Additional Pay, a new module in PennWorks, is scheduled for release on February 22, 2011. This next release will streamline the Additional Pay process by eliminating paper forms and will automate approval routing. Additional Pay users will be able to submit, track, and approve Additional Pay requests online. This function will replace the current paper-based Additional Pay forms and allow people who currently complete or sign these forms to process Additional Pay electronically. Once the online Additional Pay features are available, paper forms will no longer be accepted.

Key Features and Benefits
The anticipated key features and benefits of online Additional Pay include:

- Ability for a PennWorks user to enter an Additional Pay request
- Availability of both individual and group Additional Pay requests
- Ability to copy an existing Additional Pay request
- Ability to request Additional Pays for a future pay date
- Ability to attach supporting documentation to the request
- Automatic routing to the next level approver with e-mail notification
- Ability to view request status throughout the approval process
- Improved reporting capability through expanded Data Warehouse collection
- Ability for School/Center access administrators to manage their approver lists

Continued on the next page
**PennWorks: Additional Pay Functionality Coming in February 2011**

*Continued from the previous page*

**Access and Training**

People who need the following access to the new Additional Pay module will be required to complete web-based, self-guided training:

- Submitters
- Paying ORG approvers
- Home ORG approvers
- Proxy for paying or home ORG approvers
- Additional Pay access administrators

Note: Approvers and submitters who will need access to online Additional Pay have been identified by the access administrator in their respective School/Center.

Training is targeted to begin three to four weeks prior to the release of the new module. More information on training, including instructions and timing, will be provided to School/Center BAs as well as to all affected users as we progress toward the training window.

**Questions**

If you have any questions, comments, or suggestions, please send an e-mail to pennworks@lists.upenn.edu. For more information on PennWorks, please visit the PennWorks project page at:

http://www.upenn.edu/computing/isc/apps/pennworks/

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Vincent Price, Provost
Jack Heuer, Vice President for Human Resources
Stephen Golding, Vice President of Finance and Treasurer
Robin Beck, Vice President of Information Systems and Computing

---

**BEN Knows**

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

- 163. Open Encumbrances Report- How to Relieve Encumbrances
  - [http://www.finance.upenn.edu/benknows/browse_topics/encumb_def.shtml#relieving](http://www.finance.upenn.edu/benknows/browse_topics/encumb_def.shtml#relieving)

- Determine which G&C Category to Use for Creating a Journal

- Printing/ Reprinting Reports from BEN
  - [http://www.finance.upenn.edu/benknows/browse_topics/reporting_printing_def.shtml#reprinting](http://www.finance.upenn.edu/benknows/browse_topics/reporting_printing_def.shtml#reprinting)

- Reversing a Journal Entry
  - [http://www.finance.upenn.edu/benknows/browse_topics/journals_def.shtml#reversingjournal](http://www.finance.upenn.edu/benknows/browse_topics/journals_def.shtml#reversingjournal)

- Modifying an Account Charged on a Rejected Purchase Order
  - [http://www.finance.upenn.edu/benknows/browse_topics/po_rejected.shtml](http://www.finance.upenn.edu/benknows/browse_topics/po_rejected.shtml)

- Exporting Data Into Excel
## 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>29-Nov-05-Dec</td>
<td>10-Dec</td>
<td>29-Nov</td>
<td>03-Dec</td>
<td>06-Dec</td>
<td>06-Dec</td>
</tr>
<tr>
<td>06-Dec-12-Dec</td>
<td>17-Dec</td>
<td>01-Dec</td>
<td>07-Dec</td>
<td>08-Dec</td>
<td>08-Dec</td>
</tr>
<tr>
<td>13-Dec-19-Dec</td>
<td>20-Dec</td>
<td>06-Dec</td>
<td>10-Dec</td>
<td>13-Dec</td>
<td>13-Dec</td>
</tr>
<tr>
<td>20-Dec-26-Dec</td>
<td>21-Dec</td>
<td>09-Dec</td>
<td>15-Dec</td>
<td>16-Dec</td>
<td>16-Dec</td>
</tr>
</tbody>
</table>

***January 7th, 2011 payroll*** – Please note that this payroll (for period ending 01/02/11) will run on Tuesday, 01/04/11

## 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>21-Dec</td>
<td>06-Dec</td>
<td>08-Dec</td>
<td>09-Dec</td>
<td>10-Dec</td>
</tr>
</tbody>
</table>

http://www.finance.upenn.edu/comptroller/accounting/closingsch/payroll/
Hand Drawn Checks (HDC)

The last payroll for 2010 will be run on 12/16/10. As we all prepare to leave for winter break we will strive to process all HDCs 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 12/17/10 (for distribution by 2:00 p.m. on 12/23/10). 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.

