

# 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:

<b>Integrity</b>	<b>Discovery</b>
<b>Respect</b>	<b>Excellence</b>
<b>Responsibility</b>	<b>Community</b>

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

Sincerely,

Eric J. Barron



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# 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.*



# 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)**



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# 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](http://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](http://worklion.psu.edu)).

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



# 2020-2021 Payroll Schedule

Biweekly			
Pay Period	Start Date	End Date	Payday
<b>B01</b>	June 21, 2020	July 4, 2020	July 17, 2020
<b>B02</b>	July 5, 2020	July 18, 2020	July 31, 2020
<b>B03</b>	July 19, 2020	August 1, 2020	August 14, 2020
<b>B04</b>	August 2, 2020	August 15, 2020	August 28, 2020
<b>B05</b>	August 16, 2020	August 29, 2020	September 11, 2020
<b>B06</b>	August 30, 2020	September 12, 2020	September 25, 2020
<b>B07</b>	September 13, 2020	September 26, 2020	October 9, 2020
<b>B08</b>	September 27, 2020	October 10, 2020	October 23, 2020
<b>B09</b>	October 11, 2020	October 24, 2020	November 6, 2020
<b>B10</b>	October 25, 2020	November 7, 2020	November 20, 2020
<b>B11</b>	November 8, 2020	November 21, 2020	December 4, 2020
<b>B12</b>	November 22, 2020	December 5, 2020	December 18, 2020
<b>B13</b>	December 6, 2020	December 19, 2020	December 31, 2020
<b>B14</b>	December 20, 2020	January 2, 2021	January 15, 2021
<b>B15</b>	January 3, 2021	January 16, 2021	January 29, 2021
<b>B16</b>	January 17, 2021	January 30, 2021	February 12, 2021
<b>B17</b>	January 31, 2021	February 13, 2021	February 26, 2021
<b>B18</b>	February 14, 2021	February 27, 2021	March 12, 2021
<b>B19</b>	February 28, 2021	March 13, 2021	March 26, 2021
<b>B20</b>	March 14, 2021	March 27, 2021	April 9, 2021
<b>B21</b>	March 28, 2021	April 10, 2021	April 23, 2021
<b>B22</b>	April 11, 2021	April 24, 2021	May 7, 2021
<b>B23</b>	April 25, 2021	May 8, 2021	May 21, 2021
<b>B24</b>	May 9, 2021	May 22, 2021	June 4, 2021
<b>B25</b>	May 23, 2021	June 5, 2021	June 18, 2021
<b>B26</b>	June 6, 2021	June 19, 2021	July 2, 2021



# 2020-2021 Payroll Schedule

Monthly			
Pay Period	Start Date	End Date	Payday
<b>M01</b>	July 1, 2020	July 31, 2020	July 31, 2020
<b>M02</b>	August 1, 2020	August 31, 2020	August 31, 2020
<b>M03</b>	September 1, 2020	September 30, 2020	September 30, 2020
<b>M04</b>	October 1, 2020	October 31, 2020	October 30, 2020
<b>M05</b>	November 1, 2020	November 30, 2020	November 30, 2020
<b>M06</b>	December 1, 2020	December 31, 2020	December 31, 2020
<b>M07</b>	January 1, 2021	January 31, 2021	January 29, 2021
<b>M08</b>	February 1, 2021	February 28, 2021	February 26, 2021
<b>M09</b>	March 1, 2021	March 31, 2021	March 31, 2021
<b>M10</b>	April 1, 2021	April 30, 2021	April 30, 2021
<b>M11</b>	May 1, 2021	May 31, 2021	May 28, 2021
<b>M12</b>	June 1, 2021	June 30, 2021	June 30, 2021



# 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](http://hotline.psu.edu).



Emergency  
9-1-1



Suspected Child Abuse  
800-932-0313



Sexual Abuse or Harassment  
800-932-0313



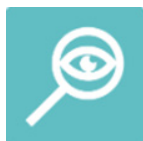
Student Misconduct  
814-863-0342



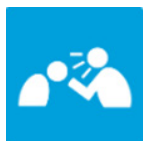
Behavioral Threat  
814-863-2868



Other Misconduct  
800-560-1637



Research Misconduct  
814-865-1775



General Discrimination/  
Harassment  
814-863-0471



CLERY Reportable  
University Police



# Additional Resources

## **WorkLion** [worklion.psu.edu](http://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](http://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](http://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](http://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](http://hr.psu.edu)

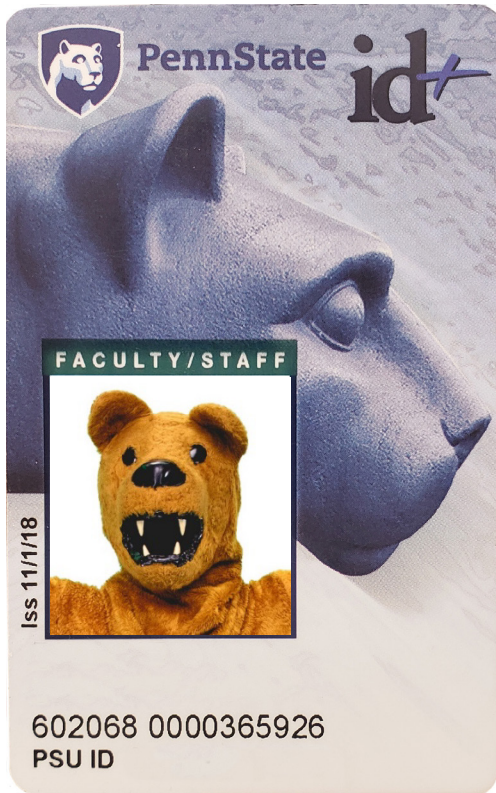
The Penn State Human Resources site contains information related to your employment. You can access information related to benefits, compensation and classification, training, development opportunities, and performance management.

## **Campus Maps** [maps.psu.edu](http://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 cardholders 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.

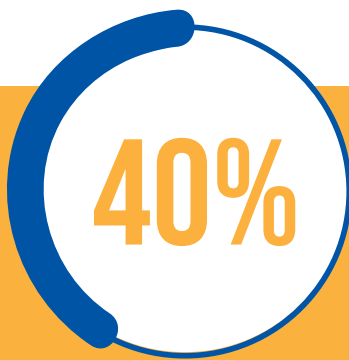
If you are located at a different Penn State campus, talk to your manager about where to obtain your id+ card.

To read the full id+ disclosure statement, visit [idcard.psu.edu/id-card-disclosure-statement](http://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



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Visit [sites.psu.edu/unitedway](https://sites.psu.edu/unitedway) for more information.