The Provost’s Office, the Division of Human Resources, the Division of Finance, in conjunction with Information Systems and Computing, are pleased to report that PennWorks has been actively used since its release on November 2, 2009. PennWorks was developed in an effort to standardize our collection of data while providing a more intuitive tool for users of Penn’s existing HR/Payroll system (sometimes known as UMIS).

Initial response from users of PennWorks has been positive and there have been only minor issues during the transition to the new application, which were all promptly rectified. As the team moves toward our next phase of development, we would like to acknowledge the invaluable contributions of users and advisory groups. The transition to PennWorks was an integral part of improving the way we collect and process staff and faculty job/salary data, and we would like to thank everyone for making the transition to the new system a success.

End-User Support

For operational and technical questions about PennWorks, call the help line at 6-HELP (215-746-4357), enter your 2-digit School/Cen-ter code (the first 2 digits of your CNAC), then choose Option 5 for PennWorks.

For policy and organization-specific questions, users should contact the PennWorks Representative in their School/Center. Please check with your Senior BA for the contact information of your School/Center PennWorks Representative.

Online reference materials are available at: http://www.finance.upenn.edu/ftd/documentation.shtml#pennworks. Included are slides from the training courses that can be referenced while using the application, a PennWorks glossary, and a document that details setting up and maintaining faculty records in PennWorks.

Continued on the next page
Future Releases of PennWorks

Subsequent releases of PennWorks will likely include the following new functionality as well as provide interface enhancements for some existing functions performed in the current HR/payroll system:

- Enhanced annual salary management (SALINC) process
- Automation of additional pay process, eliminating forms and automating routing and approvals (New)
- Online workflow approval (New)
- Integration with Office of International Programs (OIP) visa/foreign address data (New)
- Leveraging recruitment system data (New)
- Reallocations and their implications on effort reporting
- Exception processing (e.g., late payments and adjustments)
- Online time reporting

We will continue to update the user community as the project develops and specific dates for releases are available.

More Information about PennWorks

For more detailed information about PennWorks, including benefits, key features, and access information, visit the PennWorks project page at:
http://www.upenn.edu/computing/isc/apps/pennworks/

Questions about PennWorks can be addressed to pennworks@lists.upenn.edu.

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Top Ten Tips

Continued from previous page

2. The PennWorks application does not permit the use of the following browser buttons for security reasons:
   - Back, Forward, Refresh, Bookmark

3. Notifications for “no distributions” will not catch underpayments – use a report for this.
   - See Glossary ‘Notifications’ for details

4. There are still limitations on the number of distributions.
   - Search the word ‘distribution’ in FAQs for additional details

5. Home ORG transfer function allows Home ORG user to modify all roles.
   - See Glossary ‘Home ORG Transfer’

6. Dates can be entered as “9 1 09” and the system will change them to 9/01/2009.

7. Distribution lines can be entered by tabbing from field to field.

8. PennCard can be issued one business day after the person has been added into PennWorks.

9. Users can edit a person’s record until the termination date actually arrives.
   - See Glossary ‘Future Dated Terminations’

10. Any edits/corrections to faculty Professional Name must be entered through the Faculty Information System.
    - See Glossary ‘Professional Name’

For FAQ & Glossary, PennWorks Users can go to:

https://medley.isc-seo.upenn.edu/webCompensation/jsp/fast.do
# 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>30-Nov-06-Dec</td>
<td>11-Dec</td>
<td>30-Nov</td>
<td>04-Dec</td>
<td>07-Dec</td>
<td>07-Dec</td>
</tr>
<tr>
<td>07-Dec-13-Dec</td>
<td>18-Dec</td>
<td>2-Dec</td>
<td>8-Dec</td>
<td>9-Dec</td>
<td>9-Dec</td>
</tr>
<tr>
<td>14-Dec-20-Dec</td>
<td>21-Dec</td>
<td>7-Dec</td>
<td>11-Dec</td>
<td>14-Dec</td>
<td>14-Dec</td>
</tr>
<tr>
<td>21-Dec-27-Dec</td>
<td>22-Dec</td>
<td>10-Dec</td>
<td>16-Dec</td>
<td>17-Dec</td>
<td>17-Dec</td>
</tr>
</tbody>
</table>

