



Dear ICA Employees,

I hope you are doing well and enjoying the change in temperatures. In this quarter's ICA HR newsletter we have provided a great deal of information that we hope will be useful to you.

First, we want to congratulate a couple of our ICA employees for going above and beyond in their roles.

Congratulations to Tammy Davis for receiving the "We Are" award and Samantha Leybman for earning the "Young Professional of the Month" for NACMA. In the spirit of recognitions, we also encourage you to nominate a fellow ICA employee for a Success with Honor Award by May 1st.

We also want to welcome several new employees to ICA (listed page 4). We encourage you to contact our new colleagues and welcome them to Penn State and Intercollegiate Athletics.

Finally, we appreciate the steps that each of you continue to take to ensure that ICA is compliant in several areas. We work with each of you to complete trainings, background checks, performance management plans, and various other items throughout the year, and your efforts on these matters do not go unnoticed.

On behalf of ICA's HR Team, I want to thank you for all of your contributions to Penn State Intercollegiate Athletics. Please contact our office at any time if we can be of assistance to you.

Sincerely,
Clint Eury

102 BJC
814-865-4991

Required Reporting Child Abuse and Clery Act Trainings

Our Human Resources Office would like to take a moment and thank everyone for their diligence with completing their Reporting Child Abuse and Clery Act trainings. We understand that this is a busy time of year for everyone and are very appreciative of everyone that took the time to complete these trainings.

As of today we currently have almost 99 percent of our full time employees who have completed both trainings. We have also increased the participation for our wage payroll and fixed term 2 employees from previous years. As a whole including full time and wage payroll we have increased completion for both trainings to more than 80 percent.

Penn State Recognition

One of our staff members, Tammy Davis, has recently received the "We Are!" recognition from Penn State Today, Penn State's news website. "We Are!" recognizes students, faculty and staff for Penn State-related work they've done that goes above and beyond their job duties or responsibilities,

Tammy's nominator wrote of her, "Tammy is passionate about her job and very supportive of our student-athletes, coaches and staff. She is never too busy to help others resolve issues or problems. She is dedicated, determined and a selfless servant to others."

Congratulations Tammy on this outstanding recognition and thank you for all of your hard work and dedication to Intercollegiate Athletics.



NACMA Recognition

We would like to recognize a member of our marketing team, Samantha Leybman, for her recent recognition as the Young Professional of the Month for NACMA.

NACMA is the National Association of Collegiate Marketing Administrators. They are an association that strives to develop, evaluate, and promote the collegiate athletics marketing profession. NACMA provides educational and professional development opportunities for career advancement in marketing, revenue generation and communication.

Sam was selected out of about 650 young professionals based on her social media presence, participation on NACMA live chats and general membership activity.

Please make sure to congratulate Sam on this exceptional achievement.

MARCH 2015 #NACMAYP



Samantha Leybman
COMMUNICATIONS SPECIALIST
ATHLETICS MARKETING
PENN STATE

Professional Development Training

ICA Human Resources has put together a training schedule for 2015. These training sessions will include a separate topic each month and encompass a wide range of topics relevant to professional development with Penn State. For a complete list of trainings please visit the HR Intranet. Listed below is the upcoming training schedule:

May 18th (9-11am in 133 East Area Locker Room)- Navigating Ethical Dilemmas in the Workplace

This is an informal and interactive workshop that will provide participants with the opportunity to engage in an open dialogue with departmental colleagues, outside of the office environment.

The session will be facilitated by Julie Del Giorno, Athletics Integrity Officer and Jennifer Eury, Honor and Integrity Director, Smeal College of Business



Driver Training Module for University Employees Under Age 21

As a reminder, there is an online driver safety training module available to University employees. This training module is targeted to young drivers; Business Services Policy 20 ("University Vehicle Operations or Use") permits University employees between the ages of 18 and 21 to drive in the course of their employment if they meet all of the following three criteria:

1. They have documented completion of a University-sponsored driver safety training program during the time of their University employment;
2. Their Motor Vehicle Record has been checked by the University's Office of Human Resources (OHR) and found to contain no moving violations; and
3. Driving is a significant responsibility in their approved job description.

In order to meet the first requirement, employees must successfully complete an online driver safety training module which is available through the OHR Center for Workplace Learning and Performance. The title of the course is "Defensive Driving Fundamentals" and it can be accessed via this link.

The course will take approximately one hour to complete. Employees must print a "certificate of completion" and submit it to their immediate supervisor after passing the course (Instructions for printing a certificate can be accessed by referring to the Guide to Printing Skillsoft Certificates). Supervisors are responsible for maintaining the training certificates for the length of employment or until the employee reaches the age of 21.

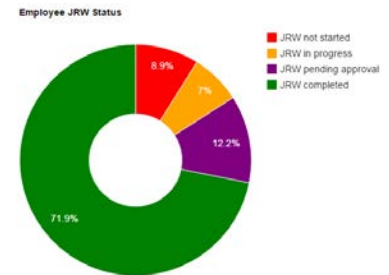
Questions concerning access to the training should be referred to the Center for Workplace Learning and Performance at 814-865-8216 or learning@psu.edu. If you are having technical issues with the course, please contact the Penn State IT Service Desk (814-865-4357 or ITservicedesk@psu.edu) or Skillsoft Customer Support (<http://support.skillsoft.com>).

