



Dear ICA Employees,

We hope you are enjoying the summer and had a great 4th of July. As the end of summer approaches, it will not be long until the student-athletes return for another successful year.

We would like to thank everyone for working so diligently on completing their SRDP's and updating their attendance records for the audit. Our completion rate was almost perfect for the SRDP's and our attendance numbers/submissions have greatly improved. Thank you for all your cooperation!

We are pleased to announce a new staff member has joined the ICA Human Resources. Kristin Wright has taken the role as an HR Generalist within our office. Please welcome Kristin the next time you are in our office!

We hope everyone enjoys the rest of their summer and please do not hesitate to contact our office if we can assist you in any way.

ICA Human Resources

THINKING ABOUT RETIREMENT?

I am pleased to announce that TIAA-CREF is offering free educational opportunities that are available for all Penn State employees at any campus location. The following two workshops are currently being offered through September, and can be conducted at your college or campus location, or even at an alternate site. All you need to do is provide an appropriate space, a 1 hour time slot, available date(s), and a minimum of 25 participants. TIAA-CREF will handle all other details including sending out invitations and managing the RSVP process.

The Starting Line: How and Why Retirement Should Begin Now

There's no time like the present to save for the future.

Sometimes it's hard to think about retirement when you're just starting out in your career. The truth is, that's when thinking ahead can do the most good! It all starts with some practical knowledge.

TIAA-CREF's workshop leader will help you get ahead of your retirement saving with some tools and information you can use right now:

- Learn the real effect of time on money thanks to compounding and dollar-cost averaging
- Discover the differences between good and bad debt
- See how budgeting can find money and help you save it

Tomorrow in Focus: Saving for your ideal retirement

Believe it or not, your retirement starts now.

No matter how old or young you are, or where you are in your career, your retirement begins when you start saving for it. Join us for an interactive exploration of retirement saving and learn how to help create an effective plan to help maximize your retirement potential.

TIAA-CREF's workshop leader will help you:

- Understand the real benefit of time in regard to saving
- Learn the essential features of retirement investments
- Gain the confidence you need to create or modify your own retirement plan

If you are interested, please contact Gary Scheidecker at (814) 863-4621 or gds111@psu.edu, or Tramaine Joseph at TJoseph@tiaa-cref.org. Additionally, I will continue to reach out to you throughout the year as additional workshops become available.

PENN STATE ATTENDANCE SYSTEM

(How to accurately insert your attendance records at the end of the month)

To review and monitor your attendance each month you must access the system through the Employee Self-Service Information Center (ESSIC) at: <https://ohr.psu.edu/essic> (click on ATTENDANCE SYSTEM in left column of ESSIC homepage)

Setting Up

The first time you log in, you will be asked to (1) verify your date of hire, (2) insert your starting balances, and (3) insert your normal work schedule.

If you indicate that you do not agree with your date of hire, then an email will be sent to your Human Resources Representative asking that individual to contact you.

After completing these areas, click on the CONTINUE button. You will not see this screen again.

Entering Attendance Data

All employees are required to submit their record to their supervisor at the end of each month.

On the RECORD ENTRY page, you will see a calendar on the left side. Use the arrows to the left and to the right of the month displayed to go to a different month.

There are four steps to recording data for the month. First, click in the DATE box to indicate for which date(s) you are recording data. You may also click on the date in the calendar- that date will then appear in the DATE box. Second, click in the HOURS box to indicate how many hours per day you are recording. Third, select the applicable activity from the DESCRIPTION box. If the activity is related to FMLA, then click in that box too. Fourth, click on the RECORD THIS ENTRY button.

You can make multiple entries for one day. For example, if you took 4 hours of sick time and 4 hours of va-

cation time, first record the sick time, then record the vacation time.

Round all entries to the nearest tenth of an hour (ie. 0.1).

Employees in exempt positions (ex. Coach, Director of Ops, Coordinator of Athletic Programs, etc.) do not need to record hours worked each day.

Employees in non- exempt positions (ex. Administrative assistant, Tech service employees, etc.) are required to enter the actual number of hours worked each day. You can do so by the day, by the week, or by the month. For example, if you work 8 hours each workday in the month in question, then enter "1-31" in the DATE box. Next, enter "8" in the HOURS box. Then, select "Time Worked" in the DESCRIPTION box. Then record that entry. Under the RECORDED ENTRIES section, you will see each work day listed with 8 hours worked indicated.