***January 8th 2010*** - Please note that this payroll (for period ending 01/03/10) will run on Monday 01/04/10

# 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 4 PM</th>
<th>Database Changes to Existing Records before 5 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-Dec-31-Dec</td>
<td>22-Dec</td>
<td>4-Dec</td>
<td>9-Dec</td>
<td>10-Dec</td>
<td>11-Dec</td>
</tr>
</tbody>
</table>

[http://wwwfinance.upenn.edu/comptroller/accounting/closingsch/payroll/](http://wwwfinance.upenn.edu/comptroller/accounting/closingsch/payroll/)

Revised 12/09/09
Payroll Year End Dates

Hand Drawn Checks (HDC) – The last payroll for 2009 will be run on 12/17/09. 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 requests through 5:00 p.m. on 12/18/09 (for distribution by 2:00 p.m. on 12/24/09). 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 2009 W-2 Dates

Overpayments - All overpayments must be submitted to the payroll office by 12/22/09. 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 1/6/10 – 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 1/6/10 deadline) 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 12/22/09. 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 12/21/09 between the hours of 10:00 a.m. and 2:00 p.m.

W-2 Mailing: 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. 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 W-2 may be delayed or even lost. Please Note: Your W-2 will be sent to your permanent address. If you have no permanent address on file in the payroll system your W-2 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 8, 2010.

Payroll Tax Office
Franklin Building
3451 Walnut Street, Room 310
If you have any questions, please contact Payroll Tax Office at (215) 898-7792 or (215) 898-1543

DID YOU KNOW ABOUT THE I-9?
...Employers must re-verify employment eligibility of their employees on or before the expiration date recorded in Section 1 of the I-9 form.

http://www.hr.upenn.edu/Recruitment/forms.aspx

...Employers CANNOT specify which document(s) they will accept from an employee.

...If an employee is rehired within three (3) years of the date the I-9 form was originally completed and the employee is still eligible to be employed on the same basis as previously indicated on this form (updating), complete Block B, Date of Rehire, and the signature block.
Payroll Tax Changes for 2009

Please be advised that we have been notified that the following tax rates and limits will remain the same for calendar year 2010. Please note: We will send out follow-up notifications as we are notified of additional tax changes.

- Social Security taxable wage base
  $106,800.00
- Social Security Tax maximum withholding
  $6,621.60

Payroll & IDS Coverage for Winter Break

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

Mon. 12/28/09  9:00 a.m. – 1:00 p.m.
Tues. 12/29/09  9:00 a.m. – 1:00 p.m.
Wed. 12/30/09  9:00 a.m. – 1:00 p.m.

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

Cashier’s Office Winter Break Schedule

Thurs. 12/24/09  Close at 2:00 p.m.
Fri. 12/25/09  Closed
Mon. 12/28/09  Open
  9:00 a.m. – 12:00 p.m.
Tues. 12/29/09  Closed
Wed. 12/30/09  Open
  9:00 a.m. – 12:00 p.m.
Thurs. 12/31/09  Closed
Fri. 01/01/10  Closed

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 be processed. The dates are as follows:

<table>
<thead>
<tr>
<th>Cut Off Date/Time</th>
<th>Request Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec. 14, 2009</td>
<td>C-forms</td>
</tr>
<tr>
<td>Dec. 14, 2009</td>
<td>Travel</td>
</tr>
<tr>
<td></td>
<td>Reimbursements</td>
</tr>
<tr>
<td>Dec. 21, 2009</td>
<td>Will Calls</td>
</tr>
</tbody>
</table>

Special Note

On December 16, 2009
IDS, Payroll and Accounts Payable will be closing at 11:00 a.m.
Will call checks will be available for pickup anytime between 8:00 a.m. – 11:00 a.m.

