December 2000

The Bottom Line

A Quarterly Newsletter
from the Division of Finance.
The University of Pennsylvania

MESSAGE FROM THE MANAGER

Association of Business Administrators Steering Committee

Dear Colleagues:

With the FY nearing the close of the first half, the ABA Steering Committee would like to take this opportunity to thank all ABA members for a successful first half. We would also like to invite any non-members to apply for membership; criteria for membership can be found in Article III of the ABA bylaws at http://www.upenn.edu/aba/bylaws.html. Additionally, we will update the University community on the exciting things to come in the next six months.

Currently, the Steering Committee is composed of 7 members as follows:

Libby Moore	Institute for Environmental Medicine
Mark Patrick	Department of Genetics
Jim Riley	Financial Training Department
Don Schillinger	Office of Budget and Finance School of Arts and Sciences
Jenny Sherwood	Division of Rheumatology
Georgia Spica	Office of Research Support Services School of Medicine
Todd Swavely	Office of Research Services

Unfortunately, Don Schillinger will be leaving the University in January to pursue other professional interests. While we will miss Don's contributions to the ABA, we would like to wish him the best of luck in his future endeavors. His position on the Steering Committee will remain vacant until our next set of elections in May. We will continue to consider the ideas that Don has brought to our organization as we move forward in our roles as Steering Committee members.

The defined purpose of the ABA is to promote:

- The exchange of information among those responsible for administration of the University's business with the end result of solving common problems.
- The development and promotion of professional standards.
- To improve the interaction between the members of this association, the faculty, and the University administration.
- To work for improvement of communications, dissemination of information and operating efficiency on a University-wide basis.
- Such other activities as the membership of the Association shall adopt.

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WANT TO SHARE YOUR EXPERTISE WITH NEW EMPLOYEES?

Have you considered 'Proctoring' a FinMIS Training session? Proctors are an invaluable part of the FinMIS training experience. If you would like to consider proctoring a future FinMIS program, day, week or the full two weeks (half days only), please e-mail **murrayb@pobox.upenn.edu** or **jriley@pobox.upenn.edu.**

The Trainer will guide you every step of the way. It's a win, win situation for all involved.

In this Issue...

Important Financial Web Pages

Vice President for Finance
http://www.upenn.edu/vpfinance

Center for Technology Transfer
http://www.upenn.edu/ctt/

Comptroller
(Includes General Accounting, Payroll, and Accounts Payable, along with a comprehensive "Forms" library)
http://www.upenn.edu/comptroller/

Financial Training Department
http://www.finance.upenn.edu/ftd/

Research Services
http://www.upenn.edu/researchservices/

Student Financial Services
http://www.upenn.edu/sfs

Treasurer
(Includes Cashier Management, Cashiers Office, Central Gifts, Construction Finance, Trust Administration)
http://www.upenn.edu/treasurer/

Business Enterprise Network (BEN)
http://www.upenn.edu/comptroller/ben/

Information Systems & Computing
http://www.upenn.edu/isc/

Technology Training Group
http://www.upenn.edu/isc/ttg/

Business Services
http://www.upenn.edu/bus-svcs/

Acquistition Services
http://www.purchasing.upenn.edu

Association of Business Administrators
http://www.upenn.edu/aba

Quarterly Quote

I long to accomplish a great and noble task, but it is my chief duty to accomplish small tasks as if they were great and noble.

Helen Keller

MESSAGE FROM THE MANAGER

CONTINUED

Towards the goal of fulfilling this stated purpose, currently our most notable effort is the monthly luncheon that we hold, inviting guest speakers from around the University to speak on topics that effect the way we do business. Following is a tentative list of luncheons scheduled for the rest of the Fiscal Year. The dates, times, locations, and guest speakers will be confirmed via e-mail to the entire ABA membership approximately two weeks before each scheduled event:

Date	Time	Location	Guest Speaker	Topic
Mon 12/18	3:30 pm - 6:30 pm	Faculty Club	N/A	Holiday Reception
Wed 1/17	12:00 pm - 2:00 pm	TBD	Craig Carnaroli	VP Finance Update
Wed 2/21	12:00 pm - 2:00 pm	TBD	Carol Penn	Relocation Program(HR)
Tue 3/20	12:00 pm - 2:00 pm	TBD	Ira Harkavy	Community Partnerships
Wed 4/18	12:00 pm - 2:00 pm	TBD	TBD	TBD
Thu 5/17	12:00 pm - 2:00 pm	TBD	Steve Stines/Marion Campbell	BEN Upgrade

In addition to the monthly luncheon, we have several other methods by which we seek to fulfill our stated mission. In September '00 we created a list-serv to facilitate dissemination of information from various University sources to our membership. This list-serv has seen the distribution of monthly BEN updates, Office of International Programs information, and the sharing from fellow members of some useful Excel form templates. In the future, we hope that this list-serv continues to provide our membership with useful, pertinent information to help with our respective jobs.

In the near future, we hope to roll out a seminar series in conjunction with the Financial Training Department, and possibly other departments, to provide further insight into University policies, procedures, and financial systems. Please look for future announcements, via our list-serv, regarding the launch of this project and the delivery of our first session.

In closing, we would just like to thank our current membership once again for their continued support. If there are issues and/or topics that you would like to see addressed at an upcoming luncheon or via our planned brown bag series, please contact any member of the Steering Committee with your ideas. In the interest of increasing the voice of the ABA, we ask that you continue to refer non-members who meet the membership criteria to the organization. Also, we encourage all members to engage in a "Card Swap" at our monthly luncheons, because you never know who may be sitting at your table, and what expertise they might possess!

Very Truly Yours,

ABA Steering Committee

OFFICE OF THE COMPTROLLER

TRAVEL ADVISORY

Travel Office, 308 FB/6284 898-3307

Mileage Reimbursement Rate

Effective January 1, 2001 the mileage reimbursement rate for personal vehicles used for business purposes is **34.5 cents per mile.**

Amtrak Quik-Trak machine

Amtrak's self-ticketing machine is here on campus. The machine is called a Quik-Trak machine and it is located in the Student Administrative Service Center, the 24 hour facility on the main floor of the Franklin Bldg, 3451 Walnut Street.

This Amtrak Quik-Trak machine is the same as those self-ticketing machines located at 30th Street Station. Faculty, staff, and students will be able to make reservations with the machine itself or on the Amtrak website at http://www.amtrak.com. Just enter your credit card, punch in your reservation or reservation number and your Amtrak ticket is generated. It is as easy as operating an ATM machine.

Amtrak tickets can be issued for most reservations between Philadelphia, New York, and Washington, D.C. by using this self-ticketing machine. So, don't stand in line at 30th Street Station anymore . . . get your tickets here on campus!

Commonly asked questions about the Amtrak Quik-Trak machine?

Q. Can I buy an Amtrak ticket with most major credit cards?

A. Yes. The Amtrak Quik-Trak machine recognizes most major credit cards such as Visa, MasterCard, American Express, Diner's Club, and Discover.

