Finance and Administration Newsletter

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The purpose of this newsletter is to provide the College of Nursing's administrators, faculty, and staff finance and administration information that is informative and useful. Please send your suggestions, comments, or complaints concerning this newsletter to me. Thank you.

Steve Koths (koths@psu.edu)

Announcements

Nick Gallo has been promoted to an IT Consultant 3 where he will serve as the College's IT Lead to align our IT support, navigate the complexities of securing our Level 3 and 4 research data, evaluate new and upcoming technologies and ensuring continued excellent support for daily IT problems.

Morgann McAfee has been promoted to Marketing and Creative Services Manager where she oversees all aspects of our marketing program including print/digital communications, graphic design, social media and public relations.

Facilities

Furniture: Please do not move furniture to different rooms without notifying Kori. We've experienced loss of control of some conference room furniture.

Main Entrance Door card swipe is now operating properly.

New Hallway Doors are scheduled to arrive in April with installation hopefully beginning in April.

New Stairwell Treads: The first delivery of new treads was damaged and were rejected by the contractor. The next production run of the new treads is scheduled for April 4th with delivery on April 9th. Installation of the treads will begin in late April.

Windows: Please close your office windows when leaving for the day and close conference room windows when you leave the rooms. We are taking preventive measures to reduce the number of water problem events this spring and summer.

Finance

SIMBA: The University's new financial system is on schedule to live on July 1, 2020. Unlike WorkLion, most aspects of the new system most employees interactions with the new system will be limited. Additional information including training opportunities will be provided as they become available.

Human Resources

Performance Management End-of-Year Reviews: For University staff employees, the final step of the performance management cycle, the end-of-year review, begins **Monday, April 1** and should be completed by **Friday, May 31, 2019**.

Before completing the end-of-year review, staff employees must complete the mid-year check-in, along with updating their Job Responsibilities Worksheet.

To help managers and staff prepare for the end-of-year review, HR has provided a variety of trainings and resources within the WorkLion Knowledge Base, including the following trainings via Zoom:

Training for Staff Employees
Training for Managers

There are also step-by-step instructions for employees and managers on how to complete this process in Workday, as well as a brief tutorial video.

Staff employees and managers are welcome to contact HR Services with questions regarding this year's performance management cycle by calling 814-865-1473 or submitting an inquiry in WorkLion

Links to helpful tools are located on the OHR website at:

https://hr.psu.edu/features/performance-management-end-year-reviews