If you have any questions or concerns, please contact IDS @
IDS (Travel Inquiries) 215-898-3307
IDS (Non-Travel Inquiries) 215-573-3039
## Accounts Payable Year-End Dates & Information

### Year-End Cut-Off Dates

- **Friday, December 18, 2009 5:00 p.m. to be processed before December 31, 2009**
  - C-form & Purchase Order invoices
  - Request Final Closing of PO's
  - Requests to correct and reverse receipts

<table>
<thead>
<tr>
<th>HOLIDAY SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed</td>
</tr>
<tr>
<td>December 25 – 28, 2009 &amp; January 1, 2010</td>
</tr>
<tr>
<td>Open</td>
</tr>
<tr>
<td>December 29, 30 &amp; 31, 2009 8:00 a.m. -12 p.m.</td>
</tr>
</tbody>
</table>

If you need any assistance during this time you may contact AP during those office hours. If you have any special requests or concerns, please contact Jason Freedman at jdfreed@upenn.edu.

### Updates

As of November 9th All Accounts Payable "Will Call" checks should be picked up in the Account Payable Office on the 4th Floor Franklin Building during normal office hours 10:00 a.m. to 2:00 p.m. "Will Call" checks will no longer be distributed from the Cashier's Office in the lobby of the Franklin Building.

Check out the AP website for future updates at the following web link: [http://www.finance.upenn.edu/comptroller/a ccts_payable/](http://www.finance.upenn.edu/comptroller/a ccts_payable/)

### Tips

#### Will Calls

Please see the below criteria that AP will use for determining Will Calls:

- Deposits and Final Payments that are due the day of the event
- Conference and Hotel Registrations
- Payments to the Department of Homeland Security
- Payments to the Student Federal Credit Union for tokens

Please Note: A Will Call Request will be rejected if the event or services have already taken place. A past due invoice is not a valid reason for requesting a Will Call.

Will Calls must be picked up within 3 days of the request. AP will not call and remind you of a check that needs to be picked up.

When picking up a Will Call check please have the following information in order to pick up the check:

1. A valid Penn ID
2. Vendor Name on the Check
3. BA’s name

#### C-Forms

Individual request should be submitted on a Request for Payment C-368 (Individual Disbursement Services Group Request for Payment/Reimbursements Other than Travel) and sent to the 3rd Floor Franklin Building-Room 310 3451 Walnut Street, Philadelphia, PA 19104 or dropped off in IDS drop box located on the ground floor of the Franklin Bldg.

Payment to companies should be submitted on a Request for Payment C-368 (AP Request for Payment- Corporate Suppliers Only) and sent to 4th Floor Franklin Building- Room 440 3451 Walnut Street, Philadelphia, PA 19104 or dropped off in AP drop box located on the ground floor of the Franklin Bldg.

#### Foreign Corporation & Foreign Drafts

A Foreign Draft request should be submitted on C-Form 368- FD Foreign Corporation & Foreign Drafts form. This form is used for Foreign Companies and Foreign Individuals requesting to be paid in Foreign Currency. This form should also be used for Foreign Companies requesting to be paid in US Dollars. Individuals requesting to be paid in US Dollars should use C-Form 368- IDS Form.

*Continued on the next page*
**Accounts Payable Year-End Dates & Information**

*Continued from the previous page*

**TIPS** *(Continued)*

**Foreign Corporation & Foreign Drafts** *(Continued)*

*Please Note:* Foreign Companies and Foreign Individuals do not require a W-9 to be provided. However, a U.S. Citizen working abroad will require a W-9.

All forms can be found on the AP website at the following web link:
http://www.finance.upenn.edu/comptroller/accts_payable/

**VOIDS**

When requesting a void please include a valid explanation on the request- if the money is still owed to the company then the check cannot be voided and cancelled. The check being stale is not a valid reason to void and cancel a check. If the check is stale and the money is still owed, the check has to be reissued.

*Please note:* If the original check was not issued as a Will Call, please do not request the reissue of a check to be a Will Call. All Will Call requests have to meet certain criteria in order to be approved.

**Petty Cash Replenishment**

Please be accurate when filling out your replenishment forms. It has been brought to my attention by Accounts Payable that many forms have had discrepancies with the "total expenditures" and "total amount" figures not matching. This then results in AP having to email the Custodian for further instructions.

If your forms come to our office and these amounts do not match, payment will be refused. This will mean a new form will have to be created, because there can be no changes done to the original form for any amount. Please double check these amounts before you have your BA sign off on it.

Thank you in advance for your cooperation.

