Disbursements Update
2016 Year End Deadlines
Phishing issues

- Payroll closing schedule
- Change to direct deposit screen. Former bank account number required.
- 2 factor verification
Payroll Schedule

- Part of Human Capital Management
- Friendly reminder we return to a normal payroll schedule
- Weekly paid Fridays
- Monthly paid last business day
# Monthly payroll process

<table>
<thead>
<tr>
<th>CURRENT PROCESS</th>
<th>Additional Pay forms</th>
<th>Time Reporting &amp; Additional Pay forms</th>
<th>Data Base Changes by 5 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/1/16-12/31/16</td>
<td>Must be submitted by 5 pm</td>
<td>Approved by final approver 4 pm</td>
<td>12/21/2016</td>
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<tbody>
<tr>
<td>1/1/17 - 1/31/17</td>
<td>Must be submitted by 5 pm</td>
<td>Approved by final approver 3 pm</td>
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Overpayments

- All overpayment must be communicated to the payroll office by December 22nd and must be paid in full and remitted to the payroll office by January 6th, 2017.
- If an employee is writing a check it must be for the full amount of the overpayment. No partial payments will be accepted. Please make payment payable to The Trustee’s of the University of Pennsylvania.
- Overpayments reported to the payroll office after the deadline of 12/22/16 and repaid in the following year will be considered “prior year” overpayments and will have further tax implications to the employee.
PAYROLL COVERAGE FOR WINTER BREAK

- The Payroll Office will be staffed over the Winter Break (12/28 and 12/29) during the hours of 8:00 am to 12:00 pm to take phone calls and respond to emails only. There will be no window hours.
Off cycle payments

- Off cycle requests must be submitted to the payroll department by 5 pm on December 22nd.
January 2017 Payroll

- The first payroll of 2017 (week ending 1/1/17) will run on Tuesday January 3rd at 3 pm.

- Weekly payrolls from pay period ending 1/1/17 through 1/15/17 will run on Tuesday’s at 3 pm due to end of year processing and MLK Holiday.

- We will resume payroll processing on Monday’s starting 1/23/17.
Accounts Payable
2016 Year-End Deadlines

Wednesday, December 7, 2016, 5:00 p.m.
- PDA Forms
- Request Final Closing of PO’s
- Requests to correct and reverse receipts

Wednesday, December 14, 2016, 5:00 p.m.
- PO Invoices

Monday, December 19, 2016, 5:00 p.m.
- Will Calls

Friday, December 23rd, 2016 10:30 a.m.
- ACH/Wires
Accounts Payable
2016 Year-End Deadlines

Wednesday, January 7, 2017, 5:00 p.m. - Deadline for Manual 1099’s that need to be issued for 2016

- Submit 1099 manual spreadsheet and W9’s to AP for payments made outside of BEN Financials for 2016 (for payments >600)
- Print spreadsheet and attach W9’s (send to AP)
- Email Spreadsheet to joycers@upenn.edu
AP Coverage for Winter Break

The AP office will be staffed over the Winter Break (Wednesday, 12/28 and Friday, 12/30 during the hours of 8:00 am to 12:00 pm to take phone calls and respond to emails only. There will be no AP window hours.