



The Torch

The official newsletter for State of Indiana employees

DEC 2024

That's a wrap on SECC 2024

The State Employees' Community Campaign (SECC) concluded on November 8, and it was another incredible year of fundraising for both local and national nonprofits. The final numbers are still being tallied, but thank you to every state employee who gave their time or donations to these charities. Your generosity is what makes this campaign a success, and will provide resources like food for children in need, rescue dogs from shelters, supply hygiene bags and more. Thank you for giving back to your community.



Here's a recap of our statewide events:

Charity Fair

There were over 40 charities at the 2nd annual charity fair, where state employees were able to learn about different organizations and the great work they do. Additionally, Statehouse Market vendors and food trucks donated nearly \$400 to SECC. Those proceeds were split amongst this year's featured charities; [Boys & Girls Club of America](#), [CPAFI](#), [Hoosier Burn Camp](#), [Indiana Land Protection Alliance](#), [A Kid Again](#), [The Pacer's Foundation](#), and [Riley Children's Foundation](#).



Paddle Battle

On September 13, 25 teams battled it out to win the coveted Paddle Battle Oar. The five winning teams in the first round were Heat 1: Workforce Wake (Department of Workforce Development), Heat 2: Team MPH (Management Performance Hub), Heat 3: Canal Crushers (State Board of Accounts - 2023 champions), Heat 4: State Paddle Department (State Personnel

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The Torch is published monthly by the Indiana State Personnel Department and is available online at on.in.gov/TheTorch.

Got a story?

Submit your story ideas to: spdcommunications@spd.in.gov

X



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Taking the leap from intern to full-time employee

A few Governor's Summer Internship job postings are already up and ready to usher in a new group to learn more about working in state government. But some Governor's Summer Interns extend their journeys far past a single summer—many go on to find permanent homes with the State of Indiana. These are a few of their stories:

Kyle Fletcher, intern from May 2013 to April 2015:

"I worked as an intern with the State of Indiana for two summers and four semesters of law school. The practical experience of working on real-world controversies taught me lessons that cannot be gained from the classroom... Now, almost 10 years later, I am still working on tax controversies and still feel like I learn something new every day. Working for Indiana has also given me the flexibility to become a father; I didn't have to sacrifice my family or my career to feel satisfied in my life."

Kyle now serves as the Deputy Attorney General for the Indiana Attorney General's Office – Tax Litigation. His advice is to "build your network, find people who you can learn from, ask them questions, and actively listen."

Kelli Werling, intern from May 2014 to August 2014:

"I loved the opportunity to return to BOAH in a full-time position! My internship as a student was a transformational experience and the combination of the culture of the agency, my exceptional colleagues, and a passion for regulatory veterinary medicine and the State of Indiana made BOAH the place I wanted to invest my time and talents and invest my career."

Kelli now works as a District Veterinarian for the Indiana State Board of Animal Health (Animal Programs Division). Her advice is to "take advantage of the many opportunities given to you to experience new aspects of Indiana. You never know when a new experience will change the trajectory of your entire career!"

Samuel Clawson, intern from May 2022 to August 2022:

"The first time I had left college and attempted to enter the workforce, the COVID lockdown had just started, [so I went] back to school. I was about to exit again and had yet to find a job when my supervisor offered me a seasonal position that later evolved into me being offered a full-time position. I had worked with the same team for six months at that point and was extremely happy to be able to stay and work with them. This job is the best I could have asked for as every day is a new task, so it never grows stale."

Samuel is now a geologist with INDOT's Geotechnical Engineering division, and his advice is to "make connections with those you work with. The connections you make will be more valuable than anything else you can



Top: Kyle Fletcher
Middle: Kelli Werling
Bottom: Samuel Clawson

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Taking the leap from intern to full-time employee

acquire on the job. They will be the ones who give tips, give resume advice, let you know of opportunities that they hear about, or even offer positions to you once your internship comes to an end.”

Atzy Nunez, intern from May 2023 to November 2023

“In 2023, I accepted a Governor's Summer Internship with the Department of Correction's Communications Team. I found myself in so many situations I never imagined I'd be in, from interviewing incarcerated individuals at a prison to assisting with the governor's State of the State address. Each week was a new adventure, and I did not want summer to end! When I was offered a full-time position as a

communications specialist with the DOC, I accepted immediately. Having a job lined up right after college was a huge relief, but doing what I love with amazing coworkers for an agency that genuinely strives to help the people we serve was beyond any of the expectations I had for my post grad life.”

Atzy is a communications specialist with the Department of Correction and her advice is “to really take this internship seriously. Yes there are a lot of fun things to do around the government center, and Indy in general, but there's also so many opportunities to get involved and to learn from the people around you.”



Atzy Nunez

[Visit Work For Indiana to find current internship postings >](#)

Education spotlight: Kirsten Nielsen

The holidays are around the corner, and so is graduation for a few State of Indiana employees—Kirsten Nielsen is among them. She's currently a legislative assistant with the Indiana State Senate while also pursuing a Master of Jurisprudence (MJ) from IU McKinney School of Law. She's set to graduate later this month, and this is what she had to say about her experience:

“I decided to go to law school to gain a legal education for when I run for office. I chose the part-time program so that I could continue working (and still have a job if law school didn't work out). My classes reflect

a great deal of the topics I work with currently as a Legislative Assistant and what I will need to know when I hold office in the future.

My favorite course was Indiana Constitutional Law because it was very fun to learn more about how the legislation the Senate and House pass can lead to the State Supreme Court addressing the law through the judicial process.

To any other State of Indiana employee, I would say that now is a great time to pursue additional education. The state reimbursing me for about half of my law school



tuition has helped me to get my degree, which I think is a huge selling point for getting the degree while still employed.”

Congratulations, Kirsten!

[Learn more about education reimbursement and tuition assistance here >](#)

Spring Mill Inn to reopen after extensive renovations that honor inn's historic legacy

The historic inn, located in Mitchell, has been closed for renovations since November 2022. Originally opened in 1939, the inn was due for significant mechanical modernizations, accessibility upgrades, and cosmetic room and conference facility improvements.

Lodging reservations can be made beginning Dec. 6 by calling 1-877-LODGES-1 or visiting Indianalnns.com.

"Following extensive renovations honoring the history of this special place, we can't wait to officially welcome guests back to Spring Mill Inn," said DNR director Dan Bortner. "Its location in the heart of Spring Mill State Park with so many unique features makes it an attraction for Hoosiers and for our guests from other states. The investments made in the infrastructure and cosmetic features of the inn will ensure that it is a place where we can all make memories for years to come with family and friends."

Following the renovations, guests will now enter the front doors to an accessible lobby and a centrally located registration desk, alongside a fireplace ready for guests to sit and relax.

