**OFFICE OF THE COMPTROLLER**

**PAYROLL**

2006 Year End Deadlines

Address Changes – Please be sure the address for your W-2 is correct. To verify or update your address, login to the U@Penn web site (http://www.upenn.edu/u@penn) no later than 1/10/07. Click on the My Profile link in the Pay and Benefits channel on the General tab.

Overpayments – All overpayments must be communicated to the Payroll Office by December 18th and must be paid in full to the payroll office by January 5, 2007. If an employee is writing a check it must be for the full amount of the overpayment. No partial payments will be accepted. Overpayments reported to the payroll office after the deadline and repaid in the following year will have further tax implications to the employee.

CONTINUED ON PAGE 2

**TRAVEL ADVISORY**

“MY REIMBURSEMENTS” and Electronic Funds Transfer coming in December

What is “My Reimbursements?”

“My Reimbursements” is a new secure web site on http://www.upenn.edu/u@penn that allows faculty, staff and students to log in to see if a reimbursement request has been processed and a check issued or funds deposited into their bank account.

How does “My Reimbursements” work?

A Penn employee or student logs on with their PennKey and password. They will be able to see a check or reference number, payment date, payment amount, description, bank name and routing number (if applicable) and payment site.

CONTINUED ON PAGE 4

**MESSAGE from the MANAGER**

Paul Weidner Director, Financial Training

Financial Training Registration - Now On-Line

Dear Colleagues,

The Financial Training Department (FTD) is pleased to announce the final phase in transitioning from a paper-based course registration process to an entirely on-line self-registration process will be completed at calendar year end. Beginning January 2, 2007, registration for all FTD courses will be self-directed using Knowledge Link (http://knowledgelink.upenn.edu) and use of the Financial Training Registration form will be discontinued.

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2006 Year End Deadlines (continued)

Void Checks – All checks that should not have been issued and need to be voided in the payroll system must be returned to the payroll office no later than 12/20/06. If they are not returned before W-2’s are processed the employee’s W-2 will be overstated and W-2c’s will be required.

Hand Drawn Checks – The last payroll for 2006 will be run on Friday 12/15/06. As we all prepare to leave for winter break we will strive to process all HDC within a 3 day window (not the normal 3 to 5 day). We will continue to accept HDC request through 5:00 on 12/19/06 (for distribution on 12/22/06). We ask that you inform your employees not to call the payroll office for a check update. We will contact the employee when the check is ready for pick-up.

January 5th 2007 payroll – Please note that this payroll will run on Tuesday 1/2/07 (the day we return from Winter Break).... What does this mean to you? All time must be entered into the system by Tuesday at 3:00. Please be sure your department is properly staffed to be able to complete payroll processing in the one-day time-frame.

W-2 Mailing: Is your address up-to-date?

Is Your Address Up to Date?

The calendar year is drawing to a close which means that it will soon be time to start thinking about tax returns. The University mails your W-2 to your permanent address in January of each year, and if your permanent address is not up to date in the payroll system, your W-2 may be delayed or potentially lost. To view and/or change your address information, go to the new U@Penn website at http://www.upenn.edu/u@penn or contact your Business Administrator. Your address must be updated no later than January 10, 2007.

Please Note: The W-2 will be sent to your permanent address. If you have no permanent address on file with in the payroll system your W-2 will be sent to your current address.

Payroll Tax Changes for 2007

Please be advised that we have been notified of the following tax rates and limits effective January 1, 2007.

- Social Security taxable wage base increased to $97,500 (up from 94,200 in 2006)
- Social Security Tax maximum withholding increased to $6,045.00 (up from $5,840.00 in 2006)
- Philadelphia City Wage Tax for Residents - 4.26% (down from 4.301% in 2006)
- Philadelphia City Wage Tax Non-Residents - 3.7557% (down from 3.7716% in 2006)

The new tax rates are effective for all payroll checks dated on or after January 1, 2007.

Payroll Office Closing

The Payroll Office will close for the Comptroller’s Holiday Party on Dec. 21 at 11:30 am and will not re-open until the following morning.

Payroll Coverage for Winter Break

The payroll office will be staffed over the Winter Break (12/26 through 12/29) during the hours of 10:00am to 1:00pm to take phone calls and respond to emails only. There will be no payroll window hours.
OFFICE OF THE COMPTROLLER (CONTINUED)

Weekly Payroll Schedule for December 2006

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Weekly Pay Dated</th>
<th>Support Documents For New Appts</th>
<th>Add'l Pay Forms due in Payroll by 5 PM</th>
<th>Time Reporting by 3 PM</th>
<th>Database Changes to Existing Records before 5 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>27-Nov - 1 Dec</td>
<td>8 - Dec</td>
<td>27 - Nov</td>
<td>1 - Dec</td>
<td>4 - Dec</td>
<td>4 - Dec</td>
</tr>
<tr>
<td>4-Dec - 8-Dec</td>
<td>15 - Dec</td>
<td>1 - Dec</td>
<td>7 - Dec</td>
<td>8 - Dec</td>
<td>8 - Dec</td>
</tr>
<tr>
<td>11-Dec - 15-Dec</td>
<td>20 - Dec</td>
<td>5 - Dec</td>
<td>11 - Dec</td>
<td>12 - Dec</td>
<td>12 - Dec</td>
</tr>
<tr>
<td>18-Dec - 22 Dec</td>
<td>21 - Dec</td>
<td>8 - Dec</td>
<td>14 - Dec</td>
<td>15 - Dec</td>
<td>15 - Dec</td>
</tr>
</tbody>
</table>

