

WELCOME TO PENN STATE.

New Employee Onboarding



PennState
Human Resources

Welcome

A message from President Eric J. Barron

Welcome to Penn State. I'm pleased that you have joined our community of more than 45,000 full- and part-time employees and 100,000 students across the Commonwealth. The Penn State family is large, diverse, and highly talented. We're very proud of our community and the work it does in service to others.

Everyone plays an important role in Penn State's mission of teaching, research, and service. I hope you'll find great satisfaction in sharing your knowledge and skills with others. There are many opportunities for professional and personal growth at Penn State; I urge you to take advantage of them.

As you join the Penn State community, please consider the Penn State values, which serve as our shared ethical compass:

Integrity	Discovery
Respect	Excellence
Responsibility	Community

I wish you much success at Penn State and thank you in advance for your contributions to the University.

Sincerely,

Eric J. Barron



Penn State Values

INTEGRITY

We act with integrity and honesty in accordance with the highest academic, professional, and ethical standards.

RESPONSIBILITY

We act responsibly, and we are accountable for our decisions, actions, and their consequences.

RESPECT

We respect and honor the dignity of each person, embrace civil discourse, and foster a diverse and inclusive community.

EXCELLENCE

We strive for excellence in all our endeavors as individuals, an institution, and a leader in high education.

DISCOVERY

We seek and create new knowledge and understanding, and foster creativity and innovation, for the benefit of our communities, society, and the environment.

COMMUNITY

We work together for the betterment of our University, the communities we serve, and the world.



PennState

Penn State Statement on Diversity, Equity, and Inclusion

The Pennsylvania State University is committed to and accountable for advancing diversity, equity, and inclusion in all of its forms. We embrace individual uniqueness, foster a culture of inclusion that supports both broad and specific diversity initiatives, leverage the educational benefits of diversity, and engage all individuals to help them thrive. We value inclusion as a core strength and an essential element of our public service mission.

At Penn State:

- We will foster and maintain a safe environment of respect and inclusion for faculty, staff, students, and members of the communities we serve.
- We will educate our faculty, staff, and students to be social just advocates, creatively providing curricula, programs, and environments that reflect the diversity of our communities, and elevate cultural awareness.
- We will ensure fair and inclusive access to our facilities, programs, resources, and services, and ensure that all of our policies and practices are inclusive and equitable.
- We will advance and build our workforce by assessing hiring practices and performance review procedures to attract, retain, and develop talented faculty and staff from diverse backgrounds.
- We will address intergroup disparities in areas such as representation, retention, learning outcomes, and graduation rates.

[Equity.psu.edu/diversity-statement](https://equity.psu.edu/diversity-statement)



Next Steps

1 New Employee Orientation

New Employee Orientation provides an overview of Penn State and offers benefits-related insights to assist new employees in the selection of a benefits package. The orientation is hosted online via Adobe Connect. To register, log in at lrn.psu.edu and use the search bar to find available orientation times.

Recommended for all full-time Penn State faculty and staff.

2 Benefits Selections

Within the first 31 days of employment, benefits-eligible employees must make their benefits selections in WorkLion (worklion.psu.edu).

A helpful tool summarizing the benefits Penn State offers is available at: hr.psu.edu/benefits/overview-benefits-coverage.

Required for all full-time Penn State faculty and staff.

3 Required Trainings

The courses below are required for all new employees and graduate assistants/fellows within the first 30 days of their employment/appointment. All trainings are available online at lrn.psu.edu. Search by the training titles below.

Building a Safe Penn State: Reporting Child Abuse

Exception: PA Mandated Reporters must complete prior to work and yearly thereafter.

Understanding Title IX at Penn State

Annual Compliance Training

Exception: Employees starting between May and September will be assigned the training when a new course is available in the fall.

Information Security Awareness

Required for all Penn State employees, graduate assistants, and graduate fellows.



For any questions or assistance, please contact HR Services at 814-865.1473.

