



PennState
College of Education

EMPLOYEE HANDBOOK

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Penn State College of Education Employee Handbook

This handbook aims to acquaint staff employees with the various policies, services, and facilities that will directly affect them during their careers at Penn State and in the College of Education. This resource is prepared as a ready reference to answer the questions most frequently asked by employees. However, it is not intended to be definitive on policy matters, nor does it grant substantive contracted rights to University employees.

Don't hesitate to get in touch with Karen Brewster (Email: klbrew@psu.edu) if you have suggested additions or revisions to this handbook.

Welcome

The staff in the College of Education is a committed team of professionals who serve our students and the Penn State community. There is work and there is your life's work. In the College of Education, you can do both. Staff members in the College of Education are committed to creating an inclusive environment where everyone has a seat at the table.

Ethics and Responsibilities

Background Checks at Penn State

Background checks must be completed for any individual, 18 or over, paid or unpaid, who is engaged by Penn State in any work capacity.

- HR99 Background Check Verification

Sexual Harassment

Sexual harassment of faculty, staff, or students is prohibited and will not be tolerated at Penn State.

- AD85 Title IX Sexual Harassment
- Office of Equal Opportunity and Access
- Reporting Wrongdoing at Penn State Office of Ethics and Compliance

New Employee Resources

New to Penn State

- College of Education Operations Website
- About Penn State
- Campus Maps
- ID+ Card Services
- Parking/Transportation Services

New to State College

- Happy Valley Adventure Bureau

Directory of College of Education Staff Services

Arrivals/Departures - Onboarding/Offboarding of College Employees

The Onboarding/Offboarding Flow (MS Automate) is initiated by the Human Resources Consultant (HRC) or the hiring supervisor. This Flow is shared with Cararra Education Technology Center (CETC) staff, Operations (Facilities Team), and Communications Team.

The Flow initiates the following processes:

- Computer Account and Technology/Equipment – CETC Staff
- Facilities
- Keys/Card Swipe Facilities Staff
- Parking
- Website Directory
- Email Listservs
- Phone/Teams Access

Hiring Supervisor Responsibilities for Employee Arrivals/Departures

- Responsible for confirming arrival/departure date before the employee's arrival/departure so that the computer account/equipment, keys, and parking access, can be prepared for arrival or collected/terminated upon departure.
- Provide a tour of the College of Education Departments, Classrooms, and Dean's Office, CETC, and Operations Office.

Awards – College Awards for Staff, Faculty, Students

The College recognizes those who have made significant contributions to their respective fields, the College of Education, and the larger University community.

Contact

Karen Brewster (Email: klbrew@psu.edu)

Website: <https://ed.psu.edu/faculty-staff/faculty-staff-and-student-awards>

Marketing and Communications Office

Areas of Support

- Create flyers
- Digital accessibility (Digital accessibility web page)
- Digital signage
- Email listservs
- Employee photo directory (additions, revisions, deletions)
- Licensing and branding Information
- Monthly newsletter
- News stories promoting college and its faculty/staff/students
- University Brand Review (UBR) assistance
- Videography
- Website assistance

Web: Technical Assistance Forms (Preferred)

Paul Nauman – Web Developer/Designer

Contact

Lead Communication Professional: Brian Cox (Email: bdc5434@psu.edu)

Office Location: 208E Rackley Building

Email: edrelations@psu.edu

Website: <https://ed.psu.edu/faculty-staff/operations/communications-office>

Event Information and Planning

Areas of Support

The college event planning office guides departments in various areas of event planning.

Contact

Alayna Kilic, Events Specialist (Email: amk662@psu.edu)

Office Location: 229 Chambers Building

Email: edoperations@psu.edu

Facilities Office

Contacts

Andy Alexander, Facilities Coordinator (Email: ama795@psu.edu)

Alayna Kilic, Events and Operations Coordinator (Email: amk662@psu.edu)

Karen Brewster, Director, Business Operations (Email: klbrew@psu.edu)

Office Location: 242 Chambers Building

Email: edoperations@psu.edu

Parking

Full-time Employees

Any full-time College of Education employee may request a parking pass for the Nittany Parking Deck by filling out the Operations Request Form. The Transportation Services office automatically deducts the monthly rate from your paycheck. The College of Education Operations Department will contact you when your parking access is available.

Part-time Employees

Permits may be purchased directly from the Transportation Services Office.

Graduate Students

Graduate Students should contact their Department/Unit Administrative Coordinators to inquire about availability.

Keys and Swipe Card Access

Your department/unit supervisor will assign your office space. The Operations Office distributes all office/mail room/building keys and swipe access for the College of Education.