Overpayments

All overpayments must be communicated to the payroll office by 12/21/10. 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 01/07/11 – 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.

Overpayments recovered in the following year (after 01/07/11 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 12/22/10. 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.

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 7, 2011.

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, you must provide Human Resources with this updated information. If you haven’t already done so, please bring a copy of your Social Security card to Human Resources at 3401 Walnut St, 5th Floor, by 12/17/10 between the hours of 9:00 a.m. and 4:00 p.m.

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

The Bottom Line December 2010
Payroll Tax Changes for 2011

Please be advised that we have been notified that the following tax rates and limits will remain the same for calendar year 2011. 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:

- Tues. 12/28/10 9:00 a.m. – 1:00 p.m.
- Wed. 12/29/10 9:00 a.m. – 1:00 p.m.
- Thurs. 12/30/10 9:00 a.m. – 1:00 p.m.

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

Individual Disbursement Services (IDS) 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. 10, 2010</td>
<td>C-forms</td>
</tr>
<tr>
<td>Dec. 10, 2010</td>
<td>Travel Reimbursements</td>
</tr>
<tr>
<td>Dec. 20, 2010</td>
<td>Will Calls</td>
</tr>
</tbody>
</table>

If you have any questions or concerns, please contact IDS @
IDS (Travel Inquiries) 215-898-3307
IDS (Non-Travel Inquiries) 215-573-3039

Cashier’s Office Winter Break Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>12/24/10</td>
<td>Closed</td>
</tr>
<tr>
<td>Monday</td>
<td>12/27/10</td>
<td>Closed</td>
</tr>
<tr>
<td>Tuesday</td>
<td>12/28/10</td>
<td>Open 9:00 a.m. – 12:00 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>12/29/10</td>
<td>Closed</td>
</tr>
<tr>
<td>Thursday</td>
<td>12/30/10</td>
<td>Open 9:00 a.m. – 12:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>12/31/10</td>
<td>Closed</td>
</tr>
</tbody>
</table>

The Bottom Line   December 2010
Accounts Payable

YEAR-END CUT-OFF DATES

Friday, December 10, 2010 5:00 p.m. to be processed before December 31, 2010:
• C-form & Purchase Order invoices
• Request Final Closing of PO’s
• Requests to correct and reverse receipts

HOLIDAY OFFICE HOURS

Dec. 24, 27 & 31, 2010 Closed

Dec. 28, 29 & 30, 2010 Open 8:00 a.m. - 12 p.m.

UPDATES

New Check Cancel/Stop Payment Request Form - Please start using the new form immediately. It is available on the Accounts Payable website under Documents/Forms.
http://www.finance.upenn.edu/comptroller/forms/#

Accounts Payable

Remit to Addresses on C-Forms - Use remit to address on the invoice. Failure to do so will result in C-Form being returned.

Check out the AP website for Accounts Payable information and future updates:
http://www.finance.upenn.edu/comptroller/accts_payable/

TIPS

Utility Payments - Invoice number should consist of the account number followed by the 4 digit date MMYY. (Example: Account 5679 July 2010 Bill should be 56790710) Please ensure that everyone is following this format for all utility payments.

PO Invoices - All PO Invoices should be mailed directly to Accounts Payable.

Ship-to-Location - When placing an order, be sure to give the address where the items should be shipped. Accounts Payable will not accept any packages and the packages will be returned.

BEN Deposit Users:

Over the past year, the Comptroller’s Office has been reviewing the posted activity in object codes 55XX (Expense Credits), and has discovered many questionable and/or erroneous transactions. As a reminder, object codes 55XX should be used only for booking internal revenue. Internal revenue is defined as money earned by one University Department for selling a good or service to another University Department.

Additionally, object code 5505 (Service Center Cost Recovery) should only be used to record the cost of services provided by complex or specialized facilities, or departmental re-charge centers. Activities recorded to object code 5505 should all be accounted for in the 000011 Fund only. The credit side of the entry is to object code 5505, the expense side of the entry must be an internal object code.

During the review process, the Comptroller’s Office discovered that checks are being deposited to object codes 5500 and 5505. Object codes 5500 and 5505 should be used only to book internal revenue through a journal entry; therefore, there is never a reason to deposit a check to either.

Checks from a source outside of the University for services provided are considered external revenue. Furthermore, planned revenue collections should be booked as a receivable; while unplanned collections should be booked as miscellaneous revenue. However, unique situations may require a more detailed review.

