The calendar year is drawing to a close which means that it will soon be time to start thinking about tax returns. Penn mails your W-2 to your permanent address in January of each year, and if your permanent address is not up to date in our payroll system, your W2 may be delayed or even lost. Please Note: Your W2 will be sent to your permanent address. If you have no permanent address on file in the payroll system your W2 will be sent to your current address.

To view and/or change your address information, go to the U@Penn website at www.upenn.edu/u@penn or contact your Business Administrator. Again, your address must be updated no later than January 9, 2009.

Continued on the next page
### Weekly Closing Schedule

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Weekly Pay Date</th>
<th>Supporting Documents for New Appts must Reach HR Records by 5 PM</th>
<th>Additional 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>24-Nov-30-Nov</td>
<td>05-Dec</td>
<td>24-Nov</td>
<td>26-Nov</td>
<td>01-Dec</td>
<td>01-Dec</td>
</tr>
<tr>
<td>01-Dec-07-Dec</td>
<td>12-Dec</td>
<td>01-Dec</td>
<td>05-Dec</td>
<td>08-Dec</td>
<td>08-Dec</td>
</tr>
<tr>
<td>8-Dec-14-Dec</td>
<td>19-Dec</td>
<td>03-Dec</td>
<td>09-Dec</td>
<td>10-Dec</td>
<td>10-Dec</td>
</tr>
<tr>
<td>15-Dec-21-Dec</td>
<td>22-Dec</td>
<td>08-Dec</td>
<td>12-Dec</td>
<td>15-Dec</td>
<td>15-Dec</td>
</tr>
<tr>
<td>22-Dec-28-Dec*</td>
<td>23-Dec*</td>
<td>11-Dec</td>
<td>17-Dec</td>
<td>18-Dec</td>
<td>18-Dec</td>
</tr>
<tr>
<td>29-Dec-4-Jan**</td>
<td>9-Jan**</td>
<td>18-Dec</td>
<td>23-Dec</td>
<td>05-Jan</td>
<td>05-Jan</td>
</tr>
</tbody>
</table>

*January 2\(^{nd}\) 2009 Weekly Pay Date*

Please note this weekly payroll (Dec 22 – 28) will run on **Thursday 12/18/08** and will have an issue date of **12/23/08** and will be included in the employee’s **2008 W2**.

**The first pay for 2009 will run on Monday 1/5/09 with a check date of Friday 1/9/09.**

### Monthly Closing Schedule

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Monthly Pay Date</th>
<th>Supporting Documents for New Appts must Reach HR Records by 5 PM</th>
<th>Additional Pay Forms Due in Payroll by 4 PM</th>
<th>Time Reporting by 3 PM</th>
<th>Database Changes to Existing Records before 5 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-Dec-31-Dec</td>
<td>23-Dec</td>
<td>08-Dec</td>
<td>10-Dec</td>
<td>11-Dec</td>
<td>12-Dec</td>
</tr>
</tbody>
</table>

[http://www.finance.upenn.edu/comptroller/accounting/closingsch/payroll/]
Payroll Year End Dates

Hand Drawn Checks (HDC) – The last payroll for 2008 will be run on 12/18/08. 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 p.m. on 12/19/08 (for distribution by 3:00 p.m. on 12/24/07). We ask that you inform your employees not to call the payroll office for a check update. We will contact the department/requestor when the check is ready for pick-up.

Payroll 2008 W-2 Dates

Overpayments - All overpayments must be submitted to the payroll office by 12/23/08. Overpayments received by the Payroll Office after this date will be considered “prior year” overpayments and will have further tax implications to the employee.

All overpayments must be paid in full by 1/7/09 – checks can be submitted and should be made payable to the Trustee’s of the University of Pennsylvania and forwarded to the Payroll Office for priority handling. If an employee is writing a check it must be for the full amount of the overpayment. No partial payments will be accepted.

Reminder: Overpayments recovered in the following year (after 1/7/09 deadline) will be considered “prior year” overpayments and will have further tax implications to the employee.

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 12/23/08. If they are not returned before W-2s are processed the employee’s W-2 will be overstated and a W-2c will be required.

Foreign National Social Security Numbers

If you were issued a temporary social security number from the University of Pennsylvania upon your hire and have now been assigned a valid Social Security number, and have not already provided the Payroll Office with this updated information, please bring a copy of your social security card to the Payroll Tax Office by 12/22/08.

Payroll Tax Office
Franklin Building
3451 Walnut Street, Room 310
If you have any questions please feel free to contact the Payroll Tax Office at (215) 898-6573 or (215) 898-1543

BEN FINANCIALS APPLICATION UPGRADE - COMPLETE

The scheduled BEN Financials Application upgrade has been successfully implemented. The system is currently available.