Monthly Payroll Schedule for December 2006

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Monthly Pay Dated</th>
<th>Support Documents For New Appts</th>
<th>Add'l Pay Forms due in Payroll by 4 PM</th>
<th>Time Reporting by 4 PM</th>
<th>Database Changes to Existing Records before 5 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-Dec - 31-Dec</td>
<td>21 - Dec</td>
<td>8 - Dec</td>
<td>12 - Dec</td>
<td>13 - Dec</td>
<td>14 - Dec</td>
</tr>
</tbody>
</table>

GIFTS ACCOUNTING & ADMINISTRATION OFFICE

Gifts Accounting & Administration and Security Gifts
Winter Break Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, December 22</td>
<td>9:00 - 12:00</td>
<td>Monday, December 25</td>
<td>Closed</td>
</tr>
<tr>
<td>Tuesday, December 26</td>
<td>9:00 - 3:00</td>
<td>Wednesday, December 27</td>
<td>9:00 - 3:00</td>
</tr>
<tr>
<td>Thursday, December 28</td>
<td>9:00 - 3:00</td>
<td>Friday, December 29</td>
<td>9:00 - 3:00</td>
</tr>
</tbody>
</table>
OFFICE OF THE COMPTROLLER (CONTINUED)

TRAVEL ADVISORY

Sample “My Reimbursements” Screen

<table>
<thead>
<tr>
<th>Reference #</th>
<th>Payment Date</th>
<th>Payment Amount</th>
<th>Description</th>
<th>Bank Name</th>
<th>Bank Routing</th>
<th># Payment Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>100956</td>
<td>10/12/2006</td>
<td>$1534.54</td>
<td>Trip to Orlando</td>
<td>Wachovia</td>
<td>99999999</td>
<td>EFT</td>
</tr>
<tr>
<td>4959696</td>
<td>10/15/2006</td>
<td>$35.46</td>
<td>Dinner w/ speaker</td>
<td>Wachovia</td>
<td>99999999</td>
<td>EFT</td>
</tr>
</tbody>
</table>

What is electronic funds transfers?

EFT (electronic funds transfer) will allow Penn employees and student workers to have their reimbursements deposited directly into their designated bank account.

Who is eligible for electronic funds transfer of travel reimbursements?

All Penn employees and student workers are eligible. Penn employees and student workers already signed up for Payroll direct deposit will automatically have their travel reimbursements deposited into the same account. You must be signed up for Payroll direct deposit to be eligible for electronic funds transfer of your travel reimbursement.

How can I sign up for Payroll direct deposit?

Penn employees and student workers can sign up for direct deposit by completing a direct deposit form which can be found on the Payroll website at http://www.finance.upenn.edu/forms/adept.doc. Once completed, the form should be returned to the Payroll office if they have not already done so.

If employees have direct deposit with Payroll, can they “opt out” of direct deposit for travel and other reimbursements?

No. Everyone who has their paychecks deposited directly with have their travel and other reimbursements direct deposited as well.

When will this new functionality start?

“My Reimbursements” and Electronic Funds Transfer is targeted to begin in the 3rd week of December.

Will Travel Advances be direct deposit as well?

No. Travel Advances that are $200 or more will still be issued as a check and sent through intramural mail.

Can Business Administrators see if a travel reimbursement has been processed?

Yes. They can still go into the BEN Financial system under Invoice Inquiry to see if a travel reimbursement has been processed, but the “My Reimbursements” and Electronic Funds Transfer access will be limited to the Payee only.

What additional information is required on travel C-Forms?

To minimize the chance of paying the wrong person, starting December 4th, all travel-related C-1 and C-368 forms must contain Penn ID numbers as well as vendor numbers. See sidebar for information as to how to obtain Penn ID#s from BEN Reports.

What are the benefits of electronic funds transfer?

Penn employees and student workers can have their reimbursements deposited directly into their bank accounts thus eliminating the wait for the reimbursement check to arrive in the department. The Payee no longer has to take that check to his or her bank to be deposited. It will also reduce the number of stop payments and reissued checks because the checks will not get lost in the mail or mailed to the wrong address.

More information on this new benefit will be available in the next few weeks. In the interim, Business Administrators may want to encourage their Penn employees or student workers who do not already have direct deposit, to sign up by submitting a completed direct deposit form from the Payroll Office.
"MY REIMBURSEMENTS" and Electronic Funds Transfer coming in December (continued)

**Business Purpose for Travel Advances, Reimbursements and Travel Authorization forms**

During a recent internal audit of travel forms submitted for payment through the Travel Office, some forms were lacking the necessary information under “Business Purpose.” Such statements as “business meal” or “university business” are inadequate explanations. Going forward we will require a business purpose on every form that explains in enough detail the business purpose of the trip or event.