Employees in both exempt and non-exempt positions enter all absences each month (ie. Vacation, service, sick time, etc.). Use the pull-down menu in the DESCRIPTION box to find the applicable reason for your absence.

Starting Balances

When you are ready to submit your record to your supervisor, click on the SUBMIT button. For your first month only, the next page you see will be the STARTING BALANCES page. For all succeeding months, the Attendance System will display your starting balances automatically.

For new university employees the starting balances will remain 0.

Click on SUBMIT.

Paid Time Off Earned

The PAID TIME OFF EARNED page provides boxes for all of the types of paid time off that employees might accrue. All of it may not apply to you- leave the values in those boxes at "0".

All Athletic employees will earn vacation, service, and sick days.

At the bottom of the screen there is a vacation accumulation chart. The chart contains information on how many hours of vacation you accrue each month and the maximum hours of vacation accumulation that you can carry.

New exempt employees will earn 16 vacation hours, 8 sick hours, and 8 service hours.

New non-exempt employees will earn 12 vacation hours, 8 sick hours, and 8 service hours.

Enter time accrued rounded to the nearest tenth of an hour (ie. 0.1).

When you have entered all accrued time, click on SUBMIT.

Official Holidays

If you are off on an official university holiday, select 8 hours for service.

If you work on an official university holiday, select the number of hours worked on that holiday date.

PENN STATE ATTENDANCE SYSTEM

(Continued)

Submission

The CONFIRMATION page will show you a summary of your starting balances, time earned, time used, and ending balances. If this information is correct, then enter your supervisor's Access Account ID in the box provided and click on SUBMIT one final time.

Editing

If you have not yet submitted the record to your supervisor, then go the RECORD ENTRY page and use the "edit" and "delete" links located next to each entry listed in the RECORD-ED ENTRIES section.

If you have submitted the record to your supervisor, then go to the month in question and click on the

EDIT ATTENDANCE RECORD button at the bottom of the page. Correct your entries as necessary. Click on SUBMIT and correct your STARTING BALANCES as necessary (first month only). Click on SUBMIT and correct your PAID TIME OFF EARNED for that month (if necessary). Click on SUBMIT, insert your supervisor's ID, and finish submitting the edited record to your supervisor again.

You will need to do this for each month in which an incorrect entry has been made- then resubmit all subsequent months to your supervisor.

Log Out

When you have finished working in the Attendance System, click on the LOG OUT link located in the left hand menu.

PENN STATE EMPLOYEE DISCOUNTS

The Penn State Discounts program is dedicated to providing information for Penn State students, employees, retirees, and alumni regarding the "extra" benefits that come with a Penn State affiliation.

We welcome your feedback! Please send any comments, questions, or suggestions to discounts@psu.edu.

Know of a discount that we don't have listed? Send us the details and a representative will contact that business for posting on this site.

To see the full list of discounts visit: www1.ohr.psu.edu/discounts/

PSU ALERT

PSUAlert is Penn State's emergency notification system for students, faculty and staff. The system will be used to alert members of Penn State's campus communities of emergencies, campus closings and other urgent information. Using this portal, students, faculty and staff can choose to receive PSUAlert messages by text message, voice message and e mail.

The PSUAlert system will never be used to send advertising or spam messages.

To sign up, visit: <https://psualert.psu.edu/psualert/>

Interest in seeing which roads are closed on campus? Join today for automatic e-mail messages at: <mailto:L-PSUPARK-SUBSCRIBE-REQUEST@LISTS.PSU.EDU>

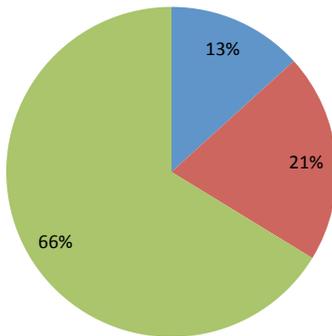
Interested in finding out more information on construction on campus, visit: OPP Construction Updates: <http://www.opp.psu.edu/planning-construction/Documents/ConstructionProjectMap.pdf>

TRAINING

All employees are required to take training in compliance with Penn State policy. As Athletic employees, the below trainings are mandatory for each of your positions. As you will see in the following graphs, several of our employees have already completed the training. However, in order to garner 100% completion, a large percentage of employees still need to complete the training. If you have not had a chance yet, please take a moment to complete your training.