The new gift shop will offer souvenir items along with self-serve snacks and drinks 24 hours a day. The downstairs lobby area will provide comfortable gathering spaces for music, family games, reading, and relaxing by the fireplace. The new family-friendly splash pad that's still under construction will feature both indoor and outdoor elements when completed.

The look and feel of the inn remain true to the original rustic pioneer atmosphere but with modern conveniences. The same tables and chairs, beautifully refinished, will return to the Millstone Dining Room. A new buffet unit will provide group dining for conference and meeting attendees, and it will periodically accompany the restaurant's daily menu.

The dining room's first meal was the much-loved annual Thanksgiving

Buffet on Nov. 28 with turkey, fried chicken, ham, baked whitefish, stuffing, and plenty of sides and desserts. The Millstone Dining Room will open with a daily menu for meals on Dec. 6.

The inn's guest rooms have been outfitted with all new fixtures, carpet, and furnishings.

[Read the full press release here >](#)



Governor Holcomb breaks ground on White River State Park extension

Governor Eric J. Holcomb joined Indianapolis Mayor Joe Hogsett, members of the White River State Park Development Commission, and other community leaders for a ceremonial groundbreaking on a 15-acre extension of White River State Park. Located on the west bank of the White River on a site once occupied by a General Motors manufacturing facility, the extension is the largest addition to the park since its founding in the early 1980s. The project will preserve and repurpose what remains of the Indianapolis GM Stamping Plant and include other amenities that leverage the site's proximity to the White River and Valley Neighborhood and take advantage of panoramic views of the Indianapolis skyline. This project is being supported by a \$30 million grant from Lilly Endowment Inc.

"White River State Park is a crown jewel for our state, and it's going to get even better with this latest strategic investment," said Governor Holcomb. "We are kicking off a new era for the park while simultaneously preserving an important icon of our state's industrial and manufacturing heritage. Lilly Endowment's support is once again making a project that has been years in the making into a modern day reality and we are profusely grateful for their support. When completed, this addition to the White River State Park will serve as a glorious gateway to a vibrant innovation district complemented by this important community asset for nearby residents and visitors alike to enjoy."

The park extension will be



immediately east of the OneHealth Innovation District, which is also being developed on the grounds of the former GM site. Anchored by Elanco Animal Health's new global headquarters and Purdue University, the district is seeking to become a globally recognized research and innovation campus dedicated to optimizing the health of people, animals, plants, and the planet. "White River State Park is an extraordinary place that attracts Indiana residents and visitors to downtown Indianapolis to enjoy greenspaces, trails, the Indianapolis Zoo, the Downtown Canal, museums, baseball games, concerts

and festivals," said Ronni Kloth, Lilly Endowment's vice president for community development. "This exciting expansion of the park will provide visitors with desirable amenities, including opportunities to enjoy and engage with the White River, and add to the vibrancy of the new innovation district." Most of the Lilly Endowment's grant will support repurposing the remnant of the GM Stamping Plant into an event and community center. The centerpiece of the park extension, the multipurpose facility

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2024 boasts wildlife wins made possible by the Indiana Nongame Wildlife Fund

The [Indiana Nongame Wildlife Fund](#) has supported [conservation initiatives](#) for Indiana's most vulnerable animal species since 1982. Perhaps best known for the state's [bald eagle re-introduction](#), the Indiana rare and endangered species program works to conserve Species of Greatest Conservation Need in the state every year. This work, as well as additional research and conservation efforts by partners, is paid for through generous [donations](#) to the Nongame Wildlife Fund, which allows DNR to apply for federal match dollars.

Diverse and healthy wildlife populations improve the health of the overall ecosystem and therefore



Top: Franklin's Ground Squirrels
Right: Motus Tower installations and banding

our quality of life. Unfortunately, many of Indiana's species need conservation efforts to survive, but DNR biologists are up for the challenge!

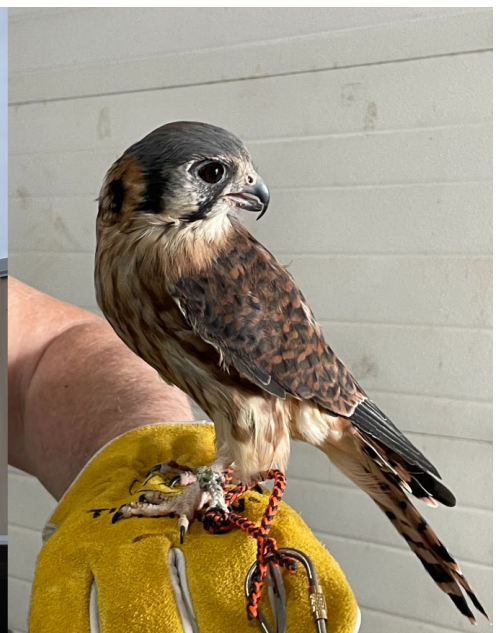
In 2024, DNR biologists from each taxa (ornithology, herpetology, mammalogy, and aquatics) worked to make wildlife wins possible. The ornithology team improved Indiana's MOTUS tower network, allowing data about animal migration to be shared by conservation partners internationally. The herpetology team moved egg masses for the state endangered crawfish frog to Angel Mounds State Historic Site to re-establish the species on site, and DNR mammalogists worked with partner states to introduce [Franklin's ground squirrels](#) to an area the species previously inhabited at Kankakee Sands. The rare aquatics team conducted surveys for the elusive salamander mussel and confirmed the species' presence and active reproduction at Big Oaks National Wildlife Refuge.



This is just a small selection of the wildlife wins the Nongame Wildlife Fund made possible this year. Follow along for updates on these and other projects by [subscribing to the Nongame Wildlife Fund Newsletter](#) and following the Division of Fish & Wildlife (@INFishWild) on [Facebook](#) and [Instagram](#). Pro tip: our [Instagram](#) account has videos of this exciting field work featuring DNR biologists, partners, and animals in the wild.

If you're looking for a way to contribute to conservation during this season of giving, please consider the Nongame Wildlife Fund. Not only does it fund conservation efforts for rare species here in Indiana, but it also receives federal match funding. This means that for every \$50 [donated](#) to the Nongame Wildlife Fund, Indiana receives an additional \$93 in conservation funding. That's a \$143 impact for just \$50!

Article by the Indiana Department of Natural Resources



Cooking up safety with IDHS

As kitchens across the nation buzz with activity during the holiday season, it is essential to prioritize safety amid the holiday hustle and bustle. To ensure an accident-free Thanksgiving, here are some cooking safety tips to remember and share.