Please request keys and swipe card access for all necessary areas of the College that you may need to access after normal operating hours by submitting the Facility Access Request Form.

Before requesting building access, please review University Policy AD68.

Once the form has been submitted, your supervisor and department head will give the necessary approvals. The Operations Office will then contact you to pick up your key(s). Please note that if you change office locations during your employment, you must contact the Operations Office for instructions on receiving new keys and swipe access. All office changes must be approved by Operations.

Work Orders

Non-emergency Work Order

Please check with your department/unit supervisor for instructions regarding work order submissions. If you are permitted to submit work orders for your area, please use the Operations Request Form with all pertinent information, including budgetary numbers.

Emergency Work Order

All requests deemed urgent should be brought to the attention of the Operations Team immediately by calling 814-865-2525. If it is after hours or on the weekends, please call the OPP Work Reception Center at 814-865-4731. Examples include locked or unlocked doors, water (dripping and running), smoke or burning smells, spills and cleanup, electricity, overflowing toilet, etc.

Emergency Phone Numbers

- Emergency (Police-Fire-Ambulance): 911
- University Police: 814-863-1111
- University Health Services: 814-865-6556
- Environmental Health and Safety: 814-865-6391
- Physical Plant Reception Center: 814-865-4731 (If you are working in your office or building during off hours, call this number for emergencies, i.e. water leak, power loss, overflowing toilet, or an unsafe condition.)

Finance Office

The College of Education Finance Office is committed to providing excellent customer service and serving as a financial and administrative resource for the College. Our office handles research funds, general funds, and endowments and is responsible for fiscal control and expenditure approval. Our staff values integrity and teamwork.

Contact

Phone: 814-865-1660

Office Location: 244 Chambers Building

Website: <https://ed.psu.edu/faculty-staff/finance-office>

Areas of Support

- Travel
- Procurement, Purchasing Cards
- Contracts and Risk Management
- Payroll
- SIMBA

Human Resources

Areas of Support

- Absence Management
- Background Checks
- College of Education Policies and Guidelines
- Employee Benefits
- Learning Resource Network (LRN)
- Onboarding/Offboarding
- Work Lion/Workday
- Employee Service Awards

Contact

Liz Cummings, College of Education Human Resource Consultant
(Email: ear56@psu.edu)

Website: <https://ed.psu.edu/faculty-staff/human-resources>

Penn State HR Shared Services

For information on employee benefits, health and wellness, employee and family resources, workplace learning, and onboarding, please visit Penn State HR Shared Services.

Phone: 814-865-1473

Hours: Monday-Friday, 8:30 a.m.-4:30 p.m.

Information Technology - Carrara Education Technology Center (CETC)

Help Desk

Location: 231 Chambers Building

Phone: 814-865-0626

Request Assistance for IT and Web: Technical Assistance Forms (Preferred)

Centralized Purchasing Information

Lost and Found

Items can be turned in or retrieved in the Facilities Office.

Office location: 242 Chambers Building

Email: edoperations@psu.edu

Penn State Policies

About Penn State Policies

Welcome to the University-wide policies repository hosted by the University Libraries at <https://policy.psu.edu>. Procedures and forms will continue to be maintained by the Office of Systems & Procedures, a division of the Office of Budget and Finance. Navigation to procedures and forms will be included as part of the policies repository.

Penn State Policies provides the current, official policies and guidelines approved and made public by the Board of Trustees and officers of the University. University Policies are policies with broad application throughout the University system, designed to enhance the University's mission, promote operational efficiencies, and reduce institutional risk. Such policies help ensure compliance with applicable laws and regulations, promote ethical standards and integrity, and are approved in accordance with applicable procedures.

Units should link to the policies on this site rather than replicate policies in their entirety to ensure that the Penn State community accesses the most current versions. Unitspecific policies may exist that apply only to that unit and are not in conflict with those approved and made public by the Board of Trustees and officers of the University. Unitspecific policies are not included on this site.

Questions about a policy, and its review or revision should be sent to the policy Subject Matter Expert. The subject matter expert's name is located near the top of each policy.

Other University Policies

- Student policies
- Undergraduate Education Policies
- Graduate Education Policies
- Board of Trustees
- Bursars Office
- Registrars

Website: <https://policy.psu.edu/>

Research Administration, Grants and Contracts

The College of Education at Penn State faculty are actively involved in a wide array of interdisciplinary research initiatives that address today's pressing societal issues, with a commitment to creating a more equitable and just education system for all. Our department supports more than a dozen centers for research and community engagement that advance today's relevant educational causes, including educational inequality, civil rights, rural education, educational policy, professional development of educators, STEM education, adult literacy, and distance education. Our grants administrators take the guesswork out of the process by providing guidance and administrative and management services for all sponsored projects, including grants, contracts, and cooperative agreements — from reviewing foundation guidelines to logistics, budgets, proposal submissions, and more.

