your story, photo, or event.
Submissions are due by April 1, 2017 for the next issue.



PennState
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