Starting 12/1/07 we will also require a stated “business purpose” on Travel Authorization forms we will. Forms received in the Travel Office without the necessary business purpose will be faxed back to the business administrator for that information to be added.

**NEW PASSPORT REQUIREMENTS IN 2007**

Beginning January 23, 2007, all persons (including U.S. citizens and U.S. minor children and infants) traveling by air between the United States and Canada, Mexico, Central and South America, the Caribbean (except Puerto Rico and the U.S. Virgin Islands), and Bermuda will need a valid passport. Passengers currently traveling on birth certificates or driver’s licenses to international destinations should be advised that these forms of identification will be unacceptable as travel documents after January 22, 2007.

These new requirements will not affect travel between the United States and its territories (Puerto Rico, the U.S. Virgin Islands, Guam, the Northern Mariana Islands, and American Samoa). U.S. citizens traveling directly between the mainland and any of these destinations can continue to use an established form of identification to board flights and for entry.

To obtain information on the passport application process, U.S. citizens can consult the State Department’s travel website (https://www.travel-state.gov) or call the U.S. National Passport Information Center: 1-877-4USA-PPT; TDD/TTY: 1-888-874-7793.
Mileage Reimbursement

Effective January 1, 2007 the mileage reimbursement rate for personal vehicles being used for business purposes is 48.5 cents per mile. This rate should be in effect for the entire calendar year. (Mileage reimbursement rate for moving will be $.20 per mile).

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Standard mileage</th>
<th>Moving mileage only</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, 2007</td>
<td>Dec 31, 2007</td>
<td>48.5 cents per mile</td>
<td>20 cents per mile</td>
</tr>
<tr>
<td>January 1, 2006</td>
<td>Dec 31, 2006</td>
<td>44.5 cents per mile</td>
<td>18 cents per mile</td>
</tr>
</tbody>
</table>

Savings Opportunity with Continental Airlines

Effective immediately, Penn has a new discount of 2% on all flights booked through the Penn desk at American Express on Continental Airlines. It’s not a large discount but it is a discount on all fares, even deeply discounted fares, so book Continental Airlines through American Express and use the discount to offset the service fee expense.

Student Financial Services

Student Financial Services Holiday Schedule

Tuesday, December 19
10 AM – 2:45PM
Friday, December 22
9AM – 2:00 PM

SRFS will be closed from Monday, December 25th, 2006 through Monday, January 1, 2007. The office will reopen on Tuesday, January 2, 2007 at 9AM.

Spring 2007 Billing Schedule

<table>
<thead>
<tr>
<th>E-Bill Sent</th>
<th>Bill Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 5, 2006</td>
<td>January 5, 2007</td>
</tr>
<tr>
<td>January 9, 2007</td>
<td>January 26, 2007</td>
</tr>
<tr>
<td>January 30, 2007</td>
<td>February 23, 2007</td>
</tr>
<tr>
<td>February 27, 2007</td>
<td>March 29, 2007</td>
</tr>
<tr>
<td>April 3, 2007</td>
<td>April 27, 2007</td>
</tr>
</tbody>
</table>
Purchasing Services News

Equipment Maintenance Cost Containment Program

The Equipment Maintenance program with Specialty Underwriters offers a significant savings opportunity for departments with annual equipment maintenance agreements. Departments currently using the program have realized a 20 to 30% savings on their annual maintenance costs within having to change service providers. Updated program information is available at: http://www.purchasing.upenn.edu/buyinfo/emp.php

Buyers Guide

The procure-to-pay Buyers Guide has been developed to assist BEN Buys users and Purchasing Card cardholders with the buying process at Penn. This site is updated with new information on a monthly basis. http://www.purchasing.upenn.edu/buyinfo/guide

Penn Marketplace Suppliers

The following suppliers have joined the Penn Marketplace during the past three months.

<table>
<thead>
<tr>
<th>Supplier Name</th>
<th>Commodity</th>
</tr>
</thead>
<tbody>
<tr>
<td>B&amp;H Photo</td>
<td>Audiovisual Products</td>
</tr>
<tr>
<td>GeneMed Synthesis Incorporated</td>
<td>Research Products</td>
</tr>
<tr>
<td>Immuno-Biological Laboratories</td>
<td>Research Products</td>
</tr>
<tr>
<td>Remel</td>
<td>Research Products</td>
</tr>
<tr>
<td>Rockland Immunochemicals</td>
<td>Life Science Products</td>
</tr>
<tr>
<td>Biocare Incorporated</td>
<td>Life Science Products</td>
</tr>
<tr>
<td>Fitzgerald Industries</td>
<td>Life Science Products</td>
</tr>
</tbody>
</table>

A complete list of Penn Marketplace participating suppliers is available at: http://www.purchasing.upenn.edu/buyinfo/suppliers/pm_suppliers

New Preferred Contract Suppliers

The following suppliers have recently joined the Penn Marketplace.

