

Instructions for entering the State Mandated Collection System(SMCS):

Enter OHR's ESSIC web page and enter your userid and password.

<https://essic.ohr.psu.edu/essic/index.cfm>

After seeing the screen below click on the State Mandated Collection System which is the 4th selection down in the leftmost menu.

PENNSSTATE Office of Human Resources & Payroll Office

ESSIC Employee Self-Service Information Center

November 28, 2012 11:27 AM

RICHARD I HEININGER II

PERSONAL JOB PAYROLL BENEFITS

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Good Morning!

Welcome to ESSIC. This site was designed by the [Office of Human Resources](#) with the intent of enabling current and new [Penn State](#) employees to gain access and to update their personal information over the Internet.

Faculty, Staff, and Retirees wishing to remove ineligible dependents due to the Dependent Verification Program, after November 16, 2012, must contact AON Hewitt at 1-888-223-3338 to do so. Ineligible dependents removed from coverage between November 17, 2012 and December 31, 2012 will be cancelled from the application benefit effective January 1, 2013.

NEW 2012: Penn State pay vouchers have "gone green" in 2012. Effective January 1st, employees can now view and print their pay information within the Payroll section of ESSIC. For a quick video tutorial on how to view your pay vouchers, [please click here](#).

Total Compensation Statement: The personalized statement provides the dollar amounts of the employee and Penn State contributions to health care, dental, vision, social security, retirement, life insurance, long term disability, and accidental death or dismemberment. Employees can access their statement by clicking on the "Total Compensation" link on the left hand menu bar.

In the event of an emergency, we may need to contact you or someone close to you. Please take a minute now to provide that information by clicking EMERGENCY CONTACT on the left side menu. This information will be kept confidential and accessed only if you encounter a personal emergency or there is a general emergency on campus.

ESSIC, or Employee Self-Service Information Center, provides employees with instant access to their Personal, Job, Payroll, and Benefits information. These four categories appear as clickable tabs on the top of the page. By clicking any of the tabs you will be taken to the corresponding information tables which you may or may not be able to update.

If you are unsure of how to navigate through the site or if you want more information about the contents of the site, go to our General Navigation [Help](#) link. If you need additional help regarding an individual informational item, [click on the label](#) to the left of that item.

After clicking on the State Mandated Collection System, please fill out the items listed below and when completed hit enter or the submit button at the bottom of the page. Upon doing this, you will receive a message indicating that the form has been saved. It can still be changed at any time prior to us locking the system. Upon completing the form and receiving the message it has been saved in the top left corner please close the form or browser to exit the system.

I have included definitions for each line item at the bottom of the form below so you know what term(s) applies to each question. Please note that Resident Instruction and Continuing Education have been combined as Instruction and this now also includes efforts with World Campus.

If you have any questions, please refer to the definitions below or the Definitions selection listed on the top of the web page. Please note that we are now breaking hours of instruction by level and First Professional hours will only apply to instructing law students. Any additional questions regarding the form should be referred to your Department, College, or Campus Coordinator for faculty activity information.

College of Communications Questions:

Jane Agnelly, Financial Officer – jla3@psu.edu

Annette Jones, Assistant to the Financial Officer – amr3@psu.edu



State Mandated Collection System

Required under the Pennsylvania Public School Code of 1949, as amended by Act 61 of 2008.

Allow this user to fill out your form (Penn State userid such as abc123):

ALLOW [Show list of my proxies](#)

(Please notify the individual of this action.)

Note: Form is to be completed by

Name: Jones, Dwayne

Area: Agricultural Sciences

Semester: Fall 2012

1. Did you perform any of the activities below? (required)

yes no

2. Instruction

Avg. Weekly Undergraduate Hours

Avg. Weekly Graduate Hours

Avg. Weekly First Professional Hours

3. Instructional Support

Avg. Weekly Hours

4. Research

Avg. Weekly Hours

5. Public Service

0 Avg. Weekly Hours

6. Other University Service

0 Avg. Weekly Hours

Total Hours Entered

0

Comments (required if total hours entered > 80)

SUBMIT

State Mandated Collection (SMC) System Definitions:

Hours *Note: All hours are to be entered in full hours.

1. Did you perform any of the activities below?

This is a required field.

The default is "Yes" in which case hours need to be entered in the form.

If the answer is "No" then please select "No" and press the SUBMIT button.