Several of the new key features introduced with the BEN Financials upgrade may be viewed on the BEN Financials Advisory page: http://www.finance.upenn.edu/ben/benfin/advisories.shtml

If you have any questions, please contact BEN Helps at 6-HELP or 215-746-4357.

IT’S HERE - UPGRADED BEN PAYS!

The BEN Pays Imaging upgrade (MarkView) was successfully implemented on November 24, 2008. As a reminder, if you have an invoice on hold, you will receive a daily e-mail notification with the URL.
Please be advised that we have been notified of the following tax rates and limits effective January 1, 2009. Please note: We will send out follow-up notifications as we are notified of additional tax changes.

- Social Security taxable wage base increased to $106,800.00
  - Up from 102,000.00 in 2008
- Social Security Tax maximum withholding increased to $6,621.60
  - Up from $6,324.00 in 2008

The new tax rates are effective for all payroll checks dated on or after January 1, 2009.

Payroll & IDA Coverage for Winter Break

The payroll office will be staffed over the Winter Break to take phone calls and respond to e-mails only as follows:

- **Friday**
  12/26/08
  9:00 a.m. – 1:00 p.m.

- **Monday**
  12/29/08
  9:00 a.m. – 1:00 p.m.

- **Tuesday**
  12/30/08
  9:00 a.m. – 1:00 p.m.

Please note: There will be no Payroll Office or IDA window hours.

IDS (INDIVIDUAL DISBURSEMENT SERVICES)

YEAR END PROCESSING DATES

The following are the year-end processing cut-off dates for the IDS Office. In order to ensure that your requests are processed before the end of the year we are requesting you submit all requests by the dates listed below.

Requests submitted after these dates may still be processed before the end of the year however due to the increased volume of requests we receive during this time we cannot guarantee they will. The dates are as follows:

<table>
<thead>
<tr>
<th>Cut Off Date</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 28, 2008</td>
<td>C-forms</td>
</tr>
<tr>
<td>Nov. 28, 2008</td>
<td>Subject lists</td>
</tr>
<tr>
<td>Dec. 19, 2008</td>
<td>Will Calls</td>
</tr>
</tbody>
</table>

Special Note

On Dec 17th the Accounts Payable, IDS and the Payroll Offices will be closing at 12:00 p.m.
All Will Call checks will be available for pickup anytime

If you have any questions please email IDS@exchange.upenn.edu.
The following are the cut-off dates for the Accounts Payable Office. In order to ensure that your invoices are processed prior to the end of the calendar year, we are asking that you submit all requests by the dates listed below.

Requests submitted after these dates may still be processed before the end of the calendar year; however, due to the increased volume of requests we receive during this time of year, Accounts Payable cannot guarantee that they will processed by year-end. The cut-off dates are as follows:

<table>
<thead>
<tr>
<th>Cut Off Date</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 28, 2008</td>
<td>C-forms</td>
</tr>
<tr>
<td>Dec. 5, 2008</td>
<td>Invoices</td>
</tr>
<tr>
<td>Dec. 12, 2008</td>
<td>Final Close PO’s</td>
</tr>
<tr>
<td>Dec. 19, 2008</td>
<td>Foreign Drafts</td>
</tr>
<tr>
<td>Dec. 19, 2008</td>
<td>Will Calls</td>
</tr>
</tbody>
</table>

Please Note: The Accounts Payable Office will be closed December 25 & 26, 2008 and January 1 & 2, 2009.

The Accounts Payable Office will be open December 29, 30 and 31 from 8:00 a.m. -12:00 p.m.

If you need any assistance please contact Accounts Payable during these office hours. If you have any special requests or concerns, please contact Jason Freedman at jdfreed@upenn.edu.

### Cashier’s Office Winter Break Coverage

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec. 24, 2008</td>
<td>Closing @12:00</td>
</tr>
<tr>
<td>Dec. 25, 2008</td>
<td>Closed</td>
</tr>
<tr>
<td>Dec. 26, 2008</td>
<td>Closed</td>
</tr>
<tr>
<td>Dec. 29, 2008</td>
<td>Open 9:00 a.m.-12:00 p.m.</td>
</tr>
<tr>
<td>Dec. 30, 2008</td>
<td>Closed</td>
</tr>
<tr>
<td>Dec. 31, 2008</td>
<td>Open 9:00 a.m.-12:00 p.m.</td>
</tr>
<tr>
<td>Jan 1, 2009</td>
<td>Closed</td>
</tr>
<tr>
<td>Jan. 2, 2009</td>
<td>Closed</td>
</tr>
</tbody>
</table>

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**Travel Advisory**

**Mileage Reimbursement Rate**

Effective January 1, 2009 the mileage reimbursement rate for personal vehicles being used for business purposes is **55¢ per mile**. This rate should be in effect for the entire calendar year. (Mileage reimbursement rate for moving will be **24¢ per mile**).

