College of IST Staff Handbook

This handbook aims to acquaint staff employees with the University’s various policies, services, and facilities that will directly affect them during their careers at Penn State and in the College of Information Sciences and Technology. 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 contractual rights to University employees.

Please contact Karen Brewster if you have suggested additions or revisions to this handbook.
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Welcome to IST

Dean’s Message

The College of Information Sciences and Technology (IST) at Penn State is dedicated to educating the next generation of leaders for the digital 21st century. Our student-centric, problem-based learning approach allows us to deliver a curriculum that is continuously updated to ensure it addresses the rapidly evolving information technologies that are changing the way we work, communicate, socialize, and play.

Read the full message here.

About the College

In Penn State's College of Information Sciences and Technology, our staff support students, faculty, and programs that use technology and leverage information to solve real-world problems. We offer associate, bachelor's, master's, and doctoral degrees – both in-residence and online – in emerging fields such as information sciences, cybersecurity, enterprise architecture, and data sciences.

The backbone of our college is built on IST staff partners like you. We aim for our staff to be recognized as the best and the brightest at the University. They strive to be self-motivated innovators and knowledge workers in their own right, and they collaborate to find new and better ways to provide higher value in all that we do.

IST Core Values

The College of IST’s core values are those that form the foundation on which we perform work and conduct ourselves. Our core values are a common thread that is woven into our decision making and planning processes. In an ever-changing world, core values remain constant. In 2006, we identified the following six core values for our college, and we aim to uphold them through our work every day:

- Community
- Diversity
- Respect
- Open Communication
- Work/Life Balance
- Customer Service
New Employee Resources

New to Penn State

- IST Office of the Dean Website
- About Penn State
  Review information on Penn State’s mission, budget, facts, history, rankings, and more.
- IST Intranet
  Access a one-stop shop for information for current faculty and staff.
- Campus Maps
  View maps of campus, get directions to University Park, find buildings, and find out where to park.
- ID Card Services
  Secure Penn State’s official photo ID, which permits you to borrow books from the University Libraries, purchase food and beverages from on-campus dining facilities, utilize on-campus fitness centers, participate in Faculty/Staff programs, and more.
- Parking/Transportation Services
  IST’s Facilities Office can assist you with inquiries regarding parking and all other means of transportation on campus. This office also issues parking permits for IST visitors.

Penn State and State College Events

- The Happy Valley Adventure Bureau
- http://www.statecollege.com/
- https://www.centredaily.com/
- https://onwardstate.com/
- https://www.downtownstatecollege.com/
- https://arts-festival.com/
Ethics and Responsibilities

Office of Inclusion and Diversity Engagement

The Office of Inclusion and Diversity Engagement aims to create a welcoming climate that is open to inclusive excellence defined by the full integration of every member of the IST community and an engagement of diversity that empowers every student, faculty, and staff member to develop their unique talents to make the broadest impact on the world.

University information related to diversity and inclusion can be accessed through the Office of Educational Equity.

Background Checks at Penn State

Background checks will be completed for any individual, 18 or over, paid or unpaid, who is engaged by Penn State in any work capacity. This includes all employees (full-time, graduate assistants, part-time/wage payroll), volunteers, working with minors, adjunct faculty, consultants, contractors, or other similar positions.

Penn State policy HR99 outlines the process for conducting background checks. For questions regarding Penn State background checks, please contact IST’s Office of Human Resources.

Sexual Harassment

Sexual harassment of faculty, staff, or students is prohibited and will not be tolerated at Penn State. It is the policy of the University to maintain an academic and work environment free of sexual harassment. Sexual harassment violates the dignity of individuals and impedes the realization of the University’s educational mission. The University is committed to preventing and eliminating sexual harassment of faculty, staff, and students through education and by encouraging faculty, staff, and students to report any concerns or complaints about sexual harassment. Prompt corrective measures will be taken to stop sexual harassment whenever and wherever it occurs.

- Policy AD85: Discrimination, Harassment, Sexual Harassment and Related Inappropriate Conduct
- Penn State Affirmative Action Office
- Student Affairs Counseling & Psychological Services

Reporting wrongdoing and Mandatory Employee Training

If you see something, say something!

Visit the Office of Ethics and Compliance website or contact IST’s Office of Human Resources for inquiries regarding reporting wrongdoing and mandatory employee trainings at Penn State.
Directory of IST Services

Administrative IST Guidelines
Guidelines and procedures related to IST’s administrative processes can be found at https://ist.psu.edu/directory/office/dean/admin_guidelines.

Benefits
Penn State provides a comprehensive benefits program to attract and retain high quality faculty and staff. Learn about benefits at http://ohr.psu.edu/benefits.

Box
Box enables you to securely share files. For more information or for assistance in using Box, please contact the Office of Information Technology.

Box Update - Box is transitioning to O365 by June 2021.

Computer
The Office of Information Technology (OIT) maintains the computers in the college for both administrative and classroom use. If you need computer-related assistance, please contact the Office of Information Technology.

- College of IST Remote File Access Server: https://remotefiles.ist.psu.edu

Construction Updates
To view the Office of Physical Plant construction updates, visit https://www.opp.psu.edu/planningdesignconstruction/project-gallery/currentupcoming-projects.

Faculty & Staff Directory
The IST Faculty Staff Directory can be found at http://ist.psu.edu/directory. To update information on your directory entry, navigate to your directory entry page on the IST website, scroll to the bottom of the page, and select “Login” in the footer. Click the “Edit” tab at the top of your directory entry and update your information as appropriate. If you do not have access to your directory page, please contact the Office of Information Technology.