2. Instruction

This includes instruction in lectures, laboratories, and independent study courses or activities for which the student is registered and supervision of graduate students enrolled in 600-level (thesis) courses. Class contact hours are expressed in terms of the average number of hours per week spent in these activities. Allow for immediate pre- and post class time with student, i.e., for a 50-minute instructional period assume one period equals one hour of contact time with students; three such meetings equal three contact hours. For a 75-minute instructional period assume one period equals one and one-half hours of contact time with students; two such meetings equal three contact hours.

In prior years RI Instruction (Class Contact) and CE Instruction (Class Contact) hours were reported separately. They are now combined.

3. Instructional Support

Average hours per week spent in preparation for instruction in courses which the faculty member is currently teaching.

Examples include:

- A. Preparation for the direct instruction of students.
- B. Evaluation of student performance.
- C. Preparation of class materials for student use during the current semester.
- D. Non-class student conferences directly related to classroom instruction for current semester.
- E. Student conferences and student advising activities which are not directly related to current teaching responsibilities.
- F. Preparation for teaching courses in future semesters.
- G. Development of new courses and new instructional materials.
- H. Development of methods of instruction.
- I. Committee work which directly supports the instructional process (e.g., departmental or college curriculum committees and faculty Senate committees deliberating instructional issues).

** In prior years RI Instructional Support, RI Class Prep, RI Other Instructional Support, CE Instructional Support, CE Class Prep and CE Other Instructional Support hours were reported separately. They are now combined.

4. Research

Average hours per week spent in all scholarly activity, research or creative activity supported or paid for by resident instruction budgets and research activity supported or sponsored by external contracts or University Organized Research funds budgeted through Research budgets.

Activities include:

- A. General professional development.
- B. Remaining current in one's field.
- C. Work toward advanced degree.
- D. Attendance or participation in professional or scientific meetings.
- E. Preparation of scholarly or creative results for presentation including publication, exhibition, performance, or public oration.
- F. Service on an editorial board or as editor of a scientific, scholarly, or creative publication.

5. Public Service

This category reports only activities for which separate compensation is not received (e.g., consulting fees, course fees, salary, or wages).

This includes course development, preparation, and instruction of cooperative extension courses. It also includes public, governmental, and professional service which is related to one's academic area and is part of one's University duties; such as, assistance to agricultural business, industrial, education, other groups, or service to local, state, federal, or international advisory panels. However, this does not include voluntary participation in community affairs having no direct relationship to assigned duties.

6. Other University Service

Activities in which a duty or service is provided to the University which is not directly related to instruction, research, or public service. Examples Include:

- A. Administrative responsibility for/or service to the University, college, campus, or department, institute, or program.
- B. Service in areas providing indirect support to instruction and research (e.g., the Libraries and Computation Center).
- C. Membership on non-instructional support committees, commissions, or councils, or the University Faculty Senate and its non-instructional committees.
- D. Intramural and intercollegiate coaching responsibilities.
- E. Participation in faculty recruitment, tenure, promotion, and other personnel decisions.
- F. Service to student groups as an advisor or providing other assistance.

Total Hours Entered

This is a total of all hours entered in the above fields.

If Total Hours are greater than 80 and explanation must be entered in the comment section

Comments

Please enter any comments that may be pertinent to the data in the form

SUBMIT Button

Once all the hours have been entered please click on the submit button to add the information to the database. If changes are needed to any hours, make the changes and press the SUBMIT button to make the changes to the database. Changes can be made as many times as needed until the closing date for the semester.

FTEs

Note:

- **FTEs may be entered with 2 decimal positions**
- **FTEs are not on the Hours form**

RI (Resident Instruction) FTE

Resident Instruction refers to any payment from a General or Restricted Funds budget with an Resident Instruction function (ie. when the function of the budget is 112 or 130).

In past years CE (Continuing Education) has been collected separately from RI. CE and RI FTEs are now combined. Instructional Activity related to World Campus courses should also be included.

When applicable, all full-time faculty paid from a continuing education special credit budget (ie. when the function of the budget is 152, 153, 154, or 155) should have their FTE and hours reported in this category. Also, Continuing Education Credit work is to be reported whether done as a part of a regular faculty appointment or done for extra compensation. CE non-credit activity should not be reported.

In those cases where a faculty member is teaching one or more Continuing Education Special Credit course for extra compensation, the total FTE for the semester will be more than 1.00. The FTE value in excess of 1.00 will be determined by the financial officer based on how the extra compensation effort compares with the expectations for full-time faculty members in the department. If, for example, teaching a course is considered to represent .33 of an individual's load, the FTE for a faculty member teaching one Continuing Education Special Credit course for extra compensation might be 1.33.

Other FTE

Any funds paid from a Non-RI or Non-CE budget should be reported as Other FTE.