<table>
<thead>
<tr>
<th>Effective Dates</th>
<th>Standard Mileage</th>
<th>Moving Expenses Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 1 – Dec 31, 2009</td>
<td>55 cents per mile</td>
<td>24 cents per mile</td>
</tr>
<tr>
<td>Jul 1 – Dec 31, 2008</td>
<td>58.5 cents per mile</td>
<td>27 cents per mile</td>
</tr>
<tr>
<td>Jan 1 – Jun 30, 2008</td>
<td>50.5 cents per mile</td>
<td>19 cents per mile</td>
</tr>
</tbody>
</table>

**PhillyCarShare Fuel Card Update**

As you may have heard, we’ve removed our gas cards from the fleet due to repeated and widespread vandalism. We have hired additional staff that will be filling up the cars. In the event you do find yourself in a car that’s running low, please be sure to return your vehicle with at least ¼ tank of gas and we’ll take care of the rest. We’re grateful for the cooperation you have shown in the past few months.

Use our online reimbursements form and fax with your receipt to 215-627-4757 or scan it and e-mail to: fuel@phillycarshare.org

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**The Bottom Line**

December 2008
Unclaimed property is defined as any financial asset that has been left with a “holder,” such as a bank, insurance company, financial institutions, or other business or organization, without activity or contact for a period of years, known as a “dormancy period”.

State law requires organizations such as the University of Pennsylvania to report and remit to the state any unclaimed property at the end of its dormancy period. The state is responsible for holding the property until claimed by the rightful owner. Dormancy periods vary based on the type of unclaimed property. For most types of property, including non-payroll checks and credit accounts receivables, the dormancy period is five years.

**Due Diligence**

Schools and Centers are responsible for performing due diligence on any uncashed checks they issue either via Accounts Payable or from any imprest checking accounts they maintain. Due diligence involves contacting the payee of the check and inquiring of the status of the check. As a result of this due diligence, the School/Center may need to void the original check and reissue a new check. Reasons for reissuing may include loss of the original check, bad address on the original check, etc. In rare instances, the check may need to be voided without being reissued. Reasons for voiding a check without reissuing include the check represents a duplicate or erroneous payment to the vendor or the payee has otherwise indicated in writing that he/she is not entitled to the funds.

**Special Considerations for Grant Funds**

Any uncashed checks on grant funds should be reviewed prior to grant closeout. At this time, any duplicate or erroneous payments should be voided without reissuing a new check. This must be done prior to grant close-out to avoid having to restate the FSR after it has been submitted and returning funds to the sponsor. Note that any valid payments due to vendors or individuals may be voided and reissued or reported to the state after the FSR has been submitted without impacting the grant.

Due diligence should ideally be performed when the check becomes stale, 90 days after it has been issued, when the payee can still be reached and the details of the transaction are still fresh. All non-payroll checks issued during calendar 2002 and prior have been reported to the state since they have reached the end of their dormancy period and nothing further needs to be done.

**IMPORTANT NOTE!** Unclaimed property belongs to the owner of the property and not the University. The University can NOT credit itself back for any unclaimed property it rightfully owes to another party.

Detailed procedures will be available on the Comptroller’s website in December. If you have any questions, contact Courtney Vogt at cvogt@upenn.edu or 898-4600 or Beth Knaul at knaul@upenn.edu or 898-6639.
As we approach year-end, please be advised of the following closing guidelines for gifts.

December 31 Gift Date end of year processing:
- **January 12**: Last date to deliver to Gifts Accounting & Administration
  - December 2008 - FY09 gifts (need December 31 postmark)
- **January 13, 14, 15**: Gifts Office will close for year end processing
- **January 16**: Gifts Office will reopen for deliveries
- **January 19**: Begin reporting

Gifts will be processed with a December 31 gift date, so long as they are postmarked on or before December 31, 2008. Therefore, it is imperative to send fully completed gift transmittals and backup information, including postmarked envelopes, to Gifts Accounting & Administration (GAA) for December 31 gift date processing as quickly as possible.

All December 31 postmarked donations must be received in Gifts by Monday, January 12, 2009.

Notify Jean Suta or Kathy Nace in Securities Gifts (jeanie@pobox.upenn.edu) or 8-7254 of any securities gifts as soon as you are made aware of them. Securities gifts must be transferred into a Penn brokerage account by noon on December 31.