Q. Does it recognize student discounts?

A. Yes. With a valid student ID#, you can get discounted tickets (see Amtrak website for details and restrictions).

Q. Can I buy an Amtrak ticket with a Procard?

A. No. You can use your AX corporate card or any major credit card, but not your Procard. Procards are for non-travel related expenses.

Q. How do I process a refund?

A. Tickets must be returned to Amtrak for a refund.

When making travel arrangements please remember to take advantage of our negotiated fares with

US AIRWAYS
and
AMERICAN AIRLINES

We have **savings of 7% to 15%** off most domestic and international fares when you make your arrangements with the **Penn Desk at American Express.**

So call the University's preferred agency:

American Express
898-9439
or
1-800-796-7573

OFFICE OF THE COMPTROLLER

CLOSING SCHEDULE

Please go to the following WWW site for information on closing schedules associated with BEN/FinMIS, Salary Management, and Payroll: http://www.upenn.edu/comptroller/accounting/closingsch/

This site includes Accounting Period begin and end dates, dates to run your GRPA and GRPS Salary Management reports, as well as deadlines for processing both weekly and monthly Payroll transactions.

OFFICE OF RESEARCH SERVICES

Mezzanine Mellon Bldg/3246 898-7269/93/94

Our calendar still reads 2000, but the Year 2001 began for the Federal Government on October 1st. The Federal agencies have implemented a number of changes with their new fiscal year.

The National Science Foundation. The good news from NSF is that Congress has announced plans to double the Foundation's funding over the next five years. NSF has targeted the disciplines of Nanoscale technology, Information Technology, Biocomplexity, and Developing the 21st Century Workforce for the largest increases.

NSF now requires us to submit **all** specified transactions - proposals, budget revisions and supplements - electronically, through FastLane. The paper copy of the signed cover page must still be submitted to NSF within 5 working days. NSF will make an exception for proposals that high resolution or exact color graphics. NSF has upgraded several FastLane features. PIs can now print their own award notices. The only transactions still done by paper are 1) change of PI, 2) Transfer of Project Effort, and 3) PI transfers.

NSF issued a reminder to PIs that proposals are judged on two criteria: "Intellectual Merit," and the project's "Broader Impact." Failure to specifically address the broader impact question may make a proposal less competitive.

The National Institutes of Health are initiating a number of procedural changes with the new year. All competing individual research project grant applications under $250K must now be submitted in a modular format, or they will be returned without review. NIH also reminds us that SNAP applications now require responses to four questions, and that termination notices must be submitted promptly on Training Grants.

NIH now accepts Human Subject Approvals on a "Just in Time" basis. PIs are notified when their proposals are ranked in the 30th percentile or better. PIs are then responsible for submitting protocols to the IRB, and notifying NIH of the approval, in time for the award to be made. It is imperative that PIs submit their protocol to the IRB early enough to allow for the complete review process, prior to the award date.

NIH now requires all key personnel in projects involving human subjects to be educated in the protection of human subjects. We must document that key personnel have been so trained in all new and competing applications. This will be done on a "just in time" basis. The documentation for non-competing applications must be included in the annual progress report.

Finally, take a look at Research Services' updated Web Page, located at http://www.upenn.edu/researchservices. We have posted a new version of "The Principal Investigator's Handbook," and a new form for requesting that accounts be kept open, when a continuing award notice is late in arriving.

ben Update & Y2K Review

A Reflection on Our Progress

As the year draws to a close, we thank you for your cooperation in helping us move closer to our goal of improving the way we do business at Penn. With your input, through surveys, focus groups and advisory boards, we continue to refine our vision for web-enabled and expanded systems that will:

- be easier to use,
- enhance users' access to information, and
- improve operational efficiencies.

The implementation of BEN requires a tremendous team effort, and we are getting there.

Our approach moving forward has been to carefully phase in new elements to minimize impact on all users. At the same time, we've developed a multi-tiered communications effort-through direct correspondence, face-to-face dialogue with School and Center BEN representatives, training sessions, a dedicated web site, and other means-so that a comfort level is established before changes are made.

In this issue of *The Bottom Line*, we hope to show readers a snapshot of our progress as various elements of BEN have evolved during the last year.

BEN Progress — Introduction

BEN Balances — October 1999
Freeze Grant Accounts/View Grants Attributes

A function that allows authorized grant managers to limit activity against a grant account, reinforcing business policies.

BEN Balances — October 1999
Revenue and Expense Inquiry

A powerful function with features for retrieving and displaying account balances. Information about pending transactions and transaction detail by period was added in February 2000.

BEN Reports — April 2000

A web-based system that makes crucial business information available to authorized faculty and staff. It includes budget/actual comparisons, salary management information, and research protocol data.

Grant Report and Management (GRAM) — June 2000

A component of BEN Reports, GRAM provides year-to-date balances by project budget year on active grants, with links to supporting transactional and employee payment detail.

BEN Pays — July 2000
Accounts Payable Imaging

The scanning and electronic processing of invoices and C-forms have improved efficiency and given Schools and Centers access to complete invoice information via the web.

BEN Pays Encumbrance Relief — September 2000

The electronic matching of invoices from Staples and Fisher Scientific with corresponding purchase orders relieves encumbered funds automatically. At the same time, the invoices are converted into images and made available on the web via the Accounts Payable Imaging System.

BEN Balances Budget Journal Entry — October 2000

A web-based, easy-to-use budget journal entry form supplies useful on-screen account information, budget totals, and improved edits, which save time and reduce errors in data entry. Users have access to more information with the "find account" and "find batch" features. BJE permits budgeting new accounts without delay or saving a batch for later completion for more convenient and efficient operations.

NOTE: Beginning in January 2001, all manual budget journals must be prepared using the new BJE form, as the character-mode Budget Entry Responsibility will be removed from the production system at the end of December 2000.

Training, which is required to receive access to the new forms, is available only through mid-December.

We've leaped several major hurdles successfully, and, despite a few minor growing pains, the campus community has responded favorably to the new and improved BEN features. Here's what people have to say about some of our more outstanding achievements:

BEN Reports and GRAM:

"I like it," says Linda Kristekas, business administrator at the School of Dental Medicine, as do the Dental School's principal investigators (PIs) who attended training. Kristekas says that GRAM has better reports that are PI friendly than FinMIS, and that it alleviates many questions.

"Now the reports are a snapshot of all the grants, which is helpful especially with PIs who have more than one grant," usually with different start and end dates. Kristekas also finds that PIs appreciate the integration of payroll information on the reports, completing the total picture of grant expenses.