Tammy DeSalis
Manager/Cashier's Office

**ELIMINATION OF PRINTING ADVICES FOR WEEKLY STUDENT EMPLOYEES**

Effective with the October 2, 2009 pay date all weekly student employees who are currently paid via direct deposit will no longer receive a paper advice. You may access all pay information via the U@Penn web site. Please follow the link now available on the Student Employment Office website for quick access to print/view your pay advice. The pay statements of all weekly paid students who receive direct deposit will be online; it is not optional to continue a paper statement.

**Advantages of online pay statements to the students:**

- Students will be able to view their pay statements a day earlier than pay day however; your funds are not deposited until pay day. The online statement is available from remote locations 24 hours a day, 7 days a week which is a benefit when traveling on business or on vacation.
- Students can choose to print their pay statement of simply view.
- Pay statements will be stored on line and available for a rolling 18 months (convenient for loan applications & financial transactions)
- This method of distributing pay statement information is more secure than the current paper distribution process. The current process has several steps that require manual intervention. Not only do we eliminate all of this when delivering pay statements online, we can assure students that the online environment is secure.

This convenience of our current U@Penn feature advances our goal of improving University of Pennsylvania services with the smart use of technology. It is one more addition to the collection of our on-line services offered to our faculty, staff and students.

The small group of students that currently receive their pay via check will continue to do so. Please be advised that we are working towards the elimination of all paper disbursements. In the future, we will also be looking at alternatives to the distribution of paper checks.

Terri Pineiro
Director of Payroll and Individual Disbursement Services

*The Bottom Line* December 2009

7
## December 2009 Year-End Gift Processing Deadlines

As we approach year-end, please be advised of the following closing guidelines for gifts.

**December 31 Gift Date end of year processing:**
- **January 11:** Last date to deliver to Gifts Accounting & Administration December 2009 - FY10 gifts (need Dec 31 postmark) IRS rules require that year-end gifts be postmarked on or before Dec. 31, 2009
- **January 12, 13, 14:** Gifts Office will close for year-end processing.
- **January 15:** Gifts Office will reopen for deliveries.
- **January 19:** Begin preliminary reporting.

Gifts will be processed with a December 31 gift date, so long as they are postmarked on or before December 31, 2009. 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 11, 2010.

Notify Jean Suta or Kathy Nace in Securities Gifts (jeanie@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>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 24, Thursday</td>
<td>December 30, Wednesday</td>
</tr>
<tr>
<td>9:00 – 12:00</td>
<td>9:00 – 3:00</td>
</tr>
<tr>
<td>December 25, Friday</td>
<td>December 31, Thursday</td>
</tr>
<tr>
<td>Closed</td>
<td>9:00 - 1:00</td>
</tr>
<tr>
<td>December 28, Monday</td>
<td>January 1, Friday</td>
</tr>
<tr>
<td>9:00 – 3:00</td>
<td>Closed</td>
</tr>
<tr>
<td>December 29, Tuesday</td>
<td></td>
</tr>
</tbody>
</table>
Soon, the Penn research community will be able to electronically submit, track, and manage Institutional Animal Care and Use Committee (IACUC) protocol submissions. This project is part of the PennERA (Electronic Research Administration) system and is called ARIES – Animal Research Information Electronic Submissions. The project is being sponsored by the Vice Provost for Research, the Division of Finance, and Information Systems and Computing.

This application is targeted to be available to the research community in January 2010. Additional information regarding training/orientation sessions will be available in early December 2009.

What is ARIES?
ARIES is a new secure, web-based lab animal protocol submission application. ARIES will allow the creation, submission, electronic routing and approval of Animal Research Protocols to the Institutional Animal Care and Use Committee (IACUC), including the ability to submit Continuing Reviews, Amendments, Exemption Requests, and Satellite Housing Applications associated with IACUC protocols created within the ARIES system. In addition, ARIES will include electronic notifications to internal review entities and the ability for the IACUC members to review protocols.