Should you have any questions on this information, contact Maria Perkins (8-8687), Jean Suta or Kathy Nace (8-7254) in the Treasurer’s Office.

### Office of Gifts Accounting & Administration and Security Gifts Winter Break Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 24, Wed.</td>
<td>9:00 – 12:00</td>
<td></td>
</tr>
<tr>
<td>December 25, Thu.</td>
<td>Closed</td>
<td></td>
</tr>
<tr>
<td>December 26, Fri.</td>
<td>Closed</td>
<td></td>
</tr>
<tr>
<td>December 29, Mon.</td>
<td>9:00 – 3:00</td>
<td></td>
</tr>
<tr>
<td>December 30, Tue.</td>
<td>9:00 – 3:00</td>
<td></td>
</tr>
<tr>
<td>December 31, Wed.</td>
<td>9:00 - 1:00</td>
<td></td>
</tr>
<tr>
<td>January 1, Thu.</td>
<td>Closed</td>
<td></td>
</tr>
<tr>
<td>January 2, Fri.</td>
<td>Closed</td>
<td></td>
</tr>
</tbody>
</table>
PennERA: Proposal Development (PD) Required For All New and Competing Research Submissions Due December 1, 2008 or Later

The PennERA (Electronic Research Administration) Proposal Development (PD) application continues to be used by research administrators to create, route, approve, and submit electronic proposals. Between September 1 and November 12, 2008, 138 proposals were successfully submitted electronically using PD, a significant increase from the 47 that were submitted during this same timeframe last year.

As the transition plan for required use of PD continues, all new and competing research submissions due December 1, 2008 or later must be submitted through Proposal Development, using either the SF424R&R formset or the Generic Sponsor Form (GSF). Following is information on which to use:

- The SF424R&R formset within Proposal Development is used for NIH electronic submissions and for all new NSF submissions that are not collaborative or fellowships.

- The Generic Sponsor Form is used to electronically submit proposals to the Office of Research Services (ORS). The GSF is a subset of functionality within PennERA's Proposal Development; therefore there is no special access required or URL for the GSF. When you select one of the predefined sponsors from the list of PennERA sponsors, the application will automatically display the GSF navigation menu and functionality. If a particular sponsor is not in the dropdown list, contact pennerahelp@lists.upenn.edu and the PennERA team will configure and add it to the system.

Note that all proposals must be received in final form by the Office of Research Services for review three business days prior to the application deadlines.

Proposal Development Access And Training

To access Proposal Development, research administrators are required to attend a hands-on training session. The PennERA team has scheduled both basic and advanced Proposal Development training sessions on a monthly basis for administrators; please check the Knowledge Link web site for upcoming training dates and registration information at:

http://knowledgelink.upenn.edu

To find PD training courses, click "Training - Optional" in the left toolbar. When the course list loads, look for the "PennERA - Proposal Development" courses. If you have any trouble with the course registration process, e-mail:

training@exchange.upenn.edu

Investigators have automatic access to the application and do not have to attend hands-on training.

Compliance Approvals in Proposal Development

Compliance approvals, including Human Subjects and Lab Animals, need to be listed on the Approvals Tab within Proposal Development with either the approval information or as pending.

In the Proposal Development setup questions, if you answered "yes" to the question asking if there are Human Subjects or Lab Animals protocols, please be sure that the protocol information appears on the Approvals Tab and also complete the PI Certification on the Finalize Tab.

Continued on the next page
For instructions on completing the Approvals Tab, see page 60 in the Proposal Development User's Guide available at:

http://www.upenn.edu/researchservices/pdfs/PDGuide.pdf

Help and Reference Materials

Help and reference materials are available for Proposal Development and can be accessed from the left toolbar on the main PennERA page at https://www.pennera.upenn.edu/. For the status of issues related to the Proposal Development application, please check the Advisories web page at:

http://project.pennera.upenn.edu/advisories/

The complete transition plan for required use of Proposal Development for NIH and non-NIH sponsors and mechanisms is available on the PennERA web site at:

http://project.pennera.upenn.edu/project/curr_ent_phase/PDtransition_timeline.pdf

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 or require further information, send an e-mail to:

pennera@lists.upenn.edu

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

--Pamela S. Caudill, Associate Vice Provost for Research Services

It’s not too early to start your holiday shopping! Get a jump on your holiday shopping at the Computer Connection with special promotions for faculty, staff and students. Apple Macbook laptops are now specially priced from $799 to $999, a savings of $300 off of list price. Dell laptops start at $899, and ThinkPads are available from $1099. Plus receive a free HP Deskjet F4280 printer with every computer, a $99 value.