In the Center for Research on Reproduction and Women's Health, Mary Jo Pauxtis, manager for administration and finance, has found BEN Reports to be helpful in a variety of ways:

"BEN Reports allows me to download activity into an Excel spreadsheet which I can then use the data. I have used the data in a variety of ways:

1. **Journal entry to correct wayward transaction:** I was able to copy and paste a wayward transaction with all pertinent detail into a worksheet and e-mail it as an attachment to the originating department. They then had all of the information required to research the transaction. This is handier than going through the printed report and faxing the page to someone.

ben Update & Y2K Review

(CONTINUE FROM PAGE 6)

2. **Journal entries:** Having the information in a spreadsheet means that I do not need to retype as much as information to make up a journal entry worksheet for entry into FinMIS.
3. **Closeouts of grants that require financial reports categorized more specifically than existing object codes allow.** I have downloaded a year's worth of expenses, copied them into one spreadsheet, sorted by object code, vendor or any other field, and worked with the PI to categorize the expenses into chemicals, radioactive materials, restriction enzymes, etc. The current object codes do not provide this level of detail. This type of detail is required on certain types of grant financial reports."

On BEN Reports training, Pauxtis comments that it "was sufficient to learn how to utilize the system, but it was not until I started using the reports that I was able to come up with practical uses. Because I do not currently have access to Business Objects, BEN Reports provides me with up-to-date information that I can download into Excel and actually use the data. It's more than a report; it's a real tool. I would be very interested in knowing how other BAs are using these reports."

BEN Balances, Budget Journal Entry

Lynn Moller from University Life says, "I have processed a number of budget journals and found the new form to be very easy to use. The 'find accounts' feature is really terrific."

"The training for the budget journal application was excellent. It was clear and thorough, giving a lot of background to why things are done the way they are. My staff also attended the training; they have never processed BJEs, although they have had the capability in FinMIS. Only one has had formal accounting classwork, and yet they all felt they understood the process and the 'counter-intuitive' debit and credit positions."

Important Links and Helpful Resources

Just a reminder that the BEN Project Team regularly disseminates information through a variety of sources. Training has already been beneficial to many users and is an essential part of user readiness. Online documentation gives you practical information about using new BEN applications. Here are a few handy resources:

- Documentation on how to use the BEN applications:
  http://www.upenn.edu/comptroller/ben/doc.html
- Training information:
  http://www.finance.upenn.edu/ftd/findoc.html
- Training schedules and online registration:
  http://www.finance.upenn.edu/ftd/fintrng/pubcal.pdf
  http://www.hr.upenn.edu/training_coursecatalog/search_criteria.asp
- Web links for accessing the BEN applications:
  http://www.upenn.edu/comptroller/ben/applications.html
- Questions and contact information:
  http://www.upenn.edu/comptroller/ben/contact.html

The BEN Project Team thanks the entire campus community for its cooperation, patience, and enthusiasm through this past year of transition and looks forward to your continued support in the year upcoming. The BEN Project Team would like to take this opportunity to wish everyone a very happy and healthy holiday season.

BEN In Progress and Coming Soon

We anticipate many exciting changes and new opportunities in 2001. We'll start the new year with BEN Helps and BEN Reimburses.

BEN Helps

Improved Support. Better Service

BEN Helps is the enhanced, easy-to-use support service for business and financial applications. Simply dial one number, select the area for which you require assistance, and follow the prompts as necessary.

Calls for the BEN Financials will be routed to a trained tier-one Financial Support Provider (FSP). The FSP will assist you with questions pertaining to the three applications that make up the BEN Financials: BEN Pays (accounts payable), BEN Balances (general ledger), or BEN Buys (purchasing). You will also be able to receive help with questions about travel, payroll, and BEN Reports when you call BEN Helps.

Pilot testing for BEN Helps is under way in central administration. The second phase of the pilot will begin at several Schools and Centers in January, with a launch scheduled for later in the first quarter 2001. Watch for more detailed information in the near future.

BEN Reimburses

BEN Reimburses is a new application for submitting, reimbursing, and tracking travel and entertainment expenses electronically. Users will create, approve, and audit expense reports via an easy-to-use, graphical user interface. "Out-of-policy" items will be identified during data entry, so that users can adhere to Penn's travel policy. This will be integrated with the application, and, as a result, users will be able to make corrections before submitting expense reports. Users will find that BEN Reimburses makes the process easier, with less data entry, less paperwork and timely status information.

In November, the Travel Advisory Council tested the functionality of the application and helped shape the specific requirements. The BEN Reps are identifying participants for the pilot, targeted for early 2001.

ben Financial Tips & Tricks

http://www.finance.upenn.edu/ftd/tips.html

Q. How can I define the dash [-] key on my number keypad so I can use it in BEN Financials?

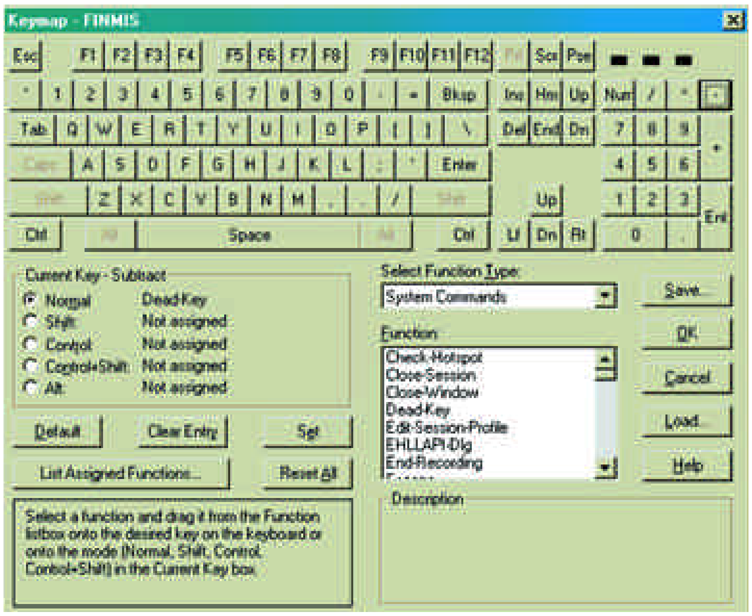
A. **In order to reconfigure the dash [-] key on your number keypad so it can be used in FinMIS, you must enter your FinMIS keyboard mapping and define it as a dead key. Instructions on how to do this follow:**

Step 1: Open a FinMIS session.

Step 2: From your drop-down menu, choose [Options] -> [Terminal Settings] -> [Keyboard Mapping]

Step 3: At this point, your FinMIS Keymap should appear:

Step 4: Place your cursor over the dash [-] on your number keypad and left-click.



Step 5: If, in the "Current Key - Subtract" section, the "Normal" selection does not read "Dead-Key", click on the [Clear Entry] button.

Step 6: Once the change has been made, click on [Save], choose "FinMIS", and click [Save] again.

Step 7: From your drop-down menu, choose [Options] -> [Save Session Profile]

Step 8: Choose "FinMIS", and click [Save].

Step 9: You have completed the process. Close your session, open a new one, and test your new settings.