Who Should Use ARIES?
ARIES can be used by members of the research community involved in IACUC protocol creation, submission, routing, review and/or approval. The following internal review entities with appropriate access may also use this application to view a protocol:
- IACUC Committee Members
- Veterinary Review
- Office of Environmental Health and Radiation Safety
- Office of Research Services
- HUP Department of Healthcare Epidemiology and Infection Control
- ULAR Diagnostic Services
- Compliance Group within Regulatory Affairs

Benefits of ARIES
Anticipated benefits of ARIES include:
- Streamlined submission process, eliminating the need for researchers to copy and deliver multiple copies of a protocol to other University review units, and eliminating duplicative data entry
- Official inclusion of delegated research personnel into the submission and review process, effectively reducing the amount of direct effort of the Principal Investigators
- Ability for Principal Investigators to reuse data and reduce manual efforts associated with the submission of protocols
- Improved process efficiency and accuracy through electronic routing for approvals and reviews and automatic generation of alerts/notifications based on status changes
- Easy access to review step-wise progress and status of the protocol review
- Secure access to information, including historical data
- Enhancing regulatory compliance through integration of organizations that support animal research, including ULAR (Veterinarians, Diagnostic Services, and Training), EHRS, and HUP Infection Control
- Ability for IACUC Members to electronically review IACUC protocols and amendments

Continued on the next page
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 31, 2010.

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

1. On December 16, 2009 what time will IDS be closing?

2. Name 3 future releases of PennWorks.

3. Name one enhanced feature of the Penn Marketplace.

4. What is the date that TSA began collecting full names of all passengers for their domestic flights?

5. What is the date all payroll overpayments must be paid in full?

Last Quarter’s Winner – Congratulations!

Jennifer Chapman, M.P.H.
Research Project Manager/
Study Coordinator
School of Medicine
Center for Clinical Epidemiology &
Biostatistics
Division of Infectious Diseases

Access
ARIES will be available to all research staff at Penn with a valid PennKey and Password. When the application is available, you will only need to authenticate with your PennKey and PennKey password before accessing the system with a Penn-supported web browser. If you do not have a PennKey, or if you have a PennKey but forgot your password, go to the PennKey web site for more information at:
http://www.upenn.edu/computing/pennkey/
If you have any trouble with the PennKey process, contact your Local Support Provider. For a contact list, go to:
http://www.upenn.edu/computing/view/support/

Optional orientation sessions
Optional orientation sessions will be available to ARIES users. These one-hour sessions will provide an overview of the application, including navigation and other features. More information regarding these sessions will be provided in early December.

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

--Marion Campbell,
Todd Swavely,
and Troy Hallman
National Institutes of Health Reform Act of 2006 (P.L. 109-482), signed into law on January 15, 2007, and further amended by the Food and Drug Administration Amendments Act of 2007 (P.L. 110-85), established new reporting and information disclosure requirements for institutions receiving NIH awards for the training of graduate students for doctoral degrees. Section 403C of the Public Health Service Act now requires these institutions to annually report to the NIH the following information for graduate students that have been supported by NIH training awards:

- The percentage of such students admitted for study who successfully attain a doctoral degree, and
- The average time (not including any leaves of absence) for such students between the beginning of graduate study and the receipt of a doctoral degree.

Institutions must also provide this same information to all applicants to doctoral programs supported by NIH training awards.

NIH is implementing these mandates through new Graduate Student Reporting and Assurance requirements in the DHHS Public Health Service Grant Application (PHS 398) and the DHHS Public Health Service Noncompeting Continuation Progress Report (PHS 2590) (see Guide Notice at http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-139.html)

**Institutions Affected by these Requirements**

Institutions affected by these Reporting and Assurance requirements are doctoral degree granting institutions that receive any of the following institutional training grant awards or cooperative agreements from the NIH for the doctoral training of graduate students:

- D43,
- TU2,
- T15,
- T32,
- T37,
- T90,
- U2R,
- U90, and
- U54/TL1

Institutions are not affected by this requirement if they:

- Receive only individual NIH fellowship awards.
- Provide training only to undergraduate or master’s level students supported through one of the activity codes listed above.
- Provide only short-term training to doctoral-level health professional students through one of the activity codes listed above.
- Receive an award for one or more of the activity codes for doctoral training of graduate students, but do not confer doctoral degrees themselves (e.g., teaching hospitals).
- Receive an institutional training grant award for doctoral training of graduate students from a Public Health Service Agency other than the NIH.