YOU@PSU End-of-Year Review

We are closing in on the end of year one of the YOU@PSU system. By now you should have completed your JRW, PMW, and be measuring your goals for your year end review. While there are some who have completed their entire process for the year we still have a great deal who still need to complete their JRW, PMW or both. It is important that if you have yet to complete a step in this process that you do so as soon as possible.

As with SRDP's in the past, the YOU@PSU system plays a part in both you and your supervisor evaluating your performance to determine a rating in conjunction with the Annual GSI. The entire process including JRW, PMW, End of Year notes and a final rating must all be completed prior to a determination for an individual's increase with the annual GSI.

If you have any questions on how to complete either your JRW or PMW please contact ICA Human Resources.



HR 100- Employee Assistance Fund

We would like to bring awareness to an exceptional employee resource. HR- 100 provides the guidelines for the Employee Assistance Fund. The fund was created as an endowment with its annual yield used to support employees who may be in need of assistance with a wide range of personal or family hardships which include but are not limited to:

- Family Tragedies
- Catastrophic or unusual medical expenses not otherwise covered by insurance
- Uncompensated funeral expenses
- Destruction of home or property by fire or other disaster
- Any other temporary hardships beyond employee's control

Please contact the Human Resources Office for questions or assistance with HR-100

Attendance System Reminder

As a reminder all ICA employees should be updating their attendance in the attendance system through ESSIC every month. The system does not automatically update vacation, sick or service days. These must be manually entered every month. In the event an employee transfers departments within the University or leaves all together it's important to have an accurate total to calculate a payout upon leaving ICA.

You can access the attendance system at ohr.psu.edu and clicking ESSIC & Time/Attendance on the left hand side of the site

Upcoming Success with Honor Awards & Recognitions

Penn State Intercollegiate Athletics has four awards given out each year by Team ICA. Please click on the links below to read a little bit about each award. If you would like to nominate someone for these awards the link is also provided below. You will be receiving more communications on this in the coming weeks. All nominations are due by **May 1, 2015**.

- Esprit de Corps Blue and White Awards
- Exceptional Service Award
- Diversity and Inclusiveness Award

- Outstanding Contribution Award
- Ethics and Integrity Award

Click [HERE](#) for the nomination form

HR Intranet

Don't Forget about our ICA HR Intranet! This site is accessible by all athletics employees and has links to many useful resources such as:

- Benefits Information
- ESSIC
- Guru
- Training & Development
- You@PSU

The HR Intranet also allows you to access your Skillport online trainings, information and much more

Visit the HR Intranet site at <http://hr.athletics.psu.edu>

Financial Help

April is National Financial Literacy Month. Below is a link to a daily quiz through TIAA-CREF to help you learn more about ways to increase your Financial IQ. You can log on daily through May 13th and be entered to win an iPad just for answering a few questions.

Click here for the Financial IQ Challenge

If you have questions regarding your Penn State TIAA-CREF Retirement please call **800-842-2252**

Search: People Penn State Department

PENN STATE INTERCOLLEGIATE ATHLETICS HUMAN RESOURCES
814.865.4991
HR@ATHLETICS.PSU.EDU
102 BRYCE JORDAN CENTER

Home Policies & Procedures Links Training & Dev. Skillport Online Awards Services Contact Us

QUICK LINKS

- BENEFITS
- ESSIC
- GOPSUSPORTS
- GURU
- PENN STATE HUMAN RESOURCES
- PSU JOBS
- TRAINING AND DEVELOPMENT
- YOU@PSU

ICA One Team Photo

[ICA Employee Directory](#)

Upcoming Events

More information on upcoming events coming soon!

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

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

Interested in seeing which roads are closed on campus? Join today for automatic e-mail messages at: [L-PSUPARK-SUBSCRIBE-REQUEST](#)

Interested in finding out more information on construction on

HR NEWS AND UPDATES

For background check information please visit the following websites:

The Office of Ethics and Compliance has up-to-date information on their website (<http://www.universityethics.psu.edu/UniversityEthics/background-checks.cfm>) regarding how we are to proceed with the updates, and have also provided a brief presentation for review (<http://www.universityethics.psu.edu/UniversityEthics/upload/Background-Checks-12-16-14.pdf>)

Attendance System Info

[How to Complete Attendance Record](#)

You@PSU

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!

Mark Brumbaugh- Assistant Director of Athletic Communications, Communications, 101 BJC

Teresa Covington- Assistant Director of Compliance, Compliance, 110 BJC

Brian Behe- Concessions Assistant, Concessions, 1 Beaver Stadium

Lynn Holleran- Senior Associate Athletic Director for Administration, Administration, 104 BJC

Sam Williams-Special Teams Recruiting Assistant for Quality Control, Football, 201 Lasch

Chris Spotts- Maintenance Worker, Compliance, Field Maintenance, Field Maintenance Building

In February Intercollegiate Athletics had the honor of celebrating a tremendous milestone of one of our employees. Bud Meredith celebrated his 50th anniversary with Penn State. Below are some of the pictures from Bud's party. We would like to thank everyone who was able to attend and celebrate.