- Mandated Reporter Training**

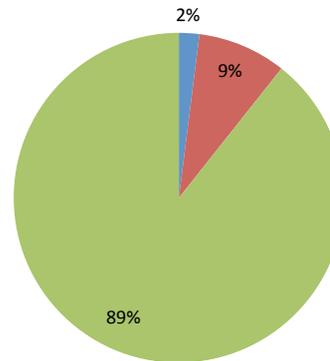
(Must be completed by all employees). To sign up for training, please visit the online training link at psuohrlearning.skillport.com



- Individuals with No Reporting Child Abuse Training Record
- Individuals with an Expired Reporting Child Abuse Training Record
- Individuals with a Current Reporting Child Abuse Training Record

- Clery Act Training**

(Must be completed by authorized adults and Campus Security Authorities (CSA's)). To sign up for training, please visit the online training link at psuohrlearning.skillport.com



- Individuals with No Clery Act Training Record
- Individuals with an Expired Clery Act Training Record
- Individuals with a Current Clery Act Training Record

NEW FACES IN NEW PLACES

Whether you're new to Penn State Athletics, or have recently changed jobs, we're excited to have you here. Congratulations, and welcome!

Michelle Alterio—Administrative Support Assistant, Business Relations & Communications. Location: 101 Bryce Jordan Center

Cara Bell—Building Coordinator, White Building. Location: 139 White Building

Deb Campbell—Facilities Supervisor, Pegula Ice Arena. Location: 156 Pegula Ice Arena

Ito Coleman—Assistant Coach, Women's Basketball. Location: 146 Bryce Jordan Center

Kayla Dickson—Coordinator Athletic Programs, McCoy Natatorium. Location: 108 McCoy Natatorium

Courtney Drennen—Assistant Coach, Women's Ice Hockey. Location: 150J Pegula Ice Arena

Winston Etheridge III—Assistant Program Coordinator, Football. Location: 201 Lasch Building

Peter Kogut—Assistant Equipment Manager, Ice Hockey. Location: 106 Pegula Ice Arena

Samantha Leybman—Marketing Communications Specialist, Marketing & Promotion. Location: 116 Bryce Jordan Center

Evan Ostrow—Assistant Recruiting Coordinator, Football. Location: 201 Lasch Building

Cameron Patria—Athletic Trainer, Sports Medicine Services. Location: 109 Lasch Building

Nicholas Petrone—Assistant Building Coordinator, Facilities/Operations. Location: 101 Intramural Building

Josh Potter—Assistant Building Coordinator, Facilities/Operations. Location: 108 Indoor Multi-Sport Facility

Jeff Richards—Assistant Coach, Women's Gymnastics. Location: 111 White Building

Robert Roselli—Marketing Communications Specialist, Marketing & Promotion. Location: 117 Bryce Jordan Center

Steven Weaver—Assistant Building Coordinator, Facilities/Operations. Location: 104 Indoor Multi-Sport Facility

Alan Wisner—Facilities Supervisor, Pegula Ice Arena. Location: 156 Pegula Ice Arena

Kristin Wright—Human Resources Generalist, Human Resources Office. Location: 102 Bryce Jordan Center

Jocelyn Wyatt—Assistant Coach, Women's Basketball. Location: 146 Bryce Jordan Center

TEAM ICA UPCOMING EVENTS AND AWARDS FOR 2013-14

Team ICA was developed to increase the collaboration and connectedness of employees within the athletic community. Throughout the year, this group will host several events and activities to promote this goal. Listed below are a few upcoming events that you will not want to miss:

- **August** - Fall Picnic at Beaver Stadium
- **October** - Chili/Soup Cook-off
- **December** - Toys for Tots Holiday Party!

Team ICA Awards Recipients

For more on the awards, go to: <http://www.gopsusports.com/genrel/052814aab.html>



Exceptional Service Award
Bud Merideth



Diversity and Inclusiveness Award
Aimee Brown-Shadduck



Espirit de Corps Award
Tammy Davis and Jill Garrigan



**Friends of Penn State
Outstanding Contribution Award**
Mark Selders