**Implementation**

Beginning October 1, grantees with NIH institutional training grant awards with the activity codes specified above must provide information on completion rates and time to degree in the new Program Statistics section of Table 12A (Predoctoral Trainees Supported by this Training Grant) when submitting a renewal application (PHS 398) or noncompeting continuation progress report (PHS 2590). A new version of Table 12A that includes fields for these Program Statistics is available now and has been posted with the PHS 2590, however, completion of these fields is only required as of October, 1, 2009.
As you may know, the unclaimed property review procedures were enhanced to require Schools and Centers to review current uncashed stale-dated checks and make a reasonable effort to reunite any uncashed checks with its owner. Additionally, the new procedures included a spreadsheet document and a process to facilitate the review of the stale-dated checks. The spreadsheet documentation is completed by Schools and Centers and then forwarded monthly to the Comptroller’s Office.

In an effort to ensure the accuracy of the final financial reports issued on sponsored project funds, ORS has implemented a procedure that requires a confirmation that due diligence has been performed on stale dated checks prior to the closeout and disabling of a sponsored project fund. The School/Center will be required to provide ORS with a copy of the spreadsheet documentation in accordance with the Comptroller’s Office procedure. In addition, a final confirmation that no invalid uncashed checks remain outstanding for the fund will be required prior to closing and disabling a sponsored project fund.

To facilitate the sponsored project fund close out process, a copy of the Comptroller’s Office uncashed stale-dated spreadsheet document should also be forwarded monthly to the ORS responsible accountant and assistant director. The ORS accountant will maintain a copy of the spreadsheets. During the closeout process, the responsible ORS accountant will run the 252.SCH: Uncashed Check - Fund Extract report to identify any uncashed stale-dated checks on that fund and review the spreadsheet documents submitted to ORS by the School/Center to determine the status of the uncashed checks. Following review of the spreadsheet documents, if there are any stale-dated checks that are not included on the spreadsheet, the ORS accountant will send an email to the administrator to request confirmation that one due diligence effort has been performed on the checks. The email will also request confirmation that the remaining uncashed checks are not duplicate or erroneous. Upon receipt of the confirmation, the FSR will be file and or the fund will be disabled. Schools and Centers will not be required to perform due diligence on checks that are issued to remit unexpended balances on sponsored project funds as the ORS accountant will be responsible for the due diligence effort.

NOTE: The sponsored project fund may be reported and disabled even though there are uncashed checks remaining on the 252.SCH report for the grant as long as the checks represent valid payment for goods or services received by the University. If any uncashed checks represent duplicate or erroneous payments, they should be stopped without being reissued prior to closing out the grant. Under no circumstances should a valid payment be stopped without being reissued.

The 252.SCH: Uncashed Check - Fund Extract report is now available in the GL reporting secured responsibility. It can assist Senior Business Administrators and Grants Managers in their review for invalid uncashed checks for a single or multiple funds and can be run at any time during the life of the project.

Note that the 252.SCH: Uncashed Check - Fund Extract report is available to assist grant managers in monitoring uncashed checks on grant funds and is not intended to replace the normal uncashed check review required by the Comptroller’s Office.

Visit the Comptroller’s Office Unclaimed Property website below for detailed procedures on the review of stale-dated uncashed checks.
http://www.finance.upenn.edu/comptroller/accounting/uncelprop/

If you have questions about the ORS procedure, please contact your ORS Post Award Director.
Effective Monday, November 9, 2009 the Penn Marketplace upgrade introduced two enhanced features.

**Increased Consistency with Supplier Searches**

All Supplier Searches will now allow for a “contains” name search. For example, if a supplier search is performed on “Grainger,” “WW Grainger, Inc.” will be returned in the results. This is an improvement over the “starts with” search on the first word of the supplier name that was in place previously.

- **Search for Supplier/Select Supplier – Found in Browse by Supplier, Advanced Product and Quick Search**
  - Supplier Results will be ordered by “Best Match” then “Preference” with the ability to re-sort by A-Z or Z-A.
  - Supplier Status will now default to Active in the search for supplier window.
  - The “Supplier Name” field has been updated to include auto-complete/type-ahead functionality. The auto-complete dropdown list will update as the user enters text into the Supplier Name field.
  - The dropdown will be ordered by “Best Match” and display supplier preference icons.