In order to eliminate future erroneous postings of external revenue, cash deposits to object codes 5500 and 5505 were prohibited as of 10/25/2010.

If you have any questions regarding this communication, please contact Melinda Goldstein in the Comptroller’s Office at 8-2364.
As we approach year-end, please be advised of the following closing guidelines for gifts.

**December 31 Gift Date end of year processing:**

- **January 10:**
  - Last date to deliver to Gifts Accounting & Administration December 2010 - FY11 gifts (need December 31 postmark)
  - IRS rules require that year-end gifts be postmarked on or before December 31, 2010
  - Last date to submit adjustments for year-end processing
- **January 11, 12, 13:** Gifts Office will close for year-end processing
  - Should you receive a $100,000 + check in January, we will of course deposit and process during this time period
- **January 14:** Gifts Office will reopen for deliveries
- **January 18:** Begin preliminary reporting

Gifts will be processed with a December 31 gift date, so long as they are postmarked on or before December 31, 2010. 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 10, 2011.

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.

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 24, Friday</td>
<td>Closed</td>
</tr>
<tr>
<td>December 27, Monday</td>
<td>9:00 – 3:00</td>
</tr>
<tr>
<td>December 28, Tuesday</td>
<td>9:00 – 3:00</td>
</tr>
<tr>
<td>December 29, Wednesday</td>
<td>9:00 – 3:00</td>
</tr>
<tr>
<td>December 30, Thursday</td>
<td>9:00 – 3:00</td>
</tr>
<tr>
<td>December 31, Friday</td>
<td>9:00 - 1:00</td>
</tr>
</tbody>
</table>
The PennERA (Electronic Research Administration) application will be upgraded in early December in order to bring improvements and enhanced functionality to our users. The specific modules that will be affected include Proposal Development, Proposal/Award Tracking, Human Subjects Management and Laboratory Animals Management. There are no changes planned to the HS-ERA or Aries protocol development modules as part of this upgrade.

New Portal View

Users will notice changes immediately after login with a new portal view. The new portal will allow immediate access to PennERA action items, such as proposal approval messages, without having to navigate elsewhere. The Browse/Search functionality has been improved to allow for search by names without having to choose from alpha pick-lists. More information is also available on the results screens, including Type of Proposal, Proposal Status and Status Date. The Results column headings can all be sorted in ascending or descending order and the number of results per page can be configured by each user.

Proposal Development Enhancements

The PennERA Team has been working with InfoEd to implement improvements to Proposal Development that were requested through user feedback. These include:

- Improved upload functionality – Substantial increase to the reliability of file upload and conversion functions were achieved by implementing a new component that provides performance improvements when uploading MS-Word and Excel files.
- Enhanced proposal creation – Easier searching for Funding Opportunity Announcements that now indicate if the submission is S2S.
- Unnecessary information and questions have been hidden or default values have been provided, particularly on the Setup Questions screen.
- New Internal Documents screen – Accessible anytime after initial proposal setup, enabling access to eForms (Transmittal and PI Certification) and upload internal documents prior to completing all proposal screens/tabs.
- Fewer manual F&A adjustments – A new budget category, that is automatically excluded from F&A calculations, has been added for tuition costs on research projects.
- Support for Grants.gov Adobe B1 Forms/Schema – Currently Grants.gov submissions utilize Adobe B Forms/Schema, but NIH will begin a transition to using the new B1 versions in January 2011 with most submissions requiring the new formset by May of 2011. This upgrade will provide support for designating and utilizing the proper forms/schema through the transition period.
- Additional NIH proposal mechanisms for System-to-System (S2S) submission – Capabilities to submit all NIH proposal mechanisms that must be submitted through Grants.gov have been added. Penn’s S2S transition plan for additional mechanisms will be announced in the near future. All Career Development Award proposals (K-mechanisms) are now required to be prepared in PD as S2S submissions.
- Support for S2S submissions for virtually all federal research sponsors using Grant.gov – Transition plans will be announced in the near future to support preparing and submitting via S2S for all Grants.gov electronic submission opportunities.

Continued on the next page


**PennERA Upgrade**

Continued from the previous page

- Support for additional Proposal Types – While currently only “New” and “Competing” Proposal Types are being submitted through Proposal Development, the system will support others, such as Non-competing and Supplemental Proposal Types. As users adapt to other new PD features, documentation and instructions for preparing these other application types will be made available to PD users, as well as future plans to require these submissions through PD.

Proposal Development users have been contacted directly with information about the upgrade.