TREASURER'S OFFICE - CASHIER

The Electronic Department Deposit System (EDDS) is currently being developed jointly by the Office of the Treasurer and Information Systems & Computing. EDDS will be a web-based application that allows the depositor to complete deposit information on-line. The goal of EDDS is to eliminate the current manual processing of University deposits and provide a web-enabled system which allows the University to keep pace with technology and our changing business requirements. Some benefits of EDDS are as follows:

- Provide a more timely and efficient approach for posting University deposits to departmental accounts.
- Increase the number of options available to departments to research and resolve deposit issues independently. This provides quicker and more efficient error resolution.
- Provide a mechanism for electronic receipts.
- Decrease the number of errors submitted on departmental deposits minimizing the time required to post money to departmental accounts.

In November, an overview of EDDS was provided to the Business Enterprise Network (BEN) representatives. As the project progresses, additional communication will be available to the various groups on campus via presentations, *Bottom Line* articles and newsletters. Also, please feel free to visit the BEN web-site at: http://www.upenn.edu/comptroller/ben for future updates on the Electronic Department Deposit System.

TREASURER'S OFFICE

Holiday Schedule

		Central Gifts Processing	Trust Administration
Monday	December 25	closed	closed
Tuesday	December 26	9:00 - 2:00	9:00 - 2:00
Wednesday	December 27	9:00 - 2:00	9:00 - 2:00
Thursday	December 28	9:00 - 2:00	9:00 - 2:00
Friday	December 29	9:00 - 2:00	9:00 - 2:00
Monday	January 1	closed	closed

'Tis the Season - Transmittal of Gifts

The deadline for transmitting gifts to CGP for December FinMIS processing is Tuesday, December 26th at 12:00 noon. Early transmission of gifts will guarantee December FinMIS month-end inclusion.

Transmittal of Gifts

As we approach the calendar year-end, I would like to remind you about the timely transmittal of gifts made to the University of Pennsylvania. It is imperative that all gifts be sent immediately to the Office of the Treasurer, 433 Franklin Building/6205.

December gifts transmitted in January must be accompanied by the postmarked envelope and any original letters pertaining to the gift forwarded to Central Gifts Processing (CGP). Should you receive hand-delivered checks from donor or messenger, please document the date of receipt and method of delivery. These gifts and subscriptions should be forwarded to CGP by way of the Gift and Subscription Transmittal (forms and instructions for completing forms may be obtained by calling 8-9671).

The deadline for transmitting gifts to CGP for December processing is Tuesday, December 26th at 12:00 noon. Early transmission of gifts will guarantee December month-end inclusion. Exception processing will be determined on a case-by-case basis.

Security gift inquiries, acceptance, and disposition, are the responsibility of the Office of the Treasurer. Please direct donor and broker inquiries and all correspondence, including post-marked envelopes and/or private courier (e.g. FedEx) packages, promptly to Trust Administration (TA) at the address listed below.

In the event that a gift is received for which a fund does not exist, the gift should still be forwarded to the Office of the Treasurer with instructions that it be deposited into the Gift Suspense account. It is the responsibility of the School/Center to follow up with its Business or Development Officer to ensure that, if a new fund is required, the necessary steps are taken.

All requests for adjustments and reallocations must be submitted in writing to CGP (cash) or TA (securities) and include all supporting documentation. All required accounting entries will be completed by the Office of the Treasurer.

If you have any questions, please contact:

Central Gifts Processing
Maria Perkins
Email: penngift@pobox
Phone: 215-898-9671
Fax: 215-573-5118

Trust Administration
Bobbie Coats
Email: gifts@pobox
Phone: 215-898-7254
Fax: 215-573-5118

Thank you for your cooperation.

Lucy Momjian,
Interim Associate Treasurer

Office of International Programs

New H-1 Law Eliminates H-1 Cap for Universities and Provides Other Relief for Employers and Employees

Dear Colleagues,

We are very pleased to report that President Clinton signed into law on October 17th the new H-1 legislation that provides great relief to university employers and employees and significantly eases the situation of other H-1 users. The new law is of special benefit to Penn, since we are the second largest university user of the H-1 category in the country and the fiftieth largest user of all U.S. employers.

The new law is the result of lobbying efforts by business, industry and the U.S. higher education community, including the University of Pennsylvania and the international education professional association, NAFSA.

From a university perspective, the most important provisions of the law are:

1) Universities and similar non-profit research organizations are no longer subject to an "H-1 cap," that is, to a limit on the number of new H-1 visas that can be issued in a given fiscal year.

The abolition of the H-1 cap for universities means that we will be able to apply for new H-1 visas for our employees at any time of the year. (But at least for the present it will still take four to six months to obtain approval of a new H-1.)

2) Persons already in H-1 status working for one employer will be able to begin work for a new employer as soon as the new employer files an H-1 petition with the Immigration and Naturalization Service.

This means that the University will no longer have to wait four to six months for INS approval before someone already in H-1 status can begin work at the University. The interval between the time OIP is notified that someone already in H-1 status is coming to Penn and the time that person can start work at Penn will be (depending on several factors) between two and six weeks. (It will, of course, also be possible for a Penn H-1 employee to leave Penn for another H-1 employer just as quickly.)

This provision applies retroactively to include all currently pending H-1 change of employer petitions. If you have a currently pending H-1 change of employer petition for someone in your department, please contact OIP to confirm that that person can begin work at Penn immediately.

3) The new law also provides for a reallocation of permanent residence visas that is expected to eliminate for at least the next year or two the long waiting periods that some Chinese and Indian nationals currently experience in obtaining employment-based permanent residence.

These changes will greatly reduce the problems that Penn and other universities have experienced in recent years with the H-1 visa category. It will still take four to six months to obtain approval to employ someone at Penn who is not already in H-1 status, but this is the only difficulty that should remain. The INS, moreover, has renewed pledges to reduce this processing time.

We have been grateful for you patience in recent years while we have all worked with the limitations of the H-1 category, and we are very pleased that such patience in most cases will no longer be necessary.

For your further information, we append below a summary of the new H-1 legislation from the October 3, 2000 email edition of "Siskind's Immigration Bulletin," published by the Immigration Law Offices of Siskind, Susser, Haas & Devine (http://www.visalaw.com).

You can obtain a copy of the full text of the new law from "Thomas," the legislative information internet site of Congress. (Point your browser to <http://thomas.loc.gov/> and enter the bill number "S. 2045" in the search window.)

Thank you for your attention and, again, thank you very much for your patience in H-1 matters in recent years. We look forward to working with you in the new and much-improved H-1 environment.

Sincerely,

The OIP Advising Staff

Office of International Programs (cont'd)

Summary of the new H-1B Bill

Section 1. Title of the Act is the "American Competitiveness in theTwenty-First Century Act of 2000."

Section 2. In addition to the numbers of H-1Bs already authorized, the bill raises the H-1B visa cap as follows:

FY 2000 - 80,000 (plus 115,000 already authorized)
FY 2001 - 87,500 (plus 107,500 already authorized)
FY 2002 - 130,000 (plus 65,000 already authorized)

Section 3. Creates new rules for universities, research institutions and graduate degree recipients.