Office Location: 204 Rackley Building

Website: <https://ed.psu.edu/research-grant-administration>

Room Reservations/Scheduling

*Food and beverages are prohibited in these spaces.

General Purpose Classrooms (GPCs)*

All GPCs can be reserved using 25Live, <https://www.registrar.psu.edu/collegenet/>

For assistance using 25Live:

Credit/Course scheduling assistance:

Email: registrar@psu.edu

Phone: 814-865-6357

Event scheduling assistance:

Email: events@psu.edu

Phone: 814-865-2250

College Meeting and Conference Rooms*

Conference rooms can be reserved through the College of Education website. Please check availability before submitting the room request.

College of Education Krause Innovation Studio Conference rooms (Chambers 201)*

Reservations for the Krause Conference Rooms can be made two weeks in advance for a maximum duration of three hours. Room reservations cannot be made outside of operating hours.

Safety Committee

In the College of Education, we recognize that people are our most important asset, and their safety is our greatest responsibility. Safety and health are key components to achieving operational excellence, and as such are a core value of our operations. Our commitment is to foster and support a safety culture that identifies risks and proactively addresses those risks before they become injuries or accidents.

Contacts

- Andy Alexander (Email: ama795@psu.edu)
- Karen Brewster (Email: klbrew@psu.edu)

Website: <https://ed.psu.edu/faculty-staff/operations/facilities>

Staff Advisory Council (SAC)

Mission, Vision, Value

Since our inception in 2019, the College of Education Staff Advisory Council has served to unite and support staff through advocacy and community involvement. The Council consists of nine representatives from departments within the College of Education who each serve a two-year term. An executive team is then elected from these members and will serve for three years. The Council began its work in July 2019 and under the leadership of the newly appointed executive team, we are working hard to ensure compliance with the Mission, Vision, and Values set forth to move this Council forward.

The Staff Advisory Council (SAC) promotes awareness and inclusion for virtual and in-office staff. Since March 2020, the need for staff to feel connected has significantly increased. We encourage all staff to attend our monthly meetings (on the first Thursday of every month) and to share any and all positive or constructive feedback.

Website: <https://ed.psu.edu/faculty-staff/staff-advisory-council>

Tool Kit for College of Education Staff Members

25Live – Classroom and Event Scheduling

Penn State uses a comprehensive scheduling system, 25Live by CollegenET, for courses, meetings, events, and calendaring. On this site you will find links to access, information about scheduling events through the system, training resources, and various other related information.

Login: <https://www.registrar.psu.edu/collegenet/staff/>

Canvas

Canvas is used to communicate with students. Design courses with a student centered approach. Grade your students and create assignments and quizzes.

Login: <https://www.it.psu.edu/services/canvas/>

CIM “Kim” – Penn State’s Curriculum Management System

In 2022, CourseLeaf CIM system officially replaced the Curriculum Review & Consultation System (CRCS) for managing the submission and approval process for all course and program proposals. Now, all course and program proposals must be submitted and approved in the new CIM system. CRCS is no longer available to submit, review, or approve proposals.

Login: <https://cim.psu.edu/>

Concur – SAP Concur

The SAP Concur Expense is used to reimburse employees and non-employees for Travel and G&S expenses and Request is used for Purchasing Card maintenance, request an increase or decrease in limits or request a new purchasing card.

Training Options: <https://sapconcur.psu.edu/sap-concur-training-options>

Website: <https://sapconcur.psu.edu/>

LionPATH

LionPATH is Penn State’s student information system, which provides access to academic, registration, and financial records.

LionPATH Training: <https://lionpathsupport.psu.edu/faqs/facultystaff-faqs/training/>

LionPATH Login: <https://lionpathsupport.psu.edu/>

LionPATH Access: <https://admissions.psu.edu/info/accepted/access-lionpath/>

SIMBA – System for Integrated Management, Budgeting and Accounting

SIMBA is Penn State’s System for Integrated Management, Budgeting, and Accounting, an intuitive solution to effectively plan, budget, and steward Penn State’s assets and resources to meet the needs of internal and external stakeholders.

Training: <https://pennstateoffice365.sharepoint.com/sites/SIMBASupport#get-started>

Website: <https://pennstateoffice365.sharepoint.com/sites/SIMBASupport>

SIMS – Strategic Information Management System

SIMS provides reporting capabilities for sponsored research data and proposal budgeting tools for research administrators.

Access SIMS: <https://www.sims.psu.edu/>

Starfish

The University is planning a phased transition from Starfish to Navigate360, effective in the 2027-28 academic year.