Mind the bird

If you are roasting a turkey, ensure it is thoroughly thawed to avoid a fire. For every four pounds of bird, allocate 24 hours for thawing in the refrigerator.

Temperature matters

Invest in a reliable meat thermometer. The turkey's internal temperature should reach 165°F in the thickest part of the thigh and the stuffing. Undercooked poultry can harbor dangerous bacteria, so accuracy is vital.

Avoid grease fires

Be cautious when deep frying a turkey. Set the fryer outdoors on a flat surface, away from flammable objects. Thoroughly thaw the turkey and pat it dry to prevent splattering hot oil. Never overfill the fryer, and

keep a fire extinguisher designed for grease fires nearby, just in case.

Child and pet safety

Keep children and pets out of the kitchen to avoid accidents. Create a designated safe space for little ones to play, ensuring an adult supervises them.

Proper food storage

Refrigerate leftovers promptly. Perishable foods must be put away after two hours.

Kitchen safety is just one aspect of keeping your family and friends safe this winter. Visit GetPrepared.in.gov to learn the tips to make sure you're family is ready for anything.

Article by the Indiana Department of Homeland Security



Eras Tour Indy Recap



Over 40,000

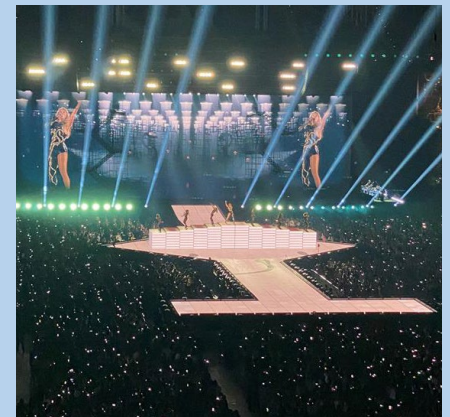
Impressions across each of Visit Indiana's social media accounts

Over 16.6 million

Reach of the Indy Star article that the Indiana Destination Development Corporation secured and was then syndicated by Yahoo

Over 207,000

Total fans in attendance at the three nights of the Eras Tour



Over 80%

Estimated concert tickets purchased by fans outside of Indiana

34 stories

The size of the Taylor Swift decal on the side of the J.W. Marriott

Hundreds of millions

Dollars boosting the economy as a result of the Eras Tour in Indianapolis



Wellness Rewards reset on January 1, 2025

Tuesday, December 31, 2024, is the deadline to redeem earned wellness rewards from the ActiveHealth portal. Any unredeemed wellness rewards will disappear when the portal resets for the new year at midnight on January 1, 2025. Please note that you do not have to spend the gift cards you've redeemed by this date; however, you must redeem them from the [ActiveHealth portal](#).

To redeem your current rewards, please follow these steps:

- Log in to the [ActiveHealth portal](#) using your username and password. Once you are logged in, you can navigate to the “Rewards Center” by clicking on the “Rewards: tab in the top menu.
- In the rewards center, you can see how much you have earned so far. You can redeem your rewards in increments of \$50 by clicking on “Redeem My Rewards” underneath your progress bar.
- Select the amount you would like to claim and which vendor you would like to redeem the card through and then follow the prompts to confirm your selection. Don't wait—log in and claim your rewards today.

Keep an eye out for an email announcement with program details for the new year.

[Log in to ActiveHealth](#)

Employee wellness spotlight: Heidi Gaha

In 2021, Department of Child Services employee Heidi Gaha was in a car accident that almost took her life. She was out of work for four and a half months and doctors said that her healing would be slow due to her weight. She realized it was time to make a change in her life. “I was pre-diabetic, had some other medical issues looming, and did not want to live my life on medications,” said Gaha. “At 52, I no longer wanted to be unhealthy.”

In February of 2023, she decided to reach out to the Bariatric Center at IU health. While she waited six months to be cleared for her weight loss surgery, she got a head start on committing to a healthier lifestyle, losing 83 pounds. And her surgery has been a huge success—as of this summer, she has lost over 170 pounds. “I feel great, I am no longer pre-diabetic...and have the tools to continue to make better choices.” With the support of her husband, Gaha is continuing on her journey to better health. Keep up the great work!



Heidi Gaha before (left) and after (right)

[Find resources to Invest In Your Health](#)

You are invited: Governor Holcomb's portrait unveiling

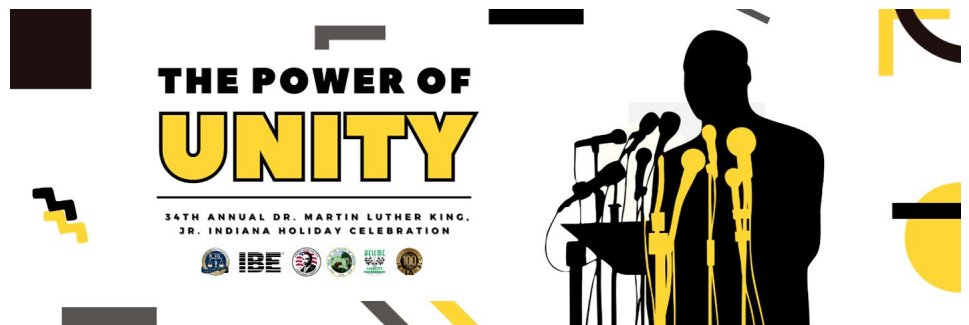
Friday, December 13 at 2 p.m.
Statehouse South Atrium

Governor Eric J. Holcomb and First Lady Janet Holcomb invite all state employees to celebrate the historic unveiling of the Governor's official portrait. Join us on Friday, Dec. 13, at 2 p.m. in the Statehouse South Atrium for a special ceremony and fellowship with those who have played an integral role in Governor Holcomb's administration over the past eight years.



Honor community leaders for the 2025 MLK Jr. Celebration!

Join us for the [34th Annual Dr. Martin Luther King Jr. Indiana Holiday Celebration](#)! We will kick off the festivities with a wreath-laying ceremony at the Indiana War Memorial: Soldiers and Sailors Monument on Thursday, January 16, 2025, at 6 p.m., featuring a special commemorative light show.



The celebration continues on Friday, January 17 at noon at the Indiana Statehouse with an award ceremony that will be live-streamed.

We will be recognizing community leaders for the following four prestigious awards:

Sam Jones Award

The Sam Jones Award is given to an individual who has been a pillar within their community and has made it their life's work to uphold justice for all.

Rev. Charles Williams Award

The Rev. Charles Williams Award is given to an individual who has committed their life to the service of others.

Humanitarian Award

The Humanitarian Award is presented to an individual who has continued the legacy of Dr. Martin Luther King, Jr. in the areas of economic development, poverty reductions, and social justice.