First Aid (AED and CPR)
Please contact the IST Facilities Office for a list of individuals who are trained and certified in AED and CPR in our college.

IST Events Calendar
The College of IST maintains a college-wide events calendar. This calendar can be viewed at ist.psu.edu/events. If you would like to promote an event on this calendar, please contact the Office of Marketing and Communications.
IST Finance Office
The Finance Office works closely with faculty and staff members to provide financial services while maintaining prudent fiscal controls through adherence to the University policies and procedures. In addition, this office ensures that all expenses are allowable, reasonable, and allocable. This office also processes and distributes all salaries and provides faculty member assistance with spend out of budgeted effort on research projects.

The Finance Officer is the College Risk Manager and may be consulted in any activities that could impact financial or reputational risk or any contracts requiring signature on behalf of the college or University. The Finance Officer also monitors, tracks and disseminates information on college key performance indicators.

It is important to note that no University employee may sign a contract on behalf of Penn State. Please contact the Finance Office for inquiries regarding contracts.

IST Intranet
The intranet exists to support the academic mission of the College of IST and Penn State University through enhanced communication, collaboration, and information management. This is a private, internal online work environment for the administrators, faculty, staff, and graduate student members of IST. The intranet is accessible from anywhere, using any web browser. To fulfill our mission, we advocate a continuous improvement approach to the intranet on the part of all users. The value of the intranet is in all of our hands.

Keys/Card Access
To secure keys and card access to the building, contact the IST Facilities Office.

Listservs/Distribution Lists
IST’s Office of Human Resources handles listservs for IST staff. The Office of Faculty Affairs and the Academic Services Office handles listservs for faculty. Information regarding faculty list servers/distribution lists can be found here.

The Office of Information Technology (OIT) handles all other listservs.

Lost and Found
Lost and found items can be dropped off and picked up in the IST Facilities Office. To inquire about an item, you can also email lostandfound@ist.psu.edu

Mail
For information on mail pickup and delivery locations/times, please contact the IST Facilities Office.

Please complete a metered mail slip for outgoing USPS mail. For questions regarding metered mail cards, please contact the IST Facilities Office.

Office Supplies
Please contact your supervisor if you have a need for office supplies.
Parking (including Midnight Clear Information)
The Facilities Office is available to assist you with your parking needs. One-day, Red A parking permits for visitors can be obtained from the Facilities Office. The host unit will be responsible for providing one-day permits for large IST events, such as career fairs. Subscribe to the parking listserv by sending an empty e-mail message to L-PSUPARK-SUBSCRIBE-REQUEST@LISTS.PSU.EDU.

Phones
The Facilities Office coordinates the repair, addition, removal of phones, phone lines, fax lines, and voice mail. If you have a phone-related inquiry, please contact the Facilities Office. Please do not contact the University Office of Telecommunications and Networking Services directly.

Room Scheduling
Classrooms and meeting rooms can be scheduled via 25Live College Net. For information regarding 25Live College Net or if you need assistance with room scheduling, please contact the Facilities Office.

Safety
Please contact the Facilities Office for college safety policies and evacuation plans.

The use of portable heaters is prohibited. If there is a heat problem in your work area, please report it to the Facilities Office. Portable heaters may be confiscated if they are found in the IST Building.

Subscribe to PSUALERT to receive emergency notifications from Penn State.

Secure ID Tokens
Secure ID tokens are obtained in the Facilities Office.

Shared Drives/Common Drives
The Office of Information Technology (OIT) maintains Shared Drive access for the college. If you need access to a shared drive or to the common drive, please contact the IST Helpdesk.

SIMBA
SIMBA, or the System for Integrated Management, Budgeting and Accounting, is the replacement for IBIS. The University announced its intent to replace IBIS in 2017, and the widely-used business suite SAP S/4HANA was selected as the best solution to meet the University’s financial needs. The system will increase the University’s business agility through improved processes, reporting, budget forecasting, and integrated functions, while at the same time introducing a contemporary user interface. SIMBA went live in July 2020.

For questions regarding SIMBA in IST, please contact the Finance Office.

Staff Advisory Committee
The IST Staff Advisory Committee was formed in 2009 to act as a liaison between the dean and staff members in the college.

The Committee serves to represent the interests and address the issues impacting IST staff. The aim of the Committee is to act as a bridge for communication to enhance and solidify the important strategic partnership between IST staff and the dean.
Strategic Plan
The College of IST’s Strategic Plan for 2020-2025 is in draft form. A final draft of the plan will be available in December 2020 with the completed plan being available in Spring 2020. For questions regarding the Strategic Plan please contact, Karen Brewster.

Stationary (Business Cards and Letterhead)
Staff should order IST business cards and letterhead directly through the University’s Multimedia and Print Center. If you have questions when completing the process, contact the Office of Marketing and Communications.

Website
The Office of Marketing and Communications manages the content of the public IST website and works in collaboration with the Office of Information Technology to preserve the college’s brand on the web.

If you require assistance with website content, please contact the Marketing and Communication Office. If you require assistance with web implementation and/or multimedia design for sites not related to the college’s public site, such as faculty or research lab sites, please contact the OIT Helpdesk.

WorkDay
WorkDay is a site designed by the University Office of Human Resources with the intent of enabling Penn State employees to gain access to information regarding attendance, payroll, benefits, and personal information.

WorkLion
WorkLion is a site designed by the University Office of Human Resources with the intent of enabling Penn State employees to submit and track general inquiries to HR Staff, access news, announcements, FAQs, and other technologies, including WorkDay and the Learning Resource Network.