The current list of proposal mechanisms for which PD System-to-System submission is required can be found at:

http://www.upenn.edu/researchservices/CurrentS25list%20(2).pdf

**Proposal Development Training**

There are no additional mandatory training requirements associated with this upgrade. Upgrade Demonstration and Orientation Sessions are being scheduled and will be communicated to current Proposals Users.

The PennERA team is currently scheduling monthly training sessions for administrators; please check the Knowledge Link web site for upcoming training dates and registration information at:

http://knowledgelink.upenn.edu

All currently scheduled sessions will utilize the new PennERA software.

Help and reference materials are available for Proposals users and can be accessed on the ORS website at:

http://www.upenn.edu/researchservices/PennERA.html

**More Information about PennERA**

For questions regarding this PennERA upgrade please contact:

PennERAhelp@lists.upenn.edu

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**Quarterly Quiz**

**Instructions:** The following four 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 February 1, 2011

The Winner will receive a one year Faculty Club Membership

1. Name three key benefits of on-line Additional Pay.
2. What is the 2010 cutoff date for C-forms and Travel Reimbursements?
3. Which office is open from 8:00 a.m. – 12:00 p.m. on December 28, 29 & 30th?
4. What is the last date for donations to be received in Gifts postmarked 12/31/10?
5. What is the last day to update your address for the 2010 W-2’s?

**Last Quarter’s Winner:**

Robin Armstrong

Lab Manager, Dept. of Neurosurgery

Congratulations!

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**Did You Know…**

…the URL to access the BEN Pays Web Inbox has changed. To access the application please use the following URL:

https://beningprd02.isc-seo.upenn.edu:4443/markview/mvt_mv_home.home

If you currently have the Web Inbox bookmarked please replace it with the new URL above.

…When placing an order, be sure to give the address where the items should be shipped, i.e. the Deliver-to-Location. Accounts Payable will not accept any packages and the packages will be returned. Accounts Payable is the ‘Bill To’ address, not the ‘Deliver To’ address.

…In order to eliminate future erroneous postings of external revenue, cash deposits to object codes 5500 and 5505 were prohibited as of 10/25/2010.
The NSF Proposal & Award Policy (PPAP) Guide has been updated and the effective date is January 2011. The significant changes for the Grants Proposal Guide (GPG) include clarifications for cover sheet data, supplementary documentation, voluntary cost sharing policy, and the requirement of a proposer to have a Data Universal Numbers Registration System (DUNS) number and a current Central Contractor Registration (CCR) in the CCR database. The significant updates to the Award Administration Guide (AAG) include clarifications on prior approval requirements and mandatory and voluntary cost sharing policy changes. The revised PAPP Guide and the link to the significant changes are as follows:

**Summary of Changes to GPG:**

**Summary of Changes to AAG:**

**Available Formats:**
- Document Number: gpg11001

**Public Comment:** Effective for proposals submitted on or after January 18, 2011. Proposals due before January 18, 2011 should follow the guidelines in NSF 10_1

Feel free to contact ORS if you have any questions regarding the changes.

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The NIH Grants Policy Statement (GPS) was revised 10/1/2010 to incorporate public policy changes, add & clarify of existing policies, new business process changes, add new chapters, revise existing chapters, and update terminology. The revised GPS also incorporates electronic application submission and acceptance of electronic communication between NIH and the grantee. Following are the links to the announcement revised GPS, and summary of the significant changes:


*The Bottom Line *  December 2010
HELP US FILL UP BEN’S ATTIC!
PENN LAUNCHES A NEW WEB-BASED SURPLUS PROPERTY EXCHANGE SITE

Wondering what to do with those old office chairs? Have promotional items left over from an event, or laboratory supplies that are just gathering dust? List them in Ben’s Attic — a new online website developed by Purchasing Services that allows Penn faculty and staff to exchange and purchase surplus University owned property.

All faculty and staff are able to browse the site to see if there are any items they may need. However, to post items or make purchases, you must be a TAC (Transaction Authorization) holder (or a TAC holder’s designee). Items are listed by category and can be sold or given away at no cost. You can also request an email notification of items by category as they become available.

All policies defining disposition of University property are defined on the site and must be adhered to when listing an item for purchase or bid. All items are centrally reviewed by the Ben’s Attic system administrator and then approved for posting on the site.

As Ben’s Attic is just being launched, there is a great need for items to be listed on the site. It’s the perfect opportunity to get rid of unwanted stuff in an easy and sustainable manner!

Ben’s Attic is strictly for repurposing of University owned property and can be accessed from the Purchasing Services website www.upenn.edu/purchasing or you may bookmark https://upenn.unl.edu/.

If you have any questions regarding the usage of Ben’s Attic or to set up an account please email benattic@exchange.upenn.edu.