- **Search for Supplier – Found in Non-Catalog Item and Forms:**
  - The “Search for Supplier” field has been updated to “Enter Supplier” to allow for the addition of AutoComplete/Type-Ahead functionality.
  - Ordered results by “Best Match.”
  - Defaulted to preferred fulfillment center.

- **Search by Supplier Class**
  - Added a Supplier Class filter to the existing filter functionality on the left-hand side of search results (i.e. supplier, category, CCA, etc.)
  - By clicking on the class the results will be filtered to include products from that supplier class.

**Product Images Displayed from URL (Provided by Supplier)**

Product images, which display in Product Search results, Favorites, and Product Details, are now available when a supplier includes an active URL or web address for the image of the displayed item. Images will continue to be viewable when a supplier provides hosted catalog images with their content import.

If you have additional questions, please contact BEN Helps at 6-HELP (746-4357).
IMPORTANT REMINDERS:

THE TRAVEL PORTAL IS HERE

The Travel Portal is here. The Travel Portal is the "go to" location for information on Penn's preferred travel suppliers. Click below for the Travel Portal and bookmark this page.
http://www.penntravel.org/

TWO NEW ONLINE BOOKING PRODUCTS

For those travelers who want to make their own reservations, have access to all Penn's preferred pricing and avoid the higher service fees of an agent assisted reservation can now log into Axiom or GetThere, create a profile and make their travel plans. Click below for the Travel Portal and select "How to Make Airline Reservations."
http://www.penntravel.org/

Currently, the airline billing account is not an available payment option on the online booking products.

AMERICAN EXPRESS NO LONGER SENDING OUT MONTHLY PAPER STATEMENTS

Effective August 4, 2009, American Express Corporate Card no longer mails monthly statements to Amex corporate card holders. Instead, monthly statements for these accounts will be provided exclusively online through Manage Your Card Account (MYCA), the secure account website from American Express.

For additional information on how Corporate Cardholders sign up for on-line statements and email notifications, click below.
http://travel.upenn.edu/2009/05/amex-corporate-card-paperless-statements/

Or call Amex Manage My Card Account (MYCA) at 1-800-297-1234 and they will walk you through the process.

Please be sure to share this information with your Amex cardholders. Failure to register your card could result in AmEx not being able to notify you when your statements are ready. Failure to pay your bills could result in late fees or card cancellation.

NEW NAME REQUIREMENTS FOR AIR TRAVEL

TSA ANNOUNCES FULL NAME AND DATE OF BIRTH REQUIREMENTS

TSA’s new program entitled Secure Flight requires that domestic aircraft operators and travel agencies request and collect full name as of May 15, 2009, and date of birth and gender as of August 15, 2009 for their domestic flights. For international flights, full name, date of birth, and gender must be requested and collected as of October 31, 2009. TSA has built some flexibility into the processes regarding passenger name accuracy. For the near future, small differences between the passenger’s ID and the passenger’s reservation information, such as the use of a middle initial instead of a full middle name or no middle name/initial at all, should not cause a problem for the passenger. Over time, passengers should strive to obtain consistency between the name on their ID and their travel information.

For additional information about the program, click here:
http://www.tsa.gov/what_we_do/layers/secureflight/travelers.shtm

When making reservations with any of Penn’s preferred travel agencies, make sure you provide them with the name of the traveler as it appears on their government issued ID i.e. driver's license, passport, etc. and the birth date of the Traveler.
Penn Directory Changes: Print Is Out, Online Is In

To further the University’s environmental sustainability goals, ISC and its University partners have been working for several years to bring all directory information online and eliminate the printed telephone directory. The final stage of the effort—the development of online organizational listings (“blue pages”) to complement the personal (“white pages”) listings—is nearing completion. Early in the New Year, an enhanced online directory including the new organizational listings as well as usability improvements to the existing personal listings will be rolled out. The transition to an online-only directory not only supports Penn’s overall sustainability and “green IT” efforts, but will result in significant annual savings in printing costs. Additionally, organizational listings can be kept current as changes occur rather than being updated once a year.

About The Online Organizational Listings

All the organizational information formerly published in the printed blue pages will be available in the online version. Listings will be displayed in a format that approximates the printed book, and can include email addresses in addition to phone/fax numbers, addresses, and URLs. To illustrate, a partially updated section of ISC’s new online listing is shown below. A robust search capability will make it easy to locate a specific organization. Access will be restricted to faculty, staff, and students.