<table>
<thead>
<tr>
<th>Supplier Name</th>
<th>Commodity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tiger Corporate Director</td>
<td>PC &amp; Laptop Components</td>
</tr>
<tr>
<td>Acme Microsystems</td>
<td>Computer Products</td>
</tr>
<tr>
<td>SSI Hub City</td>
<td>Sun Microsystems Products</td>
</tr>
<tr>
<td>Cenero Incorporated</td>
<td>Audiovisual Products</td>
</tr>
<tr>
<td>Advanced AV</td>
<td>Audiovisual Products</td>
</tr>
<tr>
<td>Crucial Technology</td>
<td>Computer Products</td>
</tr>
<tr>
<td>Arraya Solutions</td>
<td>IBM Servers &amp; Blades</td>
</tr>
<tr>
<td>Graybar</td>
<td>Telecommunication, Electronic &amp; Electrical Products</td>
</tr>
<tr>
<td>Beckman Coulter</td>
<td>Centrifuges &amp; Related Products</td>
</tr>
</tbody>
</table>

A complete list of Preferred Contract Suppliers is available at: http://www.purchasing.upenn.edu/buyinfo/suppliers/contract_suppliers.php

Supplier Showcase Suppliers

The following suppliers have recently joined the Supplier Showcase products and promotions program.

<table>
<thead>
<tr>
<th>Supplier Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carlick Imaging</td>
</tr>
<tr>
<td>FedEx Kinkos</td>
</tr>
<tr>
<td>Advanced Audiovisual</td>
</tr>
</tbody>
</table>

Please complete list of showcase participating suppliers is available at: https://showcase.scquest.com/upenn/suppmenu.html
Electronic Proposal Development Wider Release Planned

After completion and evaluation of the Proposal Development pilot, the PennERA (Electronic Research Administration) team is gearing up for a wider release of the application for use by investigators and other research personnel beginning mid January 2007. Proposal Development is a web-based application that streamlines the process for preparation, review, approval, and submission of proposals. In addition, the application allows researchers at Penn to meet government requirements as federal grant-making agencies transition to mandatory electronic grants submission.

NIH-only submissions

Initially the Proposal Development application will be available to create, route, approve, and submit only NIH proposals. Other sponsors/mechanisms will be added to the application as the software allows. Please refer to the PennERA web site for the available mechanisms as well as creation and submission options for NIH at http://project.pennera.upenn.edu/project/current_phase/propmatrix.pdf.

Access and training

The PennERA team is working on a Proposal Development implementation plan with each School and Center. Researchers will be able to access the Proposal Development application as each School/Center's routing and approval path is set up in the system.

Hands-on training for research administrators is targeted to begin mid January 2007. Investigators will be provided with orientation sessions as well as a web-based self-service training guide. All users will be contacted directly with detailed information about access, training dates, and end-user support.

More information about PennERA

For more information about PennERA, please visit the PennERA web site at https://www.pennera.upenn.edu/. If you have any questions, comments, or suggestions, please send an e-mail to pennera@pobox.upenn.edu.

Robin H. Beck,
Vice President of Information Systems and Computing

Joseph R. Sherwin, Ph.D.,
Director of the Office of Regulatory Affairs
Child Care Survey

Earlier this year, Penn distributed a child care survey designed to help us better understand the child care needs of our faculty and staff. Provost Ronald Daniels and EVP Craig Carnaroli initiated this survey as part of the multi-year planning process for the eastward expansion of the Penn campus. Please read below for an update on findings from the survey.

You may also want to view a Q&A about the survey, which was printed in the November 7, 2006 issue of Almanac (http://www.upenn.edu/almanac/volumes/v53/n11/childcare.html).

Dear Colleagues:

We want to thank the campus community for participating in the child care survey distributed to faculty and staff last spring. We had a 37 percent response rate from those most likely to be interested in child care, with over 2,400 respondents. 37 percent is a very solid rate of return for this type of activity, which is a sign of the importance of this issue to the campus. We want to thank all who participated. Your information was very helpful.

As promised, we want to share with you some of what we learned. A vast majority of respondents feel that supervisors and department chairs provide significant support and flexibility for managing the competing demands of work and family. Respondents also report that co-workers are an important source of support, and University policies are helpful with these issues.

We also heard about several under met needs. As you may recall, the survey was announced as an opportunity to gather information for long-term planning for our eastward expansion. However, what we learned through your feedback encourages us to take several actions now:

- We will expand the Penn Children’s Center to accommodate 50+ more children. We expect that the expansion will be completed by September 2007. We believe this will be a helpful step toward meeting the need for campus child care reported by respondents.

- When the Penn Children’s Center expansion is completed, the center will increase its hours from the current 7:30 a.m. to 6 p.m. to a new 7 a.m. start and 7 p.m. closing time.

- We will explore options for improving awareness of the multifaceted work and family support Penn already provides. We realize this is necessary based on your feedback, which reveals that:

  - A majority of faculty respondents were unaware of reduction in duty and part-time appointment options available for managing parenting responsibilities, as described in the online Faculty Handbook (see http://www.upenn.edu/assoc-provost/handbook/).