If you have personal items that you wish to repurpose you may access the West Philly Freecycle™ site at freecycle.org for your personal transactions. The Freecycle™ Network is made up of groups with members across the globe. It’s a grassroots and entirely nonprofit movement of people who are giving (and getting) stuff for free in their own towns and thus keeping good stuff out of landfills.

The Inn at Penn will close on Sunday, December 19, 2010 at 3:00 p.m. and reopen on Sunday, January 2, 2011 at 3:00 p.m. For hotel accommodations during this time, the Sheraton Philadelphia University City Hotel will be open and happy to serve you. Contact the Sheraton at 215-387-8000 or visit www.philadelphiasheraton.com.

The Bottom Line  December 2010
NEW BEN COMMODITY SUPPLIER SEARCH

Can't find a preferred source of supply? Purchasing Services introduces a new search for a BEN approved supplier by using commodity or product description search terms.

To search for a supplier in the BEN approved supplier database that can meet your needs log into https://medley.isc-seo.upenn.edu/fastPdfServiceProd3/jsp/fast.do?fastStart=benFinancialsLookup

Your search will return results which include:
- Commodity
- Item Description
- Supplier Name
- Supplier Number
- Number of Orders
- Supplier Type: Contract or Non-Contract

To place orders with an approved BEN supplier please go to BEN Buys to process your order.

If you have any questions regarding the web supplier search please email us at purchsup@exchange.upenn.edu.

PURCHASING TIP

Need to change your default deliver to location?

From Requisitions Home Page
- Click on User Preferences (right hand corner)
- You arrive at the Change Password screen
- From here click on My Profile (left hand corner)
- In the Deliver-to Location field type a portion of the address and search using the flashlight icon for a list of values

- When finished updating default click on [Apply Changes]
- A confirmation message appears indicating you will need to logout and login to see your defaults activated
- To Add a new Deliver-to Location please complete the following on-line form for your request: http://www.purchasing.upenn.edu/forms/ship-to_loc.php

PURCHASING CARD CLOSING SCHEDULE

<table>
<thead>
<tr>
<th>JOURNALS IMPORTED</th>
<th>POSTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 12/17/10</td>
<td>Friday 12/24/10 (DEC-10)</td>
</tr>
<tr>
<td>Friday 12/24/10</td>
<td>Friday 1/7/11 (JAN-11)</td>
</tr>
<tr>
<td>Friday 12/31/10</td>
<td>Friday 1/7/11 (JAN-11)</td>
</tr>
</tbody>
</table>

Please make sure you complete all transactions that need to post into DEC-10 by Friday, December 24th.

If you have any questions, please feel free to email pcardsup@exchange.upenn.edu

The Bottom Line  December 2010
Three New Resources Support Penn’s Global Engagement

Two years ago, the International Support Coordinating Group was charged by the Executive Vice President and the Provost with evaluating and implementing the best ways to advance the global activities of Penn’s faculty, staff, and students. The group’s work has resulted in three important new resources, developed by various offices across the University.

Global Activities Registry

Working in partnership, the Offices of International Programs and Information Systems and Computing developed the Global Activities Registry (The Bottom Line, March 2010), an easy-to-use web service for collecting information about Penn’s international initiatives, with the goal of making emergency notification, pre-travel planning, and scholarly collaboration easier to manage. The Registry offers a PennKey-protected tool for faculty, staff, and students to register their international programs and activities, as well as individual itineraries and emergency contact information. An interactive map indicates where “registered” Penn groups have traveled in the past six months or intend to travel in the next six months.

Playbook for Global Engagement

A collaborative effort of support centers across the University, the Playbook provides faculty, staff, and students with a road map of important considerations, preparations, and resources for international travel. It includes direct links to critical resources – both internal and external – and covers such topics as:

- **Global safety**, including International SOS, vaccines, and region-specific orientations;
- **Global considerations for individuals**, including travel discounts through preferred partners, visas, and international calling and computing;
- **Global issues for larger initiatives**, including compliance and export controls; labor, tax, and privacy laws; risk management; banking; and the use of the Penn name.

Global Resources Tab

The U@Penn portal now has a new tab accessible to all at the University. The new Global Resources tab offers easy, centralized access to information about Penn’s global presence and resource offices, and serves as a home for the Registry and Playbook. All three new resources are PennKey-protected.

Members of the Penn community are encouraged to review and use these important resources. If you work with faculty or students who are planning international travel for academic or research purposes, please refer them to the Global Resources tab and Playbook, and remind them to enter their travel details in the Registry. These services will help all of us – faculty, staff, and students – advance the University’s vital ongoing commitment to global engagement.