First, the H-1B cap will not apply to anyone employed (or who has an offer of employment) at a college or university or a related nonprofit entity. It will also not apply to a nonprofit research organization or a government research organization. If someone leaves this job, then they will be become re-subject to the H-1B cap unless the next employer is also exempt.

Second, the cap will not apply to anyone for whom a petition is filed not more than 90 days before or not more than 180 days after the person has attained a master's degree or higher degree.

Section 4. Changes rules on per country quotas for employment-based green card applicants.

If the total number of visas available in the five employment-based green card categories is more than the number of applications submitted, then requirements that prevent countries from having more than 7% of the allotment of employment-based green cards will not apply. That way, immigrant visas will not go unused if there are applications pending that would otherwise be subject to the per country limit.

This section also contains a provision that says that not withstanding the H-1B visa cap, if an H-1B visa holder is the beneficiary of an employment-based immigrant visa petition and would be subject to the per country limit, the applicant may apply for an extension of their H-1B status until the applicant's adjustment of status case is completed.

Section 5. This section makes H-1B visas more "portable." Under this section, an H-1B visa holder is allowed to begin work for a new employer at the time of submitting an H-1B petition. The INS currently holds that the change of status must be approved before work can begin for a new employer. If the change of status is denied, employment authorization will end. This rule only applies to applicants who have non-frivolous applications pending and who has not otherwise been employed illegally before or while the petition is pending.

This section of the bill becomes effective immediately and applies to cases already filed. That means that anyone with a pending H-1B transfer case can legally work for the new employer right away after the President signs the bill and do not have to wait for an H-1B approval.

Section 6. Extension of stay when applications are delayed by the INS.

The H-1B visa six year time limit is not applicable to people with I-140 employment-based immigration applications or adjustment of status applications if a year or more has passed since the labor certification was filed or the I-140 was filed. H-1B visas may be extended pursuant to this section in one year increments until the final decision comes in on the green card petition.

Section 7. Extensions of parts of 1998 H-1B law.

The attestation requirements for H-1B dependent employers are extended from October 1, 2001 to October 1, 2002. The new $500 retraining fee for H-1B visa petitions is extended from October 1, 2001 to October 1, 2002. And Department of Labor investigation provisions in the 1998 law are extended for an additional year to September 30, 2002.

Section 8. Recovery of fraudulently used visas.

If an alien issued a visa subject to the H-1B visa cap is found to have gotten the visa by fraud or willful misrepresentation and the visa is then revoked, then a visa shall be added back to the H-1B visa quota for the year in which the visa is revoked. It does not matter if the visa was originally counted for an earlier fiscal year.

Section 9. National Science Foundation study.

The NSF is required to conduct a study on the "digital divide." This is the term used to define the gap in access to high technology between the haves and the have nots in society. The study is due no later than a year and a half after this bill passes.

CAMPUS SERVICES

PENNCASH BECOMES "NEW" PENNCASH IN JANUARY 2001

PennCash, known as the gold chip on many PennCards, will be going through a transition in late December and early January. As of mid January, PennCard holders will store cash value through a new **"online"** process, which will be called New PennCash. The current off-line PennCash system based in the gold chip on the PennCard, will cease to function.

Current services attached to PennCash, e.g. library copying and cash payment for Campus Dining's retail areas, will transition to enable online payment in January. Other applications such as vending, laundry, and off campus retail will transition later in the calendar year. In addition, new applications are being looked at in housing services, recreation, and other University areas.

If you have PennCash value on your PennCard, you should be spending it down in anticipation of the exit of the program.

Staff in your business unit may utilize the current stand alone PennCash chip card to support departmental activity. You will be notified in the near future about processes for transitioning PennCash value from the old to the new system. The transition process is being designed to preserve the financial integrity of the value stored on existing chip cards, and safely transfer it to the new online system.

If your area uses the current chip card to any great degree, you may want to take inventory of current card stock, usage and value levels. Plan in December to spend down current value, and hold off on reloading new value, to the degree that business operations will allow.

Please notify Nancy McCue at mccue@pobox.upenn.edu to put your name on a PennCash "alert" email list, to receive future updates about the upcoming transition to the new program. More information about new PennCash will be posted on PennCard's web site, http://www.upenn.edu/penncard in the very near future.

In January you will be able to cash up with the New PennCash and enjoy the convenience of cashless online spending.

Nancy McCue
Campus Services on behalf of the PennCard Center
mccue@pobox.upenn.edu

OFFICE OF STUDENT FINANCIAL SERVICES

Spring 2001 thru Fall 2001 Billing Schedule

Below are the dates when SFS will be producing Bills, the due dates, and system input deadlines.

TERM	PRODUCE BILLS	BILL DUE DATE	ADDRESS USED	AUTOMATED FEEDER FILE UPDATETO BRS	INPUT DEADLINE TO STUDENT ACCOUNT ADJUSTMENTS (SAJ)	INPUT DEADLINE TO SAM - DEPT GRANTSRA/TA/RF'S
Spring '01	**Dec 04, 2000**	**Jan 04, 2001**	G	**Nov 30, 2000**	**Dec 04, 2000**	**Dec 01, 2000**
	Jan 08, 2001	Jan 31, 2001	L	Jan 04, 2001	Jan 08, 2001	Jan 05, 2001
	Feb 06, 2001	Feb 28, 2001	L	Feb 02, 2001	Feb 06, 2001	Feb 02, 2001
	Mar 05, 2001	Mar 29, 2001	l	Mar 01, 2001	Mar 05, 2001	Mar 02, 2001
	Apr 03, 2001	Apr 26, 2001	L	Mar 30, 2001	Apr 03, 2001	Mar 30, 2001
Summer '01	**May 01, 2001**	**May 29, 2001**	L	**Apr 27, 2001**	**May 01, 2001**	**Apr 27, 2001**
	Jun 05, 2001	**Jun 25, 2001**	L	**Jun 01, 2001**	**Jun 05, 2001**	**Jun 01, 2001**
Sum/Fal '01	**Jun 27, 2001**	**Jul 30, 2001**	H	**Jun 25, 2001**	**Jun 27, 2001**	**Jun 22, 2001**
	Aug 26, 2001	Aug 30, 2001	H	Aug 02, 2001	Aug 06, 2001	Aug 03, 2001
	Sep 04, 2001	Sep 27, 2001	L	Aug 30, 2001	Sep 04, 2001	Aug 31, 2001
	Oct 02, 2001	Oct 29, 2001	L	Sep 28, 2001	Oct 02, 2001	Sep 28, 2001
	Nov 01, 2001	Nov 29, 2001	L	Oct 30, 2001	Nov 01, 2001	Oct 26, 2001

Address Options: H = Home L = Local G = UGrad to Home + Grad to Local

OFFICE OF STUDENT FINANCIAL SERVICES

Spring 2001 thru Fall 2001 Schedule (cont'd)

Directions:

1. **Feeder File Updates** - All Transactions From Other Systems Are Transferred To The Billing & Receivable System (Brs) Prior To Each Billing Run. "Feeder Files" (Ex. Registrar, Residence, Financial Aid(SAM), Penn Plan, Faculty Staff, Penntrex, Dining, Student Health/Ins, Wharton Repro, Registration Transcripts And Other Auxiliary Departments) Are Scheduled To Be Updated To BRS On A Weekly Basis.
2. **Student Account Adjustments** - Do Not Post Tuition And General Fee Adjustments For The Current Term Until After The Financial Drop/Add Time Period Is Over (See Automated Srs Adjustments Schedule Below).
3. **Automated SRS & Tuition Adjustment Schedule** - All Entries Posted To SRS Must Be Updated Prior To 5:00p.M. On These Dates.

