INDIVIDUAL SERVICE PROVIDERS: CLASSIFICATION AND PAYMENT TRAINING

As an employer, the University of Pennsylvania must follow federal laws and regulations governing how employees and individual service providers are classified, paid, and taxed. Penn’s policies were recently reviewed and updated to ensure the University’s compliance with these requirements. A pilot of the updated policies and procedures was also conducted with the Perelman School of Medicine, School of Arts and Sciences, School of Design, and Wharton.

Based on feedback from the pilot and from other stakeholders across campus, the updated policies, procedures, and processes have been finalized and are now available to the University community. The updated and new policies are online in the Financial Policy Manual and include:

- **Policy 2319 - Payment to Individuals for Human Subject Fees, Honoraria, Limited Engagement and Independent Contractor Services**
- **Policy 2319.1 - Payment of Human Subject Fees** (Reviewed but not changed. Updated as part of Greenhire implementation in August 2015)
- **Policy 2319.2 - Payment for Honoraria**
- **Policy 2319.3 - Limited Engagement**
- **Policy 2319.4 - Procurement, Payment and Reporting of Independent Contractors**

ROLLOUT SCHEDULE FOR CHANGES RELATED TO INDEPENDENT CONTRACTORS

As part of these policy updates, a new process for classifying individual service providers, including independent contractors, is being implemented. A staged rollout will allow schools and centers time to resolve issues and make any needed changes without disrupting work.

See Page 6 for the Rollout Timeline

FINANCIAL TRAINING DEPARTMENT HAS JOINED FINANCIAL SYSTEMS

The Financial Training and Financial Systems groups within the Division of Finance are excited to announce that FTD has joined Financial Systems. The primary purpose behind this new teaming is to create a shared vision, maximize the efficiency of resources, and leverage existing technologies and services to provide additional value to faculty and staff. We look forward to sharing more details with you in 2017.

REMEMBER: ADJUSTMENT TO PAYROLL CLOSING SCHEDULE FOR DECEMBER...

- For **weekly paid staff**, the fifth pay in December move from Wednesday to Friday
- For **monthly paid faculty and staff** the pay moves to **December 30th**

For full details on payroll dates, please see **Payroll Closing Schedules**. Any questions, please contact the Payroll Help desk at payroll@exchange.upenn.edu or call 215-898-6301.

In This Issue...

BEN Knows ........................................... Page 13
Cashier’s Office Winter Break Hours .... Page 7
Office of the Comptroller
  Accounts Payable Cutoff Dates, etc. . Page 5
  Gifts to Employees .............................. Page 3
  Payroll Cutoff Dates, etc. .......... Page 3, 4
  Payroll & Tax Winter Break Dates..... Page 4
  Tax Updates (W-2’s, etc.) .......... Page 2, 3
Did You Know ................................. Page 12
Gifts Accounting & Administration
  Winter Break & Gift Deadlines .... Page 7
Human Resources ......................... Page 6
Purchasing Services ...................... Page 8
Quarterly Quiz .............................. Page 12
Research Services ...................... Page 11
Paperless W-2s

Did you know that you can elect not to have your W-2 printed and mailed to you?

ADP, our W-2 provider, offers individuals the option to suppress the printing of their W-2 and allows you to securely view and print your W-2 from your personal computer. By going paperless, you avoid delays or errors in receiving your W-2 caused by mailing.

Simply log-in to ADP W-2 services through the Penn Portal using your PennKey and password and click on “Paperless Options” on the “Myself” tab and check the “Access my W-2s and 1099s online only” box, then follow the remaining instructions to go paperless. You will also need to enter/update your e-mail address under “My Profile” on the “Myself” tab to ensure you receive notification when your W-2 is available.

You have until December 31, 2016 to select this option for your 2016 W-2.