  - A large percentage of faculty and staff respondents were not aware of the free and confidential dependent care resource and referral services we offer faculty and staff through Penn Behavioral Health’s Work and Family Benefits. In fact, many of the respondents who reported great difficulty with finding child care coverage were unaware of the support they could already receive for these issues. Penn provides access to dependent care experts who are on call 24 hours a day, 7 days a week at 1-888-321-4433 to help faculty and staff identify available dependent care services that meet family preferences and needs, i.e., for pre-school, school-age, and elder care issues. Visit: http://www.hr.upenn.edu/quality/worklife/dependent.asp for program details.

  - A substantial percentage of faculty and staff respondents were unaware of the monthly work and family presentations offered by Human Resources to help working parents better manage the competing demands in their lives. We publicize these policies and services in publications such as Almanac and Penn@Work, as well as through multiple communications to key contacts across the campus. We realize, however, that these messages may not seem relevant if you do not have a need that relates to the topic at the time. Therefore, we encourage you to contact us when you have questions or are searching for information related to dependent care issues. To contact Human Resources or to find more information, e-mail askhr@hr.upenn.edu, call 215-898-0380, or visit the Human Resources website at http://www.hr.upenn.edu.

Finally, we want to assure you that other feedback from the survey will continue to be assessed for feasibility for future enhancements to University services. We will keep you aware of these developments as they occur.

Sincerely,

Ron Daniels, Provost
Craig Carnaroli, EVP
**Snow Day Child Care**

The days are getting shorter, the temperature is dropping...this means winter weather isn’t far behind! If you have young children, you may want to think about utilizing a valuable service: Snow Day Child Care. Snow Day Child Care is available for Penn faculty and staff who have children between 12 weeks and 12 years old, when Philadelphia County Public Schools are closed due to inclement weather but Penn is open for business. Note: Children attending schools in other districts are also welcome on days that Philadelphia schools are closed.

Snow Day Child Care will be available weekdays between 8am and 6pm from December 4, 2006 through March 30, 2007. The service is provided at the Penn Children’s Center at Left Bank Commons, Suite 100, 3160 Chestnut Street. Pre-enrollment is required in order to use Snow Day Child Care. For additional information, including how to enroll, go to [http://www.hr.upenn.edu/quality/worklife/snowday.asp](http://www.hr.upenn.edu/quality/worklife/snowday.asp), or contact Human Resources at 215-898-5116 or suzsmith@hr.upenn.edu.

**Special Winter Vacation Reminder**

As you plan for the upcoming holiday season, remember that Penn grants faculty and staff a Special Winter Vacation between Christmas Day and New Year’s Day each year. This year, the Christmas Day holiday will be observed on Monday, December 25, 2006 and the New Year’s Day holiday will be observed on Monday, January 1, 2007. The special winter vacation days will be December 26 - 29, 2006. Keep in mind that some employees may be needed to report to work for part or all of this period so that departmental operations can continue; in these cases, the Special Winter Vacation may be rescheduled for another time.

**Your Retirement Goals**

Have you thought about your retirement goals lately? As the tax year comes to an end, it’s a good time to review how much you’ve contributed through Penn’s retirement plans this year. You have a limited amount of time left if you want to maximize your pre-tax contributions for the year! Pre-tax savings have less of an impact on your paycheck than you might think, since you don’t pay federal income taxes on the money you’re putting away until you actually take the money out of your account. The sooner you start saving, the better – and it’s never too late to start!

For calendar year 2006, your pre-tax contributions generally cannot exceed $15,000. For 2007, the general limit on contributions will increase to $15,500. However, this amount may be higher if you are at least 50 years of age and/or have at least 15 years of service with the University.

Use Penn’s online retirement system at [http://www.upenn.edu/u@penn](http://www.upenn.edu/u@penn) (click on “Retirement benefits - view, enroll, change” under Benefits) to manage your retirement accounts, or call the Retirement Call Center at 1-877-PENN-RET (1-877-736-6738), 8:00 a.m. - 5:00 p.m., Monday through Friday. For general information about Penn’s retirement plans, visit the Human Resources website at [http://www.hr.upenn.edu/benefits/retirement](http://www.hr.upenn.edu/benefits/retirement).
## Work-Life Balance Workshops

Dealing with the demands of work and personal life can be challenging. That’s why we offer a variety of free workshops led by experts from Penn’s Employee Assistance Program and Work & Family Benefit provider, Penn Behavioral Health, to offer information and support for your personal and professional life challenges. Note that each workshop listed below will include an optional Q&A period from 12:30pm to 1pm. For more information and/or to pre-register, visit: [http://www.hr.upenn.edu/quality/workshop.asp](http://www.hr.upenn.edu/quality/workshop.asp) or call 215-573-2471.

<table>
<thead>
<tr>
<th>Event Title</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>It Takes A Village: Elder Care</td>
<td>December 7</td>
<td>11:30am to 12:30pm</td>
<td></td>
</tr>
<tr>
<td>Helping Your Kids Manage Asthma and Allergies</td>
<td>December 6</td>
<td>12pm to 1pm</td>
<td></td>
</tr>
<tr>
<td>&quot;Breathing Easy&quot; Health Promotion Series for Fall 2006</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Helping Your Kids Manage Asthma and Allergies FREE

December 6 12pm to 1pm

Information can be a parent or caretaker’s best weapon against childhood asthma. This seminar focuses on the need and strategies for getting enough information when your child is diagnosed with this medical condition. Independence Blue Cross has provided a detailed and comprehensive ½ hour video that features C. Everett Koop, MD, former United States Surgeon General. A Q&A afterwards will be led by a Penn health professional.