Coleman-Staples Award

The Coleman-Staples Award is presented to an individual who has committed themselves to being "a dedicated fighter for civil rights."

No matter their career, they are continuing the legacy of Dr. Martin Luther King, Jr.

For more details, visit [ICRC's website](#) or follow us on social media @INCIVILRIGHTS.

Article by the Indiana Civil Rights Commission

Join us for the 26th Annual Holocaust Remembrance Program & Student Contest!

Mark your calendars for the [26th Annual State of Indiana Holocaust Remembrance Program](#) on Friday, January 24, 2025, at the Indiana Statehouse.

Join the Dr. Martin Luther King, Jr. Indiana Holiday Commission, the Indiana Civil Rights Commission, the Indianapolis Jewish Community Relations Council, and CANDLES Museum as we honor the “Righteous Among the Nations,” paying tribute to the courageous upstanders who risked their lives to protect the Jewish community during the dark period of World War II.



Together, we will celebrate selflessness and hope in the fight against hate.

But wait there's more! Calling all educators! High school students are invited to submit their creative expressions—be it through writing, music, visual arts, or more—to the “Righteous Among the Nations: Honoring the Upstanders” contest. This is a fantastic opportunity to participate in a contest that celebrates creativity and promotes awareness against hate, all while aligning with Indiana Academic Standards!

For more details on submissions, visit the [ICRC's website](#).

FSSA's Division of Mental Health & Addiction seeks community support to help eliminate barriers to addiction treatment

As you may know, stigma is a huge barrier that keeps people from seeking treatment for substance use disorder. Indiana Family and Social Services Administration's (FSSA) Division of Mental Health and Addiction, in partnership with the Office of the Governor, hopes the messages delivered through the Know the Facts campaign will address those stigmas directly. Their goal is to ultimately change minds and encourage Hoosiers to see the person and [See Beyond the Addiction](#).

Community outreach is key to building awareness and changing minds about those living in recovery.

They are asking for your support in helping eliminate barriers to addiction treatment. You are encouraged to utilize the outreach materials available [here](#), to help build understanding around this disease with your stakeholders, members and connections.

Other ways you can help.

1. Utilize the outreach materials available [here](#).
2. Like and follow their [Facebook](#) and [Instagram](#) pages.
3. Share their posts on your social media pages.

4. Continue to share new Know the Facts posts periodically.

Lastly, research shows that stigma keeps many Hoosiers from getting treatment. Please help educate, spread hope, and provide ways to support so that stigma isn't a barrier to getting help. See the person beyond their addiction.

Learn more at [SeeBeyondTheAddiction.org](#)



Reminder: Remote Work Agreements renew on January 1

If you are eligible and interested in working remotely in 2025, you will need to submit a new Remote Work Agreement in the Remote Worker tile on your PeopleSoft Employee Self-Service homepage on January 1, 2025, or after. Please note that working remotely without an approved agreement is in violation of the Flexible Work Arrangements policy, so be sure to get a 2025 Remote Work Agreement approved in PeopleSoft before continuing to work remotely in the new year.

New Remote Worker Agreements must be completed on January 1 each year by all employees working remotely.



What you need to do:

Employees who Work Remotely:

Log into PeopleSoft Employee Self Service, navigate to the Remote Worker tile, and complete the Remote Work Agreement starting January 1.

Managers of Remote Workers:

Log into PeopleSoft Manager Self Service, navigate to the Remote Worker tile, then evaluate and either approve or deny requested Remote Work Agreements promptly.

Employees who have accommodations for Remote Work:

Contact your agency's HR team if you do not have a copy of your accommodation approval free of medical information. Upload that approval document to your annual request and select Accommodation as the Reason in the Remote Worker module.

Helpful resources:

- Job Aids with instructions for Employees and Managers, as well as a Flexible Work Arrangements FAQ, can be found in [SuccessFactors' JAM](#).
- The updated Flexible Work Arrangements policy can be found on INSPD's [Laws, Rules, and Standardized Policies page](#).

Complete your Performance Appraisal Self-Assessment by this Sunday, December 8!

This process is an essential piece of evaluating goals, helping employees grow in their careers, identifying strengths and barriers, and rewarding the hard work of State of Indiana employees.

Employees: Use resources like the [Self-Assessment Job Aid](#) and the [Action Checklist & Process Support](#)

[resource](#) to complete your self-assessment by the December 8 deadline.

Managers: Manager assessments are due January 5, 2025. Use models like ORCA (Objective, Results, Contributions/Challenges, Added value) and SBI (Situation, Behavior, Impact) to document

your observations and evaluate performance effectively. Find more details in the [Performance Assessment Guidance for Employees and Managers](#) resource. Remember, do not reveal appraisal ratings until they are approved for release and discussion.

Important reminder: Timesheet and absence reporting accuracy

New Time Reporting Policy published

As a State of Indiana employee, it is your responsibility to ensure that timesheets and absences are submitted correctly within the payroll processing deadlines at the end of each biweekly pay period.

The deadline for Timesheet Submission and Timesheet Approval of all work hours, holidays, leaves, and absences is no later than the Monday following the end of the biweekly Pay Period unless otherwise determined by the State Comptroller's Office. Your agency may have earlier internal deadlines established, which you should continue to follow.

Employees and Managers, please remember:

- **Employee Responsibility:** Each employee is accountable for accurately completing and approving their timesheets and absence requests before the end of each pay period. Refer to the attached calendar for the exact deadlines.
- **Manager Responsibility:** Managers are equally responsible for approving timesheets and absence requests. Approving inaccurate entries may also result in disciplinary action.
- **Accuracy is Crucial:** Ensure that all entries on your timesheet and absence requests are accurate and reflect the actual hours worked and leave taken.
- **Disciplinary Action:** Intentional or repeated submission of inaccurate timesheets or absence requests may result in disciplinary action.

We understand that mistakes can happen. If you realize you have made an error on your timesheet or absence request, please notify your supervisor immediately so that the necessary corrections can be made before the payroll processing deadline.

Resources

We have created printable PDF checklists for submitting and approving time to help ensure you review all relevant fields. Employees and managers assigned to the UKG Timekeeping system should contact their Agency Payroll Staff for additional information.

- [Submitting Timesheets Checklist.](#)
- [Approving Timesheets Checklist.](#)

INSPD and the Comptroller's Office have published a new Time Reporting Policy to establish procedures for reporting and approving work hours, leaves, and absences in both the PS (PeopleSoft) and UKG timekeeping systems. You can review the [full text of the policy here.](#)

Your cooperation in ensuring accurate and timely submission of timesheets and absence requests is greatly appreciated.

Thank you for your attention to this matter.