And if you are thinking about a software purchase, the Computer Connection has just what you need, at the right price – the educationally licensed versions of Microsoft Office, for Mac or Windows, is $69 and Adobe software starts at $55 for Acrobat Pro and $169 for Photoshop. Stop into the showroom at 3610 Sansom St. or call 215-898-3282 for more information. Hurry in, as these special offers are valid only while supplies last!

BEN Knows Fast Fact

BEN Buys: Invoice Payment Information

In PO Manager Responsibility:

- Select Inquiry>Invoices
- Enter your search criteria and click on [Find]
- Click [Payment Overview] to see the address of the Supplier (i.e. where the check was sent) and if the check has cleared in the Clear Date field
NEW!!! Online Privacy and Security Training

Most people at Penn have already dealt personally and/or professionally with the challenge of keeping confidential information safe and secure. Staying abreast of privacy and security risks, and ways to counteract them, is difficult in today’s environment because of the multitude of warnings and rules that exist about handling information.

Penn has developed an online training that focuses on many important privacy and security topics that its faculty and staff should know about.

Please take this training – for your own personal benefit, as well as for the benefit of Penn’s valued community. The training will help each of us to meet the expectations of the students, faculty, staff, alumni, patients, visitors and many others who trust in us to protect the privacy and security of their information.

Taking this training requires approximately 20 to 25 minutes. To enroll, simply go to the University’s Knowledge Link site, at http://knowledgelink.upenn.edu/welcome/index.html. Log in (located on the left side of the screen) using your Penn Key and password; click on “Optional”; then select “Information Privacy and Security at Penn” from the list of available courses.

Thank you for your help in protecting important personal and Penn data – this effort relies on each and every one of us.

To All Users of the Data Warehouse

As we announced over the summer following the launch of UPS as Penn’s Express Mail provider, Express Mail data is available in the Warehouse, and via Business Objects corporate documents. You can find these in the Express Mail folder, via Desktop Intelligence or by pointing your browser to:

https://huma.isc-seo.upenn.edu/businessobjects/enterprise115/desktoplaunch/InfoView/logon/logon.do

Further details about the collection, including table/element descriptions, universe diagrams, etc., can be found at:

http://www.upenn.edu/computing/da/dw/expmail/

Express Mail reports are also now available through BEN Reports (report documentation can be found at:

http://www.upenn.edu/computing/da/dw/benreports/reportdoc_expmail.html

Individuals who currently have access to the General Ledger data collection will automatically be granted access to these reports for the same organizations. If you do not have access to the General Ledger data collection, you must complete the BEN Reports access request form at:

http://www.upenn.edu/computing/da/dw/benreports/Formbenrpts.pdf

If you have any questions related to the Express Mail collection or its reports, please feel free to contact me at annwhite@isc.upenn.edu. I will also be reviewing the collection at an upcoming Financial user group meeting (watch for a separate email about the meeting coming soon!).

Ann B. White, Sr. Data Analyst
Office of Data Administration, ISC

The Bottom Line  December 2008
**DID YOU KNOW...**

...When you **create a requisition** with **multiple lines**, the **lines are ‘alphabetized’** when the **purchase order is created**. This being the case if you **create a multiple line requisition for a deposit** and the **balance due** you should enter Line 1 by typing A. **Deposit...** and Line 2 by typing B. **Balance...**. This way the Purchase Order lines will be arranged appropriately. See **Page 50** of the **Requisitioner User Guide** for a sample: [http://www.finance.upenn.edu/ftd/documentation/req_manual.pdf](http://www.finance.upenn.edu/ftd/documentation/req_manual.pdf)

...There is one place where every **‘past or potential’ financial trainee** can go to see the following:

What **Business Training** and/or **Access** is Needed?
How Do I **Register** for This Training?
Where to Find the **Access Form**?
Simply click here:

---

**Quarterly Quiz**

**Instructions:** The following five questions can be answered based solely on information contained in this issue of *The Bottom Line*.

To participate in the contest, please submit your answers via email to training@exchange.upenn.edu no later than January 9, 2009

The Winner will receive a one year **University Club at Penn Membership**.

1. What is the cut-off date for Accounts Payable invoices?
2. What does IDS stand for?
3. What is the last day to update your address in Payroll for it to be on your W-2?
4. What page in the Proposal Development User Guide can you find the instructions for completing the ‘Approvals Tab’?
5. What is the dormancy period for most types of property, including non-payroll checks and credit accounts receivables?

Last Quarter’s Winner – Congratulations!
Arlene M. Kaufman, Office Administrative Assistant, Nursing School