### "Breathing Easy" Health Promotion Series for Fall 2006

Penn’s health trend reports show that our faculty and staff, and their family members, are requiring increased medical care for respiratory illness. To help you and your family avoid the complications of this critical health issue, we’ve developed a “Breathing Easy” series of free, monthly lunchtime presentations. Join us to view topical videos provided by Independence Blue Cross (IBC) and learn from medical specialists from the University of Pennsylvania Health System. For more information and/or to pre-register, visit [http://www.hr.upenn.edu/quality/wellness/workshops.asp](http://www.hr.upenn.edu/quality/wellness/workshops.asp) or contact Human Resources at 215-573-2471 or fitzpatl@hr.upenn.edu.

## Professional and Personal Development

Take advantage of the many development opportunities provided by Human Resources! Simply pre-register for programs by visiting the online Course Catalog at [www.hr.upenn.edu](http://www.hr.upenn.edu) (click on Course Catalog at top of page), or contact Learning and Education at [http://www.hr.upenn.edu/learning](http://www.hr.upenn.edu/learning) or 215-898-3400.

### December

#### Brown Bag Matinee – Straight Talking FREE

December 6 12pm to 1pm

John Cleese shows you how submissive behavior causes people to be ignored, and how aggressive behavior can be damaging to everyone involved. This program teaches that the value of assertive behavior is that managers can be honest with themselves and others, without emotion.

#### Career Focus Brown Bag – Negotiating a Salary FREE

December 14 12pm to 1pm

This workshop will address your questions about moving up to your next job within Penn or elsewhere. We’ll discuss how to communicate your salary requirements effectively and brainstorm other factors that you should consider before accepting an offer. Leaving a position professionally is always important, so we’ll also talk about giving notice, wrapping up, and leaving your job in great shape for the incoming staff person.

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**CONTINUED ON NEXT PAGE**
### January

- **Professional Development Program – Essentials of Management**
  - Begins January 16 multiple dates with varying times
  - $225

  If you’re a Penn manager, this program can provide you with knowledge of effective management practices, applicable skills and the information needed to do your job. Offered over a five-month period, it requires approximately 30 hours of participation.

- **American Management Association (AMA) Program – Strategies for Developing Effective Presentations Skills**
  - January 18 and 19
  - $60

  This two-day program teaches you how to deliver a presentation that's clear, informative, memorable, motivating, and convincing. You'll make three live presentations and receive ongoing, personalized feedback.

- **Brown Bag Matinee – Focus Your Vision**
  - FREE January 30 12pm to 1pm

  Take a virtual vacation from your desk as you travel with Dewitt Jones, former National Geographic photographer. This video creatively uses the striking photographic work of Jones to teach us the importance of direction and purpose as we set goals to accomplish in our personal and professional lives. You will learn the 7 Key Concepts of Focusing through this innovative and unusual training film.

- **Professional Development Program – Franklin Covey’s FOCUS**
  - February 9 9am to 5pm

  Competing priorities. Multiple deadlines. A hundred unanswered e-mails. This engaging, highly interactive workshop will give you the tools to increase productivity, enhance your chances of success, keep focused, effectively manage all the information that comes across your desk, and reduce your stress level.

  - February 22 and 23 9am to 4:30pm

  Teams are more than simply a group of people working together. They can be an enormously effective way to create synergy and produce outstanding results. Or they can be a colossal waste of an individual’s time. The difference is in the planning and the planning consists of answering some very basic questions: What is a team? Why use a team? When is it appropriate? Who should belong to the team? How will we accomplish our objective?

### February

- **American Management Association (AMA) Program – Mastering Organizational Politics**
  - February 1 and 2
  - $60

  Influence and Alliances
  - 9am to 5pm

  Politics are a facet of everyday life in organizations. Skills and experience alone do not guarantee a successful career. In just two days, you can discover how to successfully manage your political image as you build alliances and take your career to the next stage. Learn how to use communication to influence others and strengthen your position in your organization. You will effectively manage your own behavior and your impact on the team.

- **Brown Bag Matinee – Painless Performance Improvement**
  - February 7 12pm to 1pm

  Real change only happens when the decision to change comes from the person doing the changing. Painless Performance Improvement provides managers with a simple and proven technique to help team members improve their own performance without the drama, conflict or pain often associated with performance issues.

- **Career Focus Brown Bag – Fulfilling Your Career at Penn**
  - February 26 12pm to 1pm

  This video workshop is based on the work of Richard Chang, who wrote “The Passion Plan - A Step-by-Step Guide to Discovering, Developing and Living Your Passion.” Chang believes that each of us can find our passion, the one most important element that can make our work fulfilling and rewarding. Chang offers practical suggestions and exercises to help identify goals, identify barriers and solutions to overcome them, and to create action plans, both short term and long term.
Quarterly Quiz

Instructions: The following five questions can be answered based solely on information or web addresses contained in this issue of The Bottom Line. To participate in the contest, please submit your answers via email to training@pobox.upenn.edu no later than December 15th, 2006.