New Okta Verify app

Employees will need to install the Okta Verify app to login to Office 365, VPN, and PeopleSoft

The Indiana Office of Technology has partnered with Okta, an identity and access management company, to implement seamless Single Sign-On (SSO) and Multi-Factor Authorization (MFA) for the state's business applications, such as Office 365, VPN, and PeopleSoft. Okta will be replacing the existing Microsoft MFA currently in use. Users can click below to register, **but should not delete the Microsoft Authenticator application.**

IOT will be rolling out the new MFA process to agencies following [this plan](#). You are encouraged to register below and download the Okta Verify app to your phone, but please know that it will not activate until your agency's scheduled launch date. Keep an eye out for deadline requirements from your agency as well.

[Register for Okta Verify today >](#)

If you have questions about installing the new Okta Verify app or MFA, please review this [FAQ](#), watch this ["How To" video](#), and review the [Quick Reference Guide](#).

If you have any questions or need additional assistance with the enrollment process, contact the Help Desk at [ASM Self-Service Portal](#).

SuccessFactors' Learning Modules Updates

INSPD has improved the user experience

INSPD is excited to announce some updates to the Learning module homepage in SuccessFactors! These changes will make it easier for employees and managers to navigate required compliance trainings and to pursue continuous learning opportunities.

Here's what's new:

- Easier to track training: You'll see all your required training in one spot, with the closest due dates at the top.
- Calendar blocking: Need dedicated time for training? Now you can block time off on your calendar right from the Learning Home page.
- Curriculum compliance at a glance: A new icon provides a clear view of your current curriculum and due dates.
- Managers can now:
 - View team: See their team's outstanding training assignments in one consolidated view.
 - Recommend trainings: Easily recommend or assign training to team members.
 - Remind employees: Send reminders about upcoming due dates.

Want to see it in action?

Check out this interactive demo to explore all the new features and functions.

Below you will see a breakdown of each section on the home page.

- **Required Learning:**
 - This section shows assigned required training (assigned by others) prioritized by due date. Curricula compliance shows at the top with a status bubble, but no longer shows the number of curricula that are open versus completed.
- **Important Learning**
 - This section shows learning assignments assigned as non-required items by managers and the learning team (administrators). They are prioritized based on their due dates.
- **Requests for Me**
 - This section shows any pending requests that you need to address, including observation requests.
- **Invest in Myself**
 - This section shows any learning that you've selected for yourself. Previously self-assigned learning also appears here.
- **Latest Bookmarks**
 - This section displays saved courses and other learning content flagged using the bookmark feature. It provides an easy way to manage your learning interests in a single page, separated from courses you are already engaged in or have been assigned.

Note: Except for Required Learning, Invest in Myself, and Latest Bookmarks, sections will not appear if there is no content.

Questions?

Reach out to the INSPD Learning and Development team at spdtraining@spd.in.gov. Happy learning!



Left Artwork by Eden Gregerson (Family & Social Services Administration)

Right Artwork by Traci Dedor (Department of Transportation)

Indiana MPH encourages state employees to complete Data Proficiency Training

The Indiana Management Performance Hub (MPH) is helping state employees understand their role in data and to skill-up by completing a free training series hosted on IN.gov and accessible to all employees at work. MPH created the statewide Data Proficiency Program that engages employees at all knowledge levels and shows how data impacts our jobs every day.



With the ever-increasing importance on data-driven decision making for state agencies to serve Hoosiers, it is important to create a culture of data proficiency across the state. The collection, organization and analysis of data is a part of all state employees' daily activities. From entering customer information to monitoring weather conditions to managing budgets, data drives operations for all agencies.

Employees are tasked to complete a collection of lessons and can earn badges by taking the quiz at the end of each series. The quizzes hosted on Microsoft Forms and are accessible through each individual's state employee account. There are a total of three badges (Green, Blue and Gold) that may be earned. Once you pass the test, MPH will send completed badges to your state email! Get started today on the [Data Proficiency Program Home on the MPH website](#).

New Indiana All Payer Claims Database Website

Have you had the opportunity to visit the consumer-facing website of the Indiana All Payer Claims Database (Indiana APCD)?

In 2020, the Indiana General Assembly established the IN APCD for the purpose of providing access to cost and quality information on healthcare services in Indiana through a Consumer-Facing Website.

This is designed to empower consumers to make more informed decisions regarding healthcare. The Indiana APCD will enable Hoosiers to compare procedures across different

providers, hospitals, and insurers, fostering greater transparency in healthcare costs. Additionally, it will facilitate policy decisions aimed at improving the provision of quality healthcare and reducing healthcare cost disparities. By catering to various audiences, including consumers, hospitals, providers, researchers, employers, legislators, government entities, and insurance carriers, the program aims to create a more accessible and equitable healthcare system for all Hoosiers.

Visit apcd.idoi.in.gov and begin comparing.

Update personal information in PeopleSoft

You can now update personal information in PeopleSoft at any time. It's a quick process that helps us ensure that our workforce data is accurate.

All you have to do is:

- Login to [PeopleSoft](#) > Select Employee Self-Service (ESS) > Select Personal Details
- In "Personal Details" you can update your mailing address (please check for accuracy as this is where your W-2 and other important documents are mailed), contact details, emergency contacts, ethnic group, disability status, veteran status, and more.

It is important that you update identifier information (ethnic group, disability status, and veteran status) before the end of the year because annual identifier data for 2024 is pulled on Dec. 31 for federal reporting efforts. In addition, our reporting for state programs and grants needs accurate data to be successful.

Thank you for making sure your information is up to date before Dec. 31, 2024.

[Update your information now >](#)

Electronic W-2 enrollment

Consent to receive your W-2 electronically by logging into [PeopleSoft](#) Employee Self-Service > Payroll Tile > W-2/W-2c Consent, and selecting the box to consent to receive your W-2 electronically. By signing up, you will receive your W-2 faster without the risk of mail delay. Enroll before Dec. 31, 2024.

For employees who have consented to receive an electronic W-2, the forms should be available in mid-January in PeopleSoft. For employees receiving a physical W-2, the forms will be mailed by Jan. 31. Similar to last year, agencies and employees will not have the option to pick up W-2's from the Comptroller's Office.

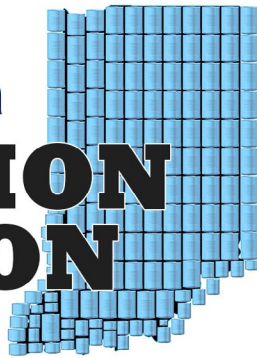
Do you have a new address?