The Final Dates To Process Tuition Related Adjustments For A Given Term Is Indicated In Bold

TERM	TUITION ADJUSTMENT	INPUT TO SRS	SRS TRANSFER TO BRS
Spring 2001	Tuition Calc	**Nov 16, 2000**	**Nov 17, 2000**
	Tuition Calc	Nov 21, 2000	Nov 22, 2000
	Drop/Add	Jan 11, 2001	Jan 12, 2001
	Drop/Add	**Jan 26, 2001 (5:00 p.m.)**	**Jan 26, 2001**
Summer I 2001	Tuition Calc	Apr 19, 2001	Apr 20, 2001
	Drop/Add	May 03, 2001	May 04, 2001
	Drop/Add	**May 29, 2001 (5:00 p.m.)**	**May 30, 2001**
Summer II 2001	Tuition Calc	Jun 07, 2001	Jun 08, 2001
	Drop/Add	**Jul 10, 2001 (5:00 p.m.)**	**Jul 11, 2001**
Fall 2001	Tuition Calc	Jun 14, 2001	Jun 15, 2001 Year End = 06/13/2001
	Drop/Add	Sep 09, 2001	Sep 10, 2001
	Drop/Add	**Sep 21, 2001 (5:00 p.m.)**	**Sep 21, 2001**

4. **RT Delete Updates** - Are Run On A Daily Basis From The Beginning Of The Tuition Calc Time Periods Through The End Of The Financial Drop/Add Schedule. This Update Will Adjust Students' Accounts That The Drop/Add Process Was Unable To Handle Because The Students' SRS Academic Records And Courses Were Not Deleted According To SRS Guidelines. These Adjustments Are Primarily For Students Placed On Leave, Dropped Or Withdrawn.
5. **Financial Hold** - Tentative Dates
   A. Warning Letter Mailed(01/09/01) - February 26, 2001 For Fall 2001 Advance Registration(Mar 26-Apr 08)
   B. Actual Hold Posted/Letter Mailed - March 13, 2001 For Fall 2001 Advance Registration(Sprg Recess Mar 09-18)
   C. Warning Letter Mailed(09/05/01) - October 02, 2001 For Spring 2002 Advance Registration(Oct 29-Nov 11)
   D. Actual Hold Posted/Letter Mailed - October 16, 2001 For Spring 2002 Advance Registration

Note: Any Questions Relating To This Schedule Should Be Directed To SFS-Student Accounts Section At Ext. 4280.

Year End Closing For The Billing & Receivables System Is June 13, 2001.

FINANCIAL TRAINING DEPARTMENT

The Department of Financial Training provides members of the university community with programs focused on the University's financial processes, procedures and systems. These programs cover a wide range of topics which include the University's Chart of Accounts, General Ledger, Purchasing, Procard, Sponsored Programs and the Payroll System. Many of these programs have pre-requisites. All programs are offered FREE OF CHARGE.

New! To register for the following training programs, please see the Financial Training Registration form at http://www.finance.upenn.edu/ftd/ or on page 17 of this issue.

Overview/Chart of Accounts

Prerequisite: None

This three-hour workshop provides participants with a detailed explanation of the University's seven segment, twenty-six digit, Chart of Accounts. Understanding the Chart of Accounts is the gateway for enabling you to initiate transactions as well as analyze & manage your accounting activity thoroughly and effectively.

Also explained at this session is the foundation for Responsibility Center Management (RCM) at the University. A 'Web Expedition' is provided as a homework assignment prior to attending this class. There is also a quiz included at the end of the session.

(One 3 hour session)

Dates: December 1 ***or*** January 26 ***or*** February 23 ***or*** March 23
Time: 9:30 a.m. - 12:30 p.m.
Instructor: Financial Training Department
Fee: Free of Charge
Location: TBA

Purchasing

Prerequisite: Chart of Accounts

This hands-on training takes place over four half-days and teaches participants the navigational techniques required to use the on-line financial management information system (FinMIS) and how to enter purchase orders into FinMIS. Additional information is provided on policies and procedures related to the decision making process required, prior to entering a purchase order, entering receipts, and after invoicing, for reconciliation purposes. Students will be evaluated by the Trainer on their performance and comfort level prior to receiving access to the FinMIS system. A quiz is also included at the end of this session.

(Four half-days)

Dates: January 22, 23, 24, & 25 ***or*** February 19, 20, 21, & 22 ***or*** March 19, 20, 21 & 22
Time: 9:00 a.m. - 1:00 p.m.
Instructor: Financial Training Department
Fee: Free of Charge
Location: TBA

General Ledger

Prerequisite: Chart of Accounts

This hands-on training takes place over 5 half-days and teaches participants the basic accounting and budgeting processes required to conduct business at Penn. Included are reviews of the business processes and policies, such as determining your funds available; performing an inquiry on your accounting activity; entering a budget into FinMIS; and preparing an on-line journal entry. In addition, you will be introduced to the naming conventions for all general ledger transactions, how to retrieve Procard and suspense transactions for adjustment, as required; and how to run standard General Ledger reports.

The new features utilizing you web browser, namely Revenue/Expense Inquiry and BEN Reports financials, will also be demonstrated in this training session. On the final day of training, we will be reviewing the reporting functions necessary in your role as fiscal stewards of the University. Students will be evaluated by the Trainer on their performance and comfort level prior to receiving access to the FinMIS system. A quiz is also included at the end of this session.

(Five half-days)

Dates: December 4, 5, 6, 7, & 8 ***or*** January 29, 30, 31 & February 1& 2 ***or*** February 26, 27, 28, March 1 & 2 ***or*** March 26, 27, 28, 29 & 30
Time: 9:00 a.m. - 1:00 p.m.
Instructor: Financial Training Department
Fee: Free of Charge
Location: TBA

Freeze Grant User

This training session is for end users with job responsibilities relating to grants and contracts, who would like the ability to freeze and/or unfreeze grants.