Please note that entries will only be accepted via email! Two winners will be selected randomly from all correct responses. Winners will receive a University Club membership for the upcoming year.

1. What do you have to do to be eligible for electronic funds transfer of travel reimbursements?

2. When will you be able to register for all Financial Training courses on-line? What School has been piloting this program?

3. By what date must you update your address to be sure that it is listed correctly for your W2?

4. Name one change that is being made as a result of the recent survey on child care?

5. Social Security numbers should not be used in web-based data bases unless there is no alternative. What data should be used instead?

Eligibility: Members of the Financial Training Department and previous winners from fiscal year 2006 are prohibited from winning this contest.
Security/Privacy Tips: Keep Your Private Data Off the Web

How to keep your private files from showing up in Google and what to do if you do find private information on the web.

The Panoptic Web

In his 1993 book, The panoptic Sort, Annenberg Emeritus Professor Oscar Gandy warned about the threat to privacy that panoptic technology poses. Gandy describes panopticism as continuous, automatic surveillance, and describes efforts to monitor the spread of plague in cities in the 17th century by asking individuals to stand in front of their windows to be inspected for pox, and the design of prisons that permit a few guards to monitor hundreds of inmates.

Classic examples of panopticism today are web search engines such as Google, Yahoo and Altavista. Search engines run programs called "spiders" that scour billions of the world's computers and index literally every single word. Google has two spiders, one that follows every link in the world once a month, and another that indexes frequently updated sites like newspapers and magazines. Wikipedia reports that in 2006, Google indexes were stored on 450,000 computers spread around the world. Google receives about a billion requests a day. In 2005, Google claimed that they indexed over 8 billion web pages, but experts claim that it is closer to 24 billion and expect that the short term goal is to be able to index 100 billion. Yahoo claims to have indexed over 19 billion documents.

Although it would be impossible to find information on the web without indexing, it's important to take steps to ensure that private information doesn't get indexed.

Keep Your Private Data from Showing up on Google

If you are careless, Google and similar search engines will index private files on your computer, making them available to the whole world. Here's how you can prevent this from happening:

- Beware of Google Desktop. For details, see http://www.upenn.edu/computing/security/footprints/spr2006.html
- Ask your web administrator if directory index listings have been disabled. (This has been done for www.upenn.edu.)
- Be careful what folders you store sensitive files in. When you use "Save As ..." it's easy to save a file to the wrong folder. Web publishers have sometimes accidentally saved a sensitive file in the public web folder.
- If you lack experience developing web-based databases, get help from your Local Support Provider.
- Even properly protected web pages with sensitive data should be taken offline when no longer needed. It's too easy, unfortunately, for applications with one wrong setting to end up in the public domain.
- Google doesn't have a PennKey! If only members of the University community should have access to sensitive data, use PennKey authentication to protect those parts of your web site. See http://www.upenn.edu/computing/web-security/websec/ for more information.
- If you run a web server, prevent search engines from indexing selected directories using a robots.txt file.

If you have questions, please contact Information Security at security@isc.upenn.edu.

Carelessness with Consequences

Don't let this happen to you; it could. Dave, a business administrator, discovered that dozens of his department’s employees’ salaries, SSNs, and performance appraisal ratings were publicly available on the Internet.

Dave was computer savvy and had been given responsibility for the department's web accessible database. Though not an expert, he thought he knew enough to get the job done. However, in today's complex web environment, he didn’t know enough about how to protect data. Thinking a database set up on a widely used database application would be accessible only to three of his colleagues, he was shocked to find some of the data accessible by Internet-based search engines. He assumed a hacker had stolen the data.

In fact, no one had broken into the computer. Rather, while setting up the database, Dave had accidentally placed the private file in a public folder, available to anyone on the Internet. The entire file was indexed by two of the major search engines.
Two Critical Lessons can be Learned from this Situation: If you aren't knowledgeable about security-related practices and techniques in building web-based databases, then ask for help from your local computing support provider or consult with ISC Information Security (security@isc.upenn.edu).

Do NOT store Social Security Numbers unless there is no alternative. Use the PennID instead. If you wish to convert your SSNs to PennID, please contact Vicki Fullam in ISC's Data Administration Group at 746-6376 to get information about a new tool scheduled for pilot testing in December.

Find out if Google's got Your Data Before the bad guys do

Hackers use Google extensively to find private data on the web. You can preempt theft of your data by using the same tools the bad guys use.

Use search engines regularly to search for any private data that might have been mistakenly exposed. Because you'll be searching computers throughout the world, you'll need to limit your search somehow to avoid getting a lot of "false positives."