2021-2022 Payroll Schedule

Biweekly			
Pay Period	Start Date	End Date	Payday
B01	June 20, 2021	July 3, 2021	July 16, 2021
B02	July 4, 2021	July 17, 2021	July 30, 2021
B03	July 18, 2021	July 31, 2021	August 13, 2021
B04	August 1, 2021	August 14, 2021	August 27, 2021
B05	August 15, 2021	August 28, 2021	September 10, 2021
B06	August 29, 2021	September 11, 2021	September 24, 2021
B07	September 12, 2021	September 25, 2021	October 8, 2021
B08	September 26, 2021	October 9, 2021	October 22, 2021
B09	October 10, 2021	October 23, 2021	November 5, 2021
B10	October 24, 2021	November 6, 2021	November 19, 2021
B11	November 7, 2021	November 20, 2021	December 3, 2021
B12	November 21, 2021	December 4, 2021	December 17, 2021
B13	December 5, 2021	December 18, 2021	December 31, 2021
B14	December 19, 2021	January 1, 2022	January 14, 2022
B15	January 2, 2022	January 15, 2022	January 28, 2022
B16	January 16, 2022	January 29, 2022	February 11, 2022
B17	January 30, 2022	February 12, 2022	February 25, 2022
B18	February 13, 2022	February 26, 2022	March 11, 2022
B19	February 27, 2022	March 12, 2022	March 25, 2022
B20	March 13, 2022	March 26, 2022	April 8, 2022
B21	March 27, 2021	April 9, 2022	April 22, 2022
B22	April 10, 2022	April 23, 2022	May 6, 2022
B23	April 24, 2022	May 7, 2022	May 20, 2022
B24	May 8, 2022	May 21, 2022	June 3, 2022
B25	May 22, 2022	June 4, 2022	June 17, 2022
B26	June 5, 2022	June 18, 2022	July 1, 2022



2021-2022 Payroll Schedule

Monthly			
Pay Period	Start Date	End Date	Payday
M01	July 1, 2021	July 31, 2021	July 30, 2021
M02	August 1, 2021	August 31, 2021	August 31, 2021
M03	September 1, 2021	September 30, 2021	September 30, 2021
M04	October 1, 2021	October 31, 2021	October 29, 2021
M05	November 1, 2021	November 30, 2021	November 30, 2021
M06	December 1, 2021	December 31, 2021	December 31, 2021
M07	January 1, 2022	January 31, 2022	January 31, 2022
M08	February 1, 2022	February 28, 2022	February 28, 2022
M09	March 1, 2022	March 31, 2022	March 31, 2022
M10	April 1, 2022	April 30, 2022	April 29, 2022
M11	May 1, 2022	May 31, 2022	May 31, 2022
M12	June 1, 2022	June 30, 2022	June 30, 2022

Reporting Wrongdoing and Available Resources

All members of the Penn State community are asked to remain mindful of their individual commitment to the Penn State values by helping to keep the University a safe and ethical institution. In addition, as members of this community, everyone should be responsible stewards of University funds, whether generated from state, federal, student, or other sources. The University does not condone wrongful conduct by any member of the Penn State community, no matter what position they may hold.

Penn State encourages the reporting of misconduct. **If you see something, say something.** If you report misconduct, be assured that the University will protect you from retaliation, as outlined in policy AD67: Disclosure of Wrongful Conduct and Protection from Retaliation. Contact the Office of Ethics & Compliance for more information.

Types of misconduct and how to report is available on the [Office of Ethics & Compliance website](#).

MAKING A REPORT

If at any point you are unsure where to report a non-emergency, please contact:

- The Office of Ethics and Compliance, Monday-Friday, 8:00am-5:00pm EST, 814-867-5088
- The Penn State Hotline, 24/7: 800-560-1637 or [hotline.psu.edu](#).



Emergency
9-1-1



Suspected Child Abuse
800.932.0313



Sexual Abuse or Harrassment
800.932.0313



Student Misconduct
814.863.0342



Behavioral Threat
814.863.2868



Other Misconduct
800.560.1637



Research Misconduct
814.865.1775



General Discrimination/
Harassment
814.863.0471



CLERY Reportable
University Police



Environmental Health
& Safety Misconduct
814.865.6391



PennState

Additional Resources

WorkLion worklion.psu.edu

At this site, you can quickly search the Knowledge Base, manage your inquiries, and access Workday or the Learning Resource Network (LRN).