(Two Hours)

Dates: December 19 ***or*** January 16 ***or*** February 13 ***or*** March 13
Time: 9:00 a.m. - 12:00 p.m.
Instructor: Financial Training Department
Fee: Free of Charge
Location: TBA

CONTINUED ON NEXT PAGE

FINANCIAL TRAINING DEPARTMENT (cont.)

Ben Reports

Prerequisite: Chart of Accounts

This three-hour training session will be a demonstration of the new web-based query tool titled BEN Reports. BEN Reports allows authorized users to run predefined reports against the Data Warehouse using a web browser. The application includes:

* Financial Reports
  - Budget/Actual Variance
  - General Ledger Revenue/ Expense Detail
  - RCM Category Comparison
* Salary Management reports
  - Employee Payments by Fund
  - Employee Payments by Individual
* GRAM (Grants Reporting and Management)
* Protocol

(One half-day)

Dates: December 8 ***or*** February 2 ***or*** March 2 ***or*** March 30
Time: 9:00 a.m. - 12:00 p.m.
Instructor: Financial Training Department
Fee: Free of Charge
Location: TBA

Payroll/Personnel System

Prerequisite: Chart of Accounts

This combination lecture and hands-on training takes place over 5 half days and provides participants with a basic understanding of personnel and payroll terminology. Covered throughout the week is an overview of Penn's structure; how to create positions; documentation requirements for all employee types; payroll transactions to be executed based on various human resource actions; and use of the on-line system for creating and updating payroll records, time reporting, salary management for obtaining reports and reallocation of salary transactions.

(Four half days, One full day)

Dates: January 16*, 17, 18, 19 ***or*** February 12, 13, 14, 15, 16 ***or*** March 12, 13, 14, 15, 16
Time: 9:00 a.m.-1:00 p.m. (Third day of training is 9:00 a.m. - 5:00 p.m.)
Instructor: Terry Lafferty, Payroll Manager & Financial Training Dept.
Fee: Free of Charge
Location: TBA

*January 16th is from 9:00 a.m. to 5:00 p.m. due to the holiday on January 15th.

Procurement Credit Card (ProCard)

Who should attend? Individuals buying goods and services on behalf of the University using a Procard.

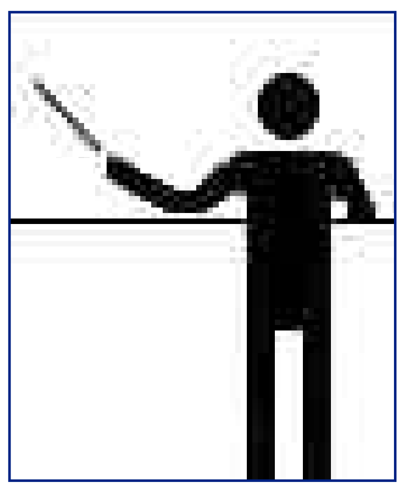
This one and one-half hour training session provides an overview for the University's procurement credit card program and supplements Chapter 5 of FinMIS General Ledger training. Highlighted will be the ordering process, documentation, disputed transactions, ease of use, restricted commodities, and card misuse. There will also be a demonstration of the on-line ProCard system, including security clearance, FinMIS browse screens, and updating transactions in which the default account number to be charged for the purchase can be changed.

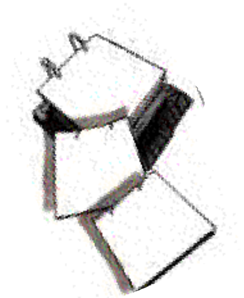
(1 1/2-hour session)

Dates: December 13 ***or*** January 10 ***or*** 24 ***or*** February 7 ***or*** 21 ***or*** March 7 ***or*** 14
Time: 9:30 a.m-11:00 a.m.
Instructor: Pat Baxter, Procard Administrator
Carol Brandt, Acquisition Services
Fee: Free of Charge
Location: Suite 427A, 3401 Walnut

Accounting & Business Certification Program

The Accounting & Business Certification Program is currently being redesigned. This program is for all University staff members involved in the financial transactions of their area. The ABC program comprises several courses designed to provide University staff members with the training needed in order to fulfill their fiscal responsibilities with regard to business functions in accordance with internal and external policies, procedures and regulations. Dates, times and locations will be announced and distributed when the program is re-launched.





Financial Training Calendar
December, 2000 - March 2001

http://www.finance.upenn.edu/ftd/

DECEMBER, 2000

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Chart of Accounts 9:30 - 12:30
4 General Ledger 9:00 - 1:00 BJE 2:00 - 4:30	5 General Ledger 9:00 - 1:00 BJE 2:00 - 4:30	6 General Ledger 9:00 - 1:00 BJE 2:00 - 4:30	7 General Ledger 9:00 - 1:00 BJE 2:00 - 4:30	8 BEN Reports 9:00 - 1:00
11 BJE 9:30 - 12:00 2:00 - 4:30	12 BJE 2:00 - 4:30	13 Procard 9:30-11:00 BJE 2:00 - 4:30	14 BJE 2:00 - 4:30	15 BJE 9:30 - 12:00
18	19 Freeze Grants 10:00-12:00	20	21 Sponsored Program Workshop (TBA) 10:00-12:00	22
25	26	27	28	29

JANUARY, 2001

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8	9	10 Procard 9:30 - 11:00	11	12
15	16 Payroll/Personnel 9:00 - 5:00 Freeze Grants 10:00- 12:00	17 Payroll/Personnel 9:00 - 5:00	18 Payroll/Personnel 9:00 - 1:00 Sponsored Program Workshop (TBA)10:00-12:00	19 Payroll/Personnel 9:00 - 1:00
22 Purchasing 9:00 - 1:00	23 Purchasing 9:00 - 1:00	24 Purchasing 9:00 - 1:00 Procard 9:30 - 11:00	25 Purchasing 9:00 - 1:00	26 Charts of Accounts 9:30 - 12:30
29 General Ledger 9:00 - 1:00	30 General Ledger 9:00 - 1:00	31 General Ledger 9:00 - 1:00		

FEBRUARY, 2001

Monday	Tuesday	Wednesday	Thursday	Friday
			1 General Ledger 9:00 - 1:00	2 Ben Reports 9:30 - 1:00
5	6	7 Procard 9:30 - 11:00	8	9
12 Payroll/Personnel 9:00 - 1:00	13 Payroll/Personnel 9:00 - 1:00 Freeze Grants 10:00- 12:00	14 Payroll/Personnel 9:00 - 5:00	15 Payroll/Personnel 9:00 - 1:00 Sponsored Program Workshop (TBA)10:00-12:00	16 Payroll/Personnel 9:00 - 1:00
19 Purchasing 9:00 - 1:00	20 Purchasing 9:00 - 1:00	21 Purchasing 9:00 - 1:00 Procard 9:30 - 11:00	22 Purchasing 9:00 - 1:00	23 Charts of Accounts 9:30 - 12:30
26 General Ledger 9:00 - 1:00	27 General Ledger 9:00 - 1:00	28 General Ledger 9:00 - 1:00		