Please update your address as soon as possible. If you have not enrolled in the electronic option, your W-2 will be mailed to the address on file. If you have a new address and your county of residence has changed, please ensure you also complete your WH-4 form in Employee Self-Service within PeopleSoft by Dec. 23, 2024.

Canstruction 2025 is almost here!

2025 State of Indiana

CANSTRUCTION COMPETITION



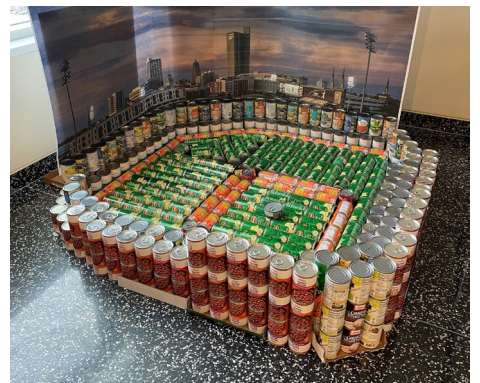
It's almost time to break out those Canstruction hard hats and start thinking about the 2025 Canstruction competition.

What is Canstruction?

Canstruction is a structural design competition and a canned food drive all in one! We pit agency against agency looking for the most creative design made entirely of donated cans. And most importantly, it's a fun and creative way to help food pantries restock their shelves after the holidays! With a little bit of creativity - and a lot of canned goods - state employees CAN make a difference in their communities.

Registration for the 2025 Canstruction competition will open on Jan. 2, 2025. The time to collect and create your Canstruction masterpiece is Jan. 15-29, 2025.

Look for more information coming soon!



[View all the entries from 2024 here >](#)

From IOT: Let's have cyber-safe holidays!

The Holidays are one of the busiest times of year and one of the most important times for your employees to stay vigilant against cybersecurity threats! With a surge in shopping and travel, it is peak time for scammers to exploit the spirit of generosity and the flurry of financial transactions.

Our training webpage has been updated to contain additional Holiday threat resources to help keep employees Cyber Safe for the Holidays! Visit our website at www.in.gov/iot/statewide-training-resources/.

Thank you for all you do to help keep our workforce Cyber-Safe and Happy Holidays.

The Indiana Office of Technology has been busy decorating for the season—check out some of our photos around our office!



INDIANA STATEHOUSE TOUR OFFICE & EDUCATION CENTER

The Perfect Gift!



**INDIANA STATE SNACK
ORNAMENT & LAPEL PIN**

FIND OUR ORDER
FORM HERE!



✧ ORDER YOUR'S TODAY! ✧

Rent an armory in your community

Celebrate life's milestones or plan your next event in an affordable local armory! We provide versatile, customizable spaces that are perfect for everything from a graduation party or wedding reception, to a sporting event, community flea market or your company's next economic development seminar.

Indiana Military Department Armories are your community's local, economical event venue. With venues all across the state of Indiana, you are sure to find the perfect facility to hold your event. Each one of our venues is different from the next and offers a wide array of amenities and options.

You will feel good about choosing one of Indiana's Military Department Armories for your next event, since revenue generated from each and every rental goes right back into the sustainment of our Indiana National Guard armories.



Why do people love renting the armories?

- Affordable for a wide variety of events
- Large, flexible indoor spaces
- Accessible, ample parking
- Prior day set-up
- Flat-rate rental fees that include all the armory's amenities
- Close to home with more than 60 locations

**Conferences - Trainings - Seminars - Meetings - Banquets - Fundraisers
- Shows - Markets - Clubs - Sports - Weddings - Bar mitzvahs - Birthdays -
Reunions**

[Click here or scan the QR code to the right to find an armory near you >](#)



I would highly recommend the local armory as an affordable option for your youth sports team to do indoor winter training and conditioning. The Evansville Soccer League has benefited greatly from having access to such a nice facility with friendly professional staff. -Sincerely, Christie H.

Run for the Trees: Registration for Happy Little (Virtual) 5K opens

Registration is open for the return of the Happy Little (Virtual) 5K, which the Indiana Department of Natural Resources (DNR) and the Indiana Natural Resources Foundation (INRF) welcome back for the third year in 2025.

In 2024, the virtual run raised more than \$18,000 for tree plantings and healthy forest initiatives in Indiana State Parks, with more than 1,000 people participating.

The event is open to everyone, and registrants can complete their 5K anywhere outdoors – on foot, by bike, skate or paddle, or using a mobility device – anytime between April 19-27, 2025, to encompass Earth Day (April 22) and Arbor Day (April 25).

For \$36 per person, each participant will receive a keepsake Happy Little T-shirt, a commemorative bib number, and a Bob Ross-inspired finisher's medal. All proceeds support tree planting and forest protection efforts in state parks.

[Read the full press release here >](#)

December 6-7, 2024

Drive-thru Holiday Lights | Spring Mill State Park

Come drive through the campground with your family to see a wonderful display of Christmas lights and decorations.

[More Information >](#)

December 6-8, 2024

Lieber Winter Lights | Lieber State Recreation Area

Drive through the campground and enjoy our beautiful winter lights display.

[More Information >](#)

December 6, 7 & 14, 2024

Harmonie Holiday Nights | Harmonie State Park

Join us at the park for some get-in-the-Christmas-spirit-fun for the whole family including Santa, hot cocoa, crafts, scavenger hunt, lighted trail, letters to Santa, cookie decorating, stories, and more!

[More Information >](#)

December 7, 14 & 21, 2024

Santa Saturdays | Ouabache State Park

Children can visit with Santa and listen to musical entertainment. Holiday ornaments will also be available for purchase.

[More Information >](#)

December 6-8, 13-15, 20-22, 27-29, 2024

Night of Lights | Mounds State Park

Drive through the merry and bright campground to see over 60 community hosted light displays from local businesses, groups, and organizations - now featuring sound!

[More Information >](#)

December 6-31, 2024

Wonderland of Lights | Ouabache State Park

Enjoy a drive-through light display throughout the park. Local businesses, organizations, and families decorate campsites and park buildings, including a light display set to music on our 100' fire tower.

[More Information >](#)

December 14, 2024

Breakfast with the Grinch | Clifty Falls State Park

Come to the Clifty Inn to have breakfast with the Grinch. Stop in the Hoffman Room after breakfast to make a craft with the naturalist and see some live critters!

[More Information >](#)

Holiday Quilt at the Creek | McCormick's Creek State Park

Come to the Canyon Inn vote for your favorite Christmas quilts made by local artist. Bid on your favorite themed basket in our silent auction. Paintings of your favorite park features will also be available to purchase.

[More Information >](#)

December 14-29, 2024

Christmas Carol Clue Hunt | Chain O'Lakes State Park

Look for the numbered stations along Trail 5 and guess which Christmas carol is being portrayed.