Learning Resource Network (LRN) lrn.psu.edu

Here you can launch training content specific to your role at the University.

- Faculty Learning Path
- Staff Learning Path
- Technical Service Employee Learning Path
- Part-Time Employee Learning Path
- Student Employee Learning Path
- Graduate Assistant & Graduate Fellow Learning Path
- Timekeeper Learning Path
- Manager Learning Path

Payroll Office controller.psu.edu/references

The Payroll Office is responsible for processing payroll payments and withholdings for all Penn State employees. You will be able to find the most current payroll schedule here.

Policies policy.psu.edu

Penn State policies provide the current, official policies and guidelines approved and made public by the Board of Trustees. As a new employee, Penn State Human Resources recommends that you visit the HR policy section and review HR34: Employment Conditions for Staff Employees to learn more about vacation and sick leave.

Penn State Human Resources hr.psu.edu

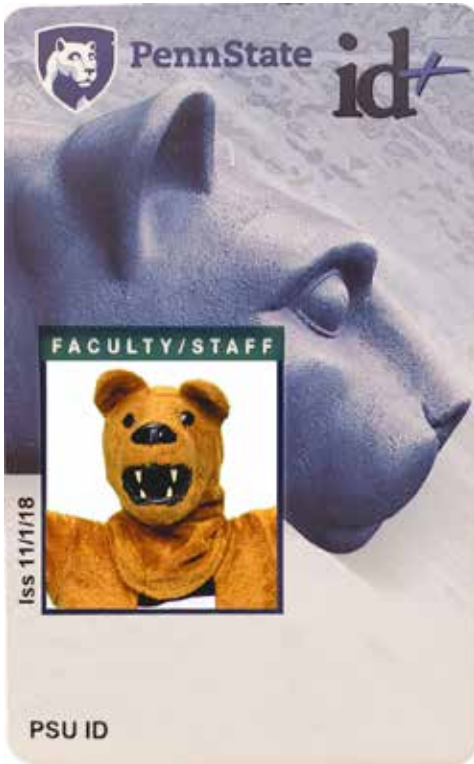
The Penn State Human Resources site contains information related to your employment. You can access information related to benefits, compensation and classification, training, development opportunities, and performance management.

Campus Maps maps.psu.edu

The campus maps site provides a virtual tour of University Park and Penn State campuses.



Penn State id+ Card



The Penn State id+ card is the official photo identification card of Penn State University and must be carried by card-holders at all times.

Your appointment type or position classification determines the type of id+ card you will receive. Standing and fixed term appointments will get a Faculty/Staff card. Wage payroll appointments will get an Affiliate card.

To get your id+ card at University Park, visit The HUB-Robeson Center or the New Employee Center at The 331 Building in Innovation Park.

If you are located at a different Penn State campus, talk to your manager about where to obtain your id+ card.

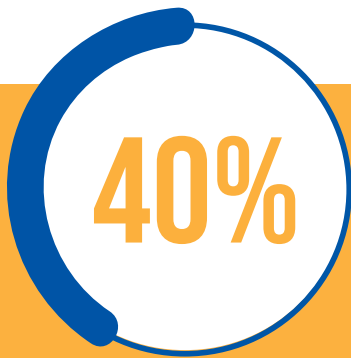
To read the full id+ disclosure statement, visit idcard.psu.edu/id-card-disclosure-statement.





Penn State and the Centre County United Way have always been a winning team. Join the university's ongoing advocacy and support of the United Way network!

DID YOU KNOW?



Each year, Penn State employee contributions account for nearly 40% of all donations made to the Centre County United Way.

Penn Staters donate more than

[\$700,000]

annually to the Centre County United Way.

[GET INVOLVED]

with the United Way by **volunteering** or **making a payroll deduction.**

AREAS OF ADVOCACY

- Community Outreach
- Disability Services
- Education
- Elderly Care
- Financial Stability
- Health and Safety
- Social Justice
- Youth Services



Visit sites.psu.edu/unitedway for more information.