MARCH, 2001

Monday	Tuesday	Wednesday	Thursday	Friday
			1 General Ledger 9:00 - 1:00	2 BEN Reports 9:00 - 1:00
5	6	7 Procard 9:30 - 11:00	8	9
12 Payroll/Personnel 9:00 - 1:00	13 Payroll/Personnel 9:00 - 1:00 Freeze Grants 10:00- 12:00	14 Payroll/Personnel 9:00 - 5:00 Procard 9:30 - 11:00	15 Payroll/Personnel 9:00 - 1:00 Sponsored Program Workshop (TBA)10:00-12:00	16 Payroll/Personnel 9:00 - 1:00
19 Purchasing 9:00 - 1:00	20 Purchasing 9:00 - 1:00	21 Purchasing 9:00 - 1:00	22 Purchasing 9:00-1:00	23 Charts of Accounts 9:30 - 12:30
26 General Ledger 9:00 - 1:00	27 General Ledger 9:00 - 1:00	28 General Ledger 9:00 - 1:00	29 General Ledger 9:00 - 1:00	30 Ben Reports 9:00 - 1:00

University of Pennsylvania
Financial Training Registration

Please complete the following information and return to:

Financial Training Department • Suite 714 Franklin Building • Fax: 898-9954 • Phone: 573-6703

Chart of Accounts	One half-day session	________	Freeze Grant User	One half-day session	________
Purchasing	Four half-day sessions	________	Payroll/Personnel	Five half-day session	________
General Ledger*	Five half-day sessions	________	Procard	One & one half hour session	________
Ben Reports**	One half-day sessions	________	*(Procard does not require the Supervisor or Access signature)*		

Please note: You will be notified via e-mail of the dates and location for which you are to be scheduled.
***If you are responsible for Purchasing functions only, you are not required to attend the General Ledger sessions.**
****If you are registered for General Ledger, you will automatically be included in this training session.**

Personal Data: (Please print or type)

Name: ______________________ Years at Penn: ______________________

SSN: ________-________-________ Title: ______________________

School/Center: ______________________ Department: ______________________

E-mail: ________@______________ Campus Phone: ________ - ____________

Education and Training: Circle and complete the appropriate answer

Do you have a business degree?	Y	N	Major: ______________	Year earned: ________
Have you ever taken an Accounting course?	Y	N	Name: ______________	Year taken: ________

Computer Experience: Please select the appropriate response

3 - Frequently Use ***2 - Use on occasion*** ***1 - Never use***

Lotus or Excel	3	2	1	WWW/Internet	3	2	1
Word Processing	3	2	1	Mac or PC	3	2	1
Windows	3	2	1	E-mail	3	2	1

Financial Responsibilities: Circle or complete the appropriate answer

Process purchase orders	Y	N	Review and adjust Procard transactions	Y	N
Approve purchase orders	Y	N	Manage Unrestricted fund(s)	Y	N
Prepare budget entries	Y	N	Manage Sponsored Program fund(s)	Y	N
Review accounting reports	Y	N	Manage Gift fund(s)	Y	N
Prepare journal entries	Y	N	Manage Endowment fund(s)	Y	N
Clear suspense accounts	Y	N	Other ______________________		

Familiarity with University financial policies and procedures: Please select the appropriate response

3 - Very familiar ***2 - Some familiarity*** ***1 - No familiarity***

Accounts Payable	3	2	1	Payroll	3	2	1
Acquisition Services (Purchasing)	3	2	1	Research Services	3	2	1
Budget & Management	3	2	1	Travel	3	2	1
General Accounting	3	2	1	Other:__________	3	2	1

Employee Signature: ______________________ Date: ____________

Supervisor's Name: (printed) ______________________ Date: ____________

Supervisor's Signature (required) ______________________ Date: ____________

School/Center Access Administrator Signature ______________________ Date: ____________

Both the Supervisor's and the Access Administrator Signature are REQUIRED.
For a complete list of the Access Administrators please see http://www.upenn.edu/comptroller/FinMIS/acc_admin.html
For more information regarding the Financial Training Department please see http://www.finance.upenn.edu/ftd/

FinMIS SCHOOL/CENTER ACCESS ADMINISTRATOR

(In alphabetical order by School/Center name)

School/Center	Name	Sch/Ctr#	Phone	E-mail Address
Annenberg Center	Darlene Sparks	9	8-6704	sparksjd@pobox
Annenberg School	Donna Burdumy	36	8-7053	dburdumy@asc
Audit & Compliance	Anna Colasante	78	8-1938	annamc@pobox
Business/Campus Services	Peggy McGee-Pasceri	93,95	8-9302	mcgeepas@pobox
Dental	Linda Kristekas	51	8-5405	linda@biochem.dental
Development	Joanne Gorman	90	8-8185	gorman@ben.dev
DRIA	Jeannette Parker	24	8-3284	parker2@pobox
Engineering	Christopher Bristow	13	8-7916	bristow@seas
EVP	Leslie Mellet	98	3-2831	melletl@pobox
Facilities Management	Kevin Schrecengost	96	8-4242	kdschrec@pobox
Facilities Services	Kelly Cassaday	97	8-6644	kcassaday@trammellcrow.com
Finance	Ken Campbell	87	8-7593	kennethc@pobox
Finance (SFS)	Michael Merritt	87	8-9971	merritt@sfs
Grad Ed	Janet Plantan	32	8-3039	janetp@gse
GSFA	Kathy Lorenz	33	3-3679	lorenz@pobox
Human Resources	Gary Truhlar	92	8-5896	truhlar@hr
ICA	Cassandra Green	61	8-5118	cass@pobox
Int'l Programs	Julie Shuttleworth	62	8-1644	jshuttle@pobox
ISC	Marilyn Jost	91	3-8406	jost@isc
Law	Ernie Gonsalves	56	8-6430	egonsalv@law
Library	John Keane*	50	8-5933	keane@pobox
Medicine	Merceda Lafferty	21,40,88	3-4064	merceda@mail.med
Morris Arboretum	Mark Zohar	60	247-5777	zohar@pobox
Museum	Alan Waldt	26	8-4052	awaldt@sas
Nursing	Dennis Matthews	06	8-6954	dmatthew@nursing
President	Janet Dwyer	81	8-0448	dwyer@pobox
Provost	Mai Friedman	04,83	8-6841	friedman@pobox
Public Safety	Dawn Whitaker	79	8-6696	dawn2@pobox
SAS	Sophie Luzecky	02	8-0888	sluzecky@sas
Social Work	Vicki McGarvey	35	8-5527	vlm@ssw
Univiversity Life	William Turner	84,85,86	8-4922	turner@pobox
Veterinary	Kelly Ardis	58	8-4597	kda@vet
Wharton	Andrea Rollins	07	8-2691	rollins@wharton

* Acting Access Administrator