Additional services offered through ADP include:

- Ability to upload payroll tax information directly into tax software such as TurboTax
- Access to your W-2 much earlier than mailing
- Ability to access your information from anywhere via a secure location
- Online Help and FAQ
- Access to W-2 forms 24 hours per day, 7 days a week for both Active and Terminated individuals
- Employee Friendly Registration Process

As a reminder, W-2 forms for tax year 2012 and prior will remain on the U@Penn portal under “My Tax Info”:

http://www.upenn.edu/u@penn

Tax forms from 2013 and later are available on the ADP site.

For further information please go to:

W-2 Address

W-2 forms are mailed to the address on file within the PennWorks/Personnel/Payroll System. If you have moved or need to update your address, please visit the U@Penn website. Under ‘My Personal Data’, click ‘My Profile’ to change/update. Another suggestion is to follow the instructions for a paperless W-2.

Treaty Exemptions

Tax Treaty exemptions are granted on a calendar year basis for certain types of payments such as scholarship/fellowships and employment income. Please advise all monthly paid individuals who believe they are entitled to an exemption from Federal taxes to report to the Tax Office. These individuals must bring their Penn ID to confirm their eligibility and sign the appropriate Tax Treaty documents for the 2017 tax year. They should also bring their most current immigration document with them. Please note that we are unable to provide treaty benefits to weekly paid individuals.

In order to meet the deadline for the January 2017 payroll, students and employees must visit the Tax Office, 3451 Walnut St, Room 308, by Friday, January 20, 2017. If they do not meet the January deadline they may still apply for the exemption, however the treaty benefits will not take effect until February. Please note that Payroll will not refund the Federal Withholding Tax for individuals who missed the January 2017 deadline. The individual can claim the exemption when filing their 2017 tax return. Please call the Tax Office with any questions or concerns at 215-898-6291 or email doftaxoper@pobox.upenn.edu.
TAX CHANGES 2017

Social Security Wage Base
Limit is $127,200.00. A 7.3% increase. Tax limit will be $7,886.40.

Medicare Tax Rate
Medicare surcharge will remain at 2.35% on wages earned over $200,000

Foreign Earned Income Exclusion
For 2017, the maximum foreign earned income exclusion increases to $102,100.00.

Qualified Transportation Fringes
For 2017, bicycle = $240.00 annually.

New for 2017 - Bicycle = $240.00 annually.

Qualified Parking
Qualified Parking = $255.00; Transit = $255.00

New for 2017 - Bicycle = $240.00 annually.

Please see Bike Commuter Reimbursement Program under Penn Transit Services.

GIFTS TO EMPLOYEES

As we approach the holiday season, Tax and International Operations would like to remind you that giving gift cards to faculty, staff, or students is against University policy. Under IRS regulations, gift cards provided by employers to employees are deemed to be wages and are subject to employment taxes without regard to their value.

Please refer the Comptroller’s web site to review the policy associated with the distibutions of gifts to employees:
http://www.finance.upenn.edu/vpfinance/fpm/
Policy #2326 Gifts Based on University/Employee Relationship

If you have any additional questions, please contact Tax and International Operations at tax@exchange.upenn.edu.

NEW JERSEY GOVERNOR’S CONTINUATION OF RECIPROCAL TAX AGREEMENT BETWEEN NEW JERSEY AND PENNSYLVANIA

On November 22, 2016, New Jersey Governor Chris Christie announced that the reciprocal tax agreement between New Jersey and Pennsylvania, which had been slated to end at the end of 2016, would continue to remain in effect. This agreement allows for individuals in either of these two states to pay taxes in their state of residence, rather than the state in which they work.

As a result, if you live in New Jersey and work in Pennsylvania, you will continue to have New Jersey state tax withheld as you do today. If you live in Pennsylvania and work in New Jersey, you will continue to have Pennsylvania state tax withheld as you do today.

For specific advice on how this change may affect you, please consult your tax advisor.
If you have any questions, please contact Tax and International Operations at (215) 898-6291.