- To limit your search to just Penn, type the following in front of your search terms: site:upenn.edu

- Or to limit your search to a particular server, such as the Penn Humanities web server, type: site:humanities.sas.upenn.edu

Search for terms like "confidential," "private," "meeting minutes," employee names or cell phone numbers. Before searching for especially sensitive data like Social Security or credit card numbers, consider that any search terms you type will go out over the open Internet, and are subject to snooping, so use good judgment. For an excellent article on Googling yourself to protect your privacy, see: http://review.zdnet.com/AnchorDesk/4520-7297_16-5153622.html

If you are unlucky enough to have sensitive data indexed, simply removing it from your computer is often not enough. Google, the Internet Archive, and other sites often keep a cache, or copy, of your data on their sites, and you will need to work with them to get it removed. For help removing cached data, contact security@isc.upenn.edu.

Finally, if you should find another Penn organization’s private data, please contact Penn Information Security at security@isc.upenn.edu.
Additionally, beginning January 2, 2007, all FTD training materials will be available to class participants in advance of the class session for direct download by participants prior to class. Trainees will be expected to print our course packets locally and bring them to class. Should an individual not bring the course material to class, materials will be available for a fee to their respective departments.

Tip: Save paper by printing course packets double-sided.

The inefficiencies of the paper-based FTD Course Registration Form process have generated communication problems that have resulted in trainee confusion over which courses to attend, when to attend them, and what the appropriate pre-requisites are.

Self-registration will eliminate the back and forth invitation and RSVP e-mails with the current process and permit an individual to get immediate registration confirmation for their specific training needs. As with the paper-based Financial Training Registration form process, when registering for a course, an individual must be aware of and fulfill the appropriate course pre-requisites.

For the past year or so registration for several financial training courses (Purchasing Card, Property Management, Space@Penn, etc.) has been through Knowledge Link. The courses included in this final transition phase include Personnel/Payroll training and all BEN Financials courses.

It is expected these changes will greatly improve the efficiency and effectiveness of the registration process and result in individuals being better informed throughout their training program.

If you have any questions pertaining to this change or the course registration process in general, please contact FTD at training@pobox.upenn.edu

Thank you and have a Happy Holiday Season!!!
As previously announced, Information Systems & Computing needs your help as we seek to expand our pilot audience for Penn iPhone. Penn iPhone, ISC’s new telephone and voice mail service, uses VoIP (Voice over Internet Protocol) technology to convert your voice into data and transport it over PennNet. Because VoIP is digital, it offers a host of features and benefits not available with traditional analog phone service.

The pilot, open to schools and departments, will provide ISC valuable feedback concerning the program’s features and services before the service is offered to the Penn community. Some of the Penn iPhone features participants will evaluate include:

- **New VoIP phone.** Enjoy one-touch access to voice mail! Easily view information on a larger display screen; conveniently track missed, received, and placed calls; and personalize your phone by choosing from more than 12 ring types.

- **Email access to voice mail.** Persons who have voice mail can elect to be notified via email of voice messages and/or can click on a link in email to listen to voice messages via their computer. Of course, accessing and managing voice mail messages by phone are still available.

- **Manage phone features via the web.** Log into My iPhone to easily manage telephone and voice mail features wherever you have access to a web browser: reset passwords, turn on call forwarding, change voice mail delivery methods, etc. You can even assign proxy rights to designated staff so that they can manage your Penn iPhone account while you’re away from the office. And, your changes take place in real time!

- **Penn Directory access.** Your new VoIP phone allows you to search and display results from the public view of the Penn Directory.

**Save!**

In addition to having the opportunity to evaluate and migrate to a state-of-the-art technology, departments will receive six-month savings! Specifically, each participant’s voice mail service and telephone set are free for the first six months. In addition, telephone conversion charges and accompanying PennNet fees ($80) are waived. Please note that post-pilot prices will be comparable to the traditional single-line and two-line digital phone service with voice mail. ISC encourages schools and departments to take advantage of this period of lower telephone bills and the opportunity to explore increased flexibility to better manage communications. The six-month offer and the conversion and PennNet fee waivers are valid until the end of FY ’07.

**Apply Now!**

If you are a Business Administrator and have a group of 5 or more in your department or center who would be interested in participating in the Penn iPhone pilot, please apply for participation. The pilot offers a unique opportunity to be among the first at Penn to experience the features and benefits of VoIP technology. To apply and learn more about the Penn iPhone pilot, including program prerequisites, go to the Voice web site at [http://www.upenn.edu/computing/voice/](http://www.upenn.edu/computing/voice/) and click on the link “Penn iPhone.” At the Penn iPhone pilot web site, select “Become a Pilot Participant” in the left menu bar. Or, contact Deke Kassabian, Senior Technology Director, at deke@isc.upenn.edu. We appreciate your help and look forward to your participation and feedback.

—Robin H. Beck, Vice President of Information Systems and Computing

—Mike Palladino, Associate Vice President of Information Systems and Computing
December 2006 - March 2007

The current schedule of financial training courses is available at:


Descriptions for these training courses can be found at

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

REMINDER:

The Registration process for all Financial Training department courses is changing as of January 1, 2007.

If you are registering for FTD courses in December, please see our web site:

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

or contact us at 215-573-5603.

Beginning January 1, 2007, you may go directly to the Knowledge Link web site to register for these courses:

http://knowledgelink.upenn.edu

Be sure to read the course description for specific details on pre-requisites and system access requirements.