Because Starfish and Navigate360 are both EAB technologies, Penn State will retain access to Starfish throughout the implementation period.

Read more: Penn State to transition from Starfish to Navigate360

Starfish by EAB is a higher education technology product aimed at helping students finish what they start. At Penn State, Starfish integrates with LionPATH and is the main system for advising notes, progress surveys, and academic reviews. Starfish helps us identify students needing support in real time, based on their academic performance and concerns raised by faculty and staff. Starfish connects students to the resources designed to help, simplifies communication between faculty and staff members of students' Success Networks, eases the burden on students who need to contact support services, and optimizes student success.

Access Starfish: <https://sites.psu.edu/starfishinfo/>

Quick Start Guide for Instructors: <https://sites.psu.edu/starfishinfo/users/instructors/>

WorkLion and Workday

WorkLion is Penn State's HR portal; it houses HR resources and a Workday payroll system. Through Workday, Penn State employees can submit timecards, review paystubs, and enroll/review benefits. WorkLion also hosts an HR Knowledge Base with detailed information on HR services provided by Penn State, including worker's compensation, employee and family resources, retirement information, recruiting/hiring/transferring policies and procedures, leaves of absence, and time tracking, in addition to manager-specific information.

Getting Started: You can find out more about Workday through the service's FAQ page. To access the HR Knowledge Base, you must login to WorkLion directly.

Acronyms and Terminology – Learning the Lingo

One of the challenges of starting a new job is learning the acronyms and terminology specific to the workplace.

Penn State Acronyms and Terminology

Advising at Penn State Acronyms and Terms

Penn State Student Affairs Gender Diversity Terminology

Other Frequently Used Acronyms and Terms

ACDE	American Center for the Study of Distance Education
AERA	American Education Research Association
APPR	Academic Program and Portfolio Review
BA	Bachelor of Arts
BS	Bachelor of Science
BIPOC	Black Indigenous (and) People of Color
C&I	Curriculum and Instruction (a College of Education department)
CC	Cost Center
CECR	Center for Education and Civil Rights
CEDR	Center for Educational Disparities Research
CEEPA	Center for Evaluation and Education Policy Access
CETC	Cararra Education Technology Center
CIM	Curriculum Management System at Penn State
CoE	College of Education
CoE OIP	College of Education Office of International Programs
COMM	Communications
CREC	Center on the Rural Education and Communities
CSHE	Center for the Study of Higher Education
CSLE	Center for the Study of Leadership and Ethics
CSATS	Center for Science and Schools
DCEC	Diversity and Community Enhancement Committee
DDAR	Department of Development and Alumni Relations
DEIB	Diversity, Equity, Inclusion and Belonging
ECoS	Eberly College of Science at Penn State
EPCSE	Educational Psychology, Counseling, and Special Education (a College of Education department)
EPL	Education Policy and Leadership
EPP	Education and Public Policy

(continued on next page)

EPS	Education Policy Studies (a College of Education department)
ExCEL	Penn State Experiential Collaborative Engagement Leadership Program
FC	Faculty Council
GRAD	Graduate
HR	Human Resources
HRC	Human Resources Consultant
HRSP	Human Resources Strategic Partner
HUB	Hetzel Union Building, (Student Union at Penn State)
IFSA	Indigenous Faculty and Staff Alliance
IO	Internal Order
IPSA	Indigenous Peoples Student Association
KPIL	Krause Pedagogical Innovation Laboratory
LDT	Learning, Design, and Technology
LPS	Learning and Performance Systems (a College of Education department)
IRB	Institutional Review Board (sponsored research)
MARCOM	Office of Marketing and Communications (located at 208E Rackley)
MPS	Masters of Professional Studies
NLI	Nittany Lion Inn
NSO	New Student Orientation
OESE	Office of Education and Social Equity
OPP	Office of the Physical Plant
PO	Purchase Order
PPDC	Professional Personnel Development Center for Career and Technical Education
PSSC	Pennsylvania School Study Council
P-Card	Penn State Purchasing Card
RHS	Rehabilitation and Human Services
SAC	Staff Advisory Council
SAP Concur	Penn State system to process goods, services, and travel reimbursements
SCOPE	Summer College Opportunity Program in Education
SIMBA	System for Integrated Management, Budgeting, and Accounting
SIMS	Strategic Information Management System (sponsored research)
Strat Comm	Penn State Strategic Communications
SoW	Statement of Work
UBR	University Brand Review; all marketing materials must be reviewed and approved by Marcom office prior to distribution
UGRD	Undergraduate
WC	World Campus; home of Penn State's fully-online academic programs
Workday	Cloud-based human resources & payroll management system
WorkLion	Human Resources employee portal

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