Changed Responsibilities

With the elimination of the printed directory, responsibility for directory information, formerly shared with Business Services, has been consolidated in ISC’s office of Data Administration. Data Administration will now oversee all directory activities, including recruitment and communication with directory liaisons, the University-wide network of staff who have been responsible for updates to their organization’s information in the printed directory.

With the switch from paper to online, directory liaisons’ responsibilities have changed as well. Rather than editing printouts of organizational listings once a year, they now have access to easy-to-use online editing tools and can make changes in a timely manner year round.

Preparations for Rollout

In November, ISC began contacting departments and offices to confirm their current directory liaisons or appoint new ones. Once authorized, liaisons can start using the new editing tools to make additions, deletions, and corrections to 2008-09 organizational information, which has been imported into the “staging environment” of the enhanced directory. The rollout to the broader University community is slated to take place early in the New Year.

Questions and Comments

Please address any comments or questions about the online directory enhancements or directory liaisons to penncommda@isc.upenn.edu. Should you become aware of any out-of-date information in the organizational listings after the rollout, please bring it to the attention of Data Administration at the same address. ISC staff can then contact the organization in question to resolve any updating issues that may have arisen as a result of the transition.

-- Robin Beck
Vice-President
Information Systems and Computing

The Bottom Line December 2009
Penn WebLogin: Important Login/Logout Changes When Using PennKey-Protected Web Resources

The University-wide transition to Penn WebLogin, a more secure and reliable technology for identifying (authenticating) users of PennKey-protected Web resources, is almost complete. If you use a resource that has converted to Penn WebLogin, such as Zimbra email, you have already logged in at the new WebLogin screen. But many of you will encounter Penn WebLogin for the first time this month, when widely used Web resources, such as the Penn View of the online Directory, U@Penn, and research applications, transition to Penn WebLogin.

While you may initially notice only the new login screen, Penn WebLogin actually brings several significant changes to the way you interact with protected Web resources. Your PennKey and password, however, will not change.

**New standard Penn WebLogin Page**

With Penn WebLogin, users are directed to a single, standard login page, shown below.

Until the conversion to WebLogin is completed, you will continue to see other, older login pages for PennKey-protected Web resources that have not transitioned to the new page and underlying technology.

**A New Way to Work: The 10-Hour Penn WebLogin Session and Single Sign-On**

Typically, you will encounter the Penn WebLogin page when you try to access a PennKey-protected application, service, or Web page. Upon logging in, not only will you gain access to the specific resource but you will also initiate a Penn WebLogin session that remains active for 10 hours, unless you terminate it earlier.

During a WebLogin session you will be able to access many protected Web resources without re-entering your PennKey and password for each one, a feature known as “single sign-on” or SSO. You’ll also find that to access certain resources, you’ll need to reenter your PennKey password for verification. Password verification, which provides an additional layer of security, may be required by applications and services that contain certain sensitive or private information. Inactivity “timeouts” may also be used to provide added security. Password verification and inactivity timeouts apply to specific resources and do not affect the duration of your WebLogin session. It will remain active for ten hours from the time you first logged in unless you terminate it earlier.

**Terminate Your WebLogin Session Safely**

When you finish working, it is imperative that you terminate your Penn WebLogin session either by logging out at the page shown below or by exiting or quitting your Web browser. Terminating your session ensures that no one else can access protected SSO resources(s) in your name. This is especially important if you are using a computer that others have access to, for example, in a University library or lab, or even at home.

Many protected Web resources that have converted to Penn WebLogin will provide a logout button or link to guide you directly or indirectly to the logout page. ISC recommends that you also bookmark the logout page in your web browser so you can easily get to it if you can’t locate a logout button or link. The logout page is at: https://weblogin.pennkey.upenn.edu/logout.

**Why the Change**

Penn WebLogin is another step forward in our continuing effort to effectively safeguard Penn’s information assets and individuals’ sensitive data. It combines stronger protection with ease of use, and provides a foundation for other technologies that are part of Penn’s strategic direction for authentication.

**For More Information**

For more information about Penn WebLogin, please see the Penn WebLogin site at http://www.upenn.edu/computing/weblogin/