[More Information >](#)

December 21, 2024

Winter Solstice Hike | Dream Lake State Recreation Area

Welcome the winter season by communing with nature! We will greet the winter solstice sunrise with nature-themed readings around a campfire followed by a 2.5-mile hike.

[More Information >](#)

Create a Christmas Ornament | Clifty Falls State Park

Make some fun ornaments to hang on your tree at home. We'll be making snowflakes, trees, and reindeer.

[More Information >](#)

T'was the Hike Before Christmas | Falls of the Ohio State Park

T'was the hike before Christmas, and all through the park, the naturalist led an outing, before it got dark...

[More Information >](#)

December 24, 2024

Christmas Eve Morning Walk | Pokagon State Park

More details to come!

[More Information >](#)

December 28, 2024

Christmas Bird Count | Clifty Falls State Park

Join members of the Indiana Audubon Society on their annual Christmas Bird Count.

[More Information >](#)

[View all DNR special events >](#)

This Month WITH



December 6, 2024

An 1800's Christmas Program | Vincennes

Explore historic holiday traditions from different eras of Vincennes, hear dramatic readings from classic holiday stories, go caroling, make greeting cards, and more.

[More Information >](#)

December 6 & 7, 2024

Nights Before Christmas Candlelight

Tour of Homes | Lanier Mansion

Celebrate the season on this tour of homes, including the Lanier Mansion.

[More Information >](#)

December 6-8, 13-15, & 20-22, 2024

Metamora Christmas Walk | Whitewater Canal

See lanterns lining the canal, luminaries on the pathways, and holiday decorations throughout the village. Sing along with the strolling carolers, visit Santa, hop on a horse-drawn carriage ride, and more.

[More Information >](#)

December 7, 2024

Sippin' with Santa (21+) | Indiana State Museum

Indulge your inner child at our adults-only Celebration Crossing experience. Enjoy festive food, drinks, DJ entertainment, games, activities, and holiday shopping with multiple vendors.

[More Information >](#)

December 7-8, 2024

Christmas in New Harmony | New Harmony

The town transforms into a winter wonderland, featuring carriage

rides, visits with Santa, hands-on activities for children, music and entertainment, a parade, and more.

[More Information >](#)

December 7-8, 15 & 21, 2024

Santa's Holiday Breakfast in the Great Hall | Indiana State Museum

Enjoy a delicious buffet breakfast among the holiday splendor and music in the spacious Great Hall.

December 8, 2024

Indianapolis Symphonic Band Holiday Performance | Indiana State Museum

Come enjoy a holiday concert featuring the Indianapolis Symphonic Band.

[More Information >](#)

December 10, 2024

Snowflake Pajama Party | Indiana State Museum

Put on your favorite pajamas for an extra-cozy visit to Celebration Crossing!

[More Information >](#)

December 13 & 14, 2024

Holiday Murder Mystery | Culbertson Mansion

There's one unspoken question in the air at Mr. Culbertson's wake: "Who will inherit what from the richest man in Indiana?" Tempers flare as bombshell revelations come out, and someone may not make it through the night. Unravel the mystery with your detective team over dinner.

[More Information >](#)

December 14, 2024

Corydon Holiday Homes Tour | Corydon Capitol

Take a step back in time to the early 1800s and explore the stately home of former Indiana Gov. William Hendricks all decked out in period holiday decor.

[More Information >](#)

December 19, 2024

The Spirits of Christmas - Victorian Ghost Stories | Culbertson Mansion

Enjoy hot chocolate and a traditional Twelfth Cake next to the sparkling tree while you are beguiled and bewitched by the tales of spirits.

[More Information >](#)

December 20 & 21, 2024

Krampusnacht | Culbertson Mansion

Step into the mansion for this terrifying holiday haunt inspired by Krampus and hope you haven't been misbehaving.

[More Information >](#)

December 22, 2024

Santa's Holiday Breakfast in the L.S. Ayres Tea Room | Indiana State Museum

Experience an elegant buffet breakfast full of holiday nostalgia in the L.S. Ayres Tea Room™ while enjoying live holiday music and beautiful décor.

[More Information >](#)

[View all Indiana State Museum and Historic Sites events >](#)

continued from page 1

That's a wrap on SECC 2024



Paddle Battle champions, the Indiana State Personnel Department

Department), and Heat 5: Indiana Civil Rights Commission.

In the final showdown, The State Paddle Department from the State Personnel Department was victorious! Paddle Battle raised \$1,000, and the team donated the funds collected to [A Kid Again](#). Congratulations, INSPD!

Cornhole Tournament

On September 19, 20 teams faced off in the annual Cornhole Tournament and teams representing Vincennes Department of Transportation (INDOT), State Board of Accounts (SBOA), Department of Local Government Finance (DLGF), and Indiana State Police (ISP) made it to the final four.

INDOT beat out SBOA to make it to the top two and ISP defeated DLGF for the final spot. The two teams battled it out in the championship round and ultimately, the team from Vincennes INDOT was victorious. Cornhole raised \$400 and all proceeds were donated to the Indiana Department of Homeland

Security's charity of choice, [Hoosier Burn Camp](#). Congratulations, INDOT!

3-on-3 Basketball Tournament

The final rounds of the 3-on-3 Basketball Tournament were held on October 3. SBOA's Ledger Legends were crowned the winners for the recreational league, beating out INSPD's Mustache Mustangs in the semi-finals. In the competitive league, IOT's Not Your Average Nerds, FSSA's Code Green, MPH's Data Driven Dribblers and IDEM's Green Sea Monsters all made it to the final four, with IOT's team ultimately beating IDEM's team for the top spot. This is IOT's 3rd year winning basketball. The 3-on-3 Basketball Tournament raised over \$1,790 and proceeds from this event were donated to the Department of Local Government Finance's charity of choice, the [Pacers Foundation](#). Congratulations, SBOA and IOT!

Tug of War

On October 9, the Indiana Bureau of Motor Vehicles (BMV) hosted their Tug of War competition, and six teams pushed themselves to



Top: 3-on-3 Recreation League champions, State Board of Accounts

Bottom: 3-on-3 Competitive League champions, for the 3rd year in a row, Indiana Office of Technology

continued on page 21



Cornhole champions, Vincennes Indiana Department of Transportation

continued from page 20

That's a wrap on SECC 2024

the limit outside the Washington Street parking garage. The SBOA Tug Warriors knocked out reigning champs, the IOT Brawny Lads, to take the top spot. Other teams included the BMV's Knot Messin' Around and Ropes & Dreams, DWD's Workforce Winners, and runner up the DFI Tuggers. The event raised \$240, and the proceeds were donated to [Riley Children's Foundation](#). Congratulations, SBOA!

Silent Auction

With over 60 items to bid on, the SECC Silent Auction raised over \$4,800 compared to a little over \$4,300 last year! The highest earning auction item was the Wicked Musical Dinner and a Show package, which sold for \$506. Proceeds from this event were donated to INSPD's charity of choice, [A Kid Again](#). Thank you to those who donated items to the auction and to those who participated!

Pickleball Tournament

The winners of the 3-day pickleball tournament were Tim Thomas from INPRS and Tuan Tran from



Pickleball champions, Tim Thomas (INPRS) & Tuan Tran (IOT)



Tug-of-War champions, State Board of Accounts

IOT (Team EPIC)! The reigning champions defended their title from Anna Elcesser and Josh Hollingsworth from ATG (Attorneys at Lob) in the final match of the tournament. Pickleball raised over \$950, and proceeds from this event supported the [Boys & Girls Club of America](#). Thank you to everyone who participated and came out to support their teams! Congratulations to Tim and Tuan!

Lip Sync Battle

6 agencies participated in the Lip Sync Battle for SECC this year:

- Department of Financial Institutions (DFI) performing Walking on Sunshine
- Indiana Department of Health (IDOH) performing Burning Down the House
- State Board of Accounts (SBOA) performing Don't Stop Me Now
- Indiana Department of Transportation (INDOT) performing a Transportation Mashup
- Indiana Housing and Community Development Authority (IHCD) performing Love Potion #9

DFI ended up taking home their

6th win in a row! In total, the event raised over \$2,000 for the Department of Correction's charity of choice, the [Correctional Professional Assistance Fund of Indiana](#). Congratulations, DFI!

Watch the performances [here](#).

Trivia

We had so much fun hosting our second virtual trivia event for SECC! Over 100 state employees played along over their lunch breaks, and it was a close competition, but three trivia players came out on top:

- 1st place: Mike Beam (IDHS)
- 2nd place: Daniel Watts (IDEM)
- 3rd place: Donna Sembroski (IDOH)

The event raised over \$450 for the Department of Natural Resources' charity of choice, [Indiana Land Protection Alliance](#).

Thank you again to everyone who was a part of the 2024 campaign, especially our SECC coordinators. They went above and beyond to make this year's campaign a success and we couldn't have achieved all that we have without them.

Governor Holcomb breaks ground on White River State Park extension

will be developed for year-round activations. Designed by legendary industrial architect Albert Kahn, the stamping plant was a landmark in industrial design and housed GM from 1930 through 2011. The factory played an important role during World War II and at its peak employed nearly 5,000 workers. Preserving this piece of Indianapolis history was an important consideration for the commission and other stakeholders in developing plans for the park expansion.

“We are excited about the opportunities this park extension will bring to preserve part of our history, physically and visually engage with the White River, connect with the nearby Valley neighborhood, and draw visitors to our downtown,” said Jake Oakman, executive director of White River State Park. “More than 40 years ago, Lilly Endowment helped write the first chapter of White River State Park’s history when it supported the initial master planning of the park, and it has supported several other developments in the park over the years. We are thrilled that this new grant is helping us write this next chapter in the park’s history.”

Reclaiming abandoned industrial space and repurposing a former manufacturing facility fits White River State Park’s mission and history. The development



commission was originally chartered in the early 1980s with a goal of reclaiming abandoned industrial land and facilities on the west side of downtown Indianapolis. By the end of the decade, Washington Street was rerouted to make room for the Indianapolis Zoo, the first attraction to call the park home. This development began a revolutionary transformation of the west side of the state’s capital city, turning an industrial wasteland into the vibrant cultural campus there today.

In addition to the Kahn Pavilion, the park extension will have other amenities that include an extended promenade trail, bench swings, a water feature, and a river theater designed for both small events and day-to-day use by visitors. The new Henry Street Bridge will bring the Indianapolis Cultural Trail into the park extension and will allow

for connectivity to the east bank of the river. These features will be accompanied by new greenspaces that are designed to highlight views over the White River towards the Indianapolis skyline.

The extension is located just east of the site of Elanco Animal Health’s new global headquarters, north of the Valley Neighborhood, and south of the Indianapolis Zoo. As a part of the project, White River Parkway will be realigned to enable travel between Elanco’s headquarters and the park extension.

Renderings of the park extension can be found at whiteriverstatepark.org/extension. A full media kit can be found [here](#). Photos from the ceremonial groundbreaking will be uploaded soon.

Article by the White River State Park

WHAT'S IN

YOUR GUIDE TO HOLIDAY LIGHT DISPLAYS

The Oooohs and Ahhhhs of Winter have arrived! You'll definitely get into the spirit of the season when you check out this year's holiday light displays IN Indiana.

LIGHT UP YOUR HOLIDAY IN INDIANA





December 2024: Tips for well-being

Set boundaries to help prevent burnout

December can be busy and exciting. But you may feel swamped by all the tasks to scratch off your list, like gift shopping or finishing work projects. Just when you're about to take off time for the holidays, you're burned out.*

Burnout is when your workload and stress leave you drained. You're too tired to focus at work or enjoy friends and family. You may grab junk food or caffeine for quick energy boosts. You can't sleep well because you're worn out.

Set some boundaries to help prevent burnout. Make a list of your important tasks. Then, add requests from family or friends. Is there anything you can trim? Think about your top priorities. Focus on what's most important to you.*

Try these tips, too:

- Keep one master to-do list of work and personal tasks. This makes it easier to keep track of everything you want to do.
- Inbox overflowing? Move less urgent messages to a folder. Respond later.
- Make projects a team effort. Ask your family to help clean the house or wrap teachers' gifts.
- Say yes to volunteer work that fits your priorities and schedule. It's OK to say no to the rest.
- Schedule breaks. Take time for a healthy lunch or a walk. You'll have more energy later if you give your mind and body a rest.

Wellness Webinar: Work, life and you*

Feeling overwhelmed by everything life throws your way? Unsure how to balance it all? We get it. Let's look at how to organize your time, prioritize what's important and take control of your life.

Tuesday, December 17, 2024 10:00 AM | 12:30 PM | 4:30 PM, ET



Save your spot

* FOR WELLNESS WEBINAR: The wellness webinar classes are not offered in Spanish.

* FOR BURNOUT SOURCE: Bell-Consolver K. Broadlawns Medical Center. "10 tips for managing holiday burnout." Last reviewed Dec. 15, 2021. Accessed Aug. 13, 2024.

* FORTIME MANAGEMENT SOURCE: National Health Service Inform. "Easy time management tips." Last reviewed Jan. 4, 2023. Accessed Aug. 13, 2024.

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