January 2017 Payroll

• The payroll for week ending 12/25/16 will run on Tuesday December 27th at 3 p.m. with an issue date of 12/30/16.
• All time must be entered into the payroll system by Tuesday, 12/27/16 by 3 p.m.
• Weekly payrolls from pay period ending 1/1/17 through 1/15/17 will run on Tuesday’s at 3 p.m. due to end of year processing and the MLK Holiday. We will resume payroll processing on Monday’s starting 1/23/17.

http://www.finance.upenn.edu/comptroller/accounting/closingsch/payroll/
Office of the Comptroller

Payroll 2016 Year End Dates

DIRECT DEPOSIT CHANGE
For security purposes, we are updating the direct deposit screen on the Penn portal. For any faculty or staff who is updating their current banking information either with new banking information or cancellation, they will be required to submit the full account number of the bank information they are changing in order to update the new information. No changes will be accepted unless the full account number is included. This is being updated as a further attempt at keeping personal information secure.

OVERPAYMENTS
• All overpayments must be communicated to the Payroll Office by 12/22/16 and must be paid in full by January 6, 2017.
• Checks for the full amount should be made payable to the Trustees of the University of Pennsylvania.
• Overpayments reported to the Payroll Office after the deadline of 12/22/16 will be considered “prior year” overpayments and will have further tax implications to the employee.

ADDRESS CHANGES
• Deadline is 1/06/17. We ask that employee’s change their own address by logging onto the U@Penn website at www.upenn.edu/u@penn and click on the My Profile link in the Personal Resources, Health and Welfare section in the left hand column.
• Alternatively, your employees may contact their Business Administrator and request that the BA make the appropriate address change in the payroll system.
• W-2 forms are sent to the permanent address listed in the Payroll system. If not available, the current address is used.

PAYROLL & TAX OFFICE HOURS
The Payroll and Tax Office will be staffed over the Winter Break to take phone calls and respond to e-mails only as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Mon. 12/26/16</th>
<th>Tues. 12/27/16</th>
<th>Wed. 12/28/16</th>
<th>Thurs. 12/29/16</th>
<th>Fri. 12/30/16</th>
<th>Mon. 01/02/17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Closed</td>
<td>Closed</td>
<td>8:00 a.m. – 12:00 p.m.</td>
<td>8:00 a.m. – 12:00 p.m.</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Please note: No window hours.

MONTHLY PAYROLL PROCESSING FOR JANUARY 2017
As discussed at the October 11th Business Advisory Board (BAB) meeting, starting in January 2017, processing times for Monthly payroll are changing. Currently, the schedule has Time Reporting and Database Changes on two separate days. We are updating the schedule so that now Time Reporting and Additional Pay Forms approved by final approver will be scheduled for 3 p.m. on the same day as Database Changes to existing records by 5 p.m. It is the currently the same day for the weekly payroll processing schedule. This new schedule will be posted on the Penn Portal during winter break.

<table>
<thead>
<tr>
<th>Current Process</th>
<th>Additional Pay Forms must be initiated by submitter by 5 PM</th>
<th>Time Reporting &amp; Additional Pay Forms approved by final approver by 4 PM</th>
<th>Database Changes to existing records by 5 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/1/16-12/31/16</td>
<td>12/19/2016</td>
<td>12/20/2016</td>
<td>12/21/2016</td>
</tr>
<tr>
<td>New Process</td>
<td>Additional Pay Forms must be initiated by submitter by 5 PM</td>
<td>Time Reporting &amp; Additional Pay Forms approved by final approver by 3 PM</td>
<td>Database Changes to existing records by 5 PM</td>
</tr>
<tr>
<td>1/1/17 - 1/31/17</td>
<td>1/19/2017</td>
<td>1/20/2017</td>
<td>1/20/2017</td>
</tr>
</tbody>
</table>

The Bottom Line December 2016
The following are the year-end processing cut-off dates for the AP Office. In order to ensure 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:

Wednesday, December 7, 2016 at 5:00 p.m. to be processed before December 31, 2016:
- PDA Forms
- Request Final Closing of PO's
- Requests to correct and reverse receipts

Wednesday, December 14, 2016 5:00 p.m. to be processed before December 31, 2016
- Purchase Order invoices

Monday, December 19, 2016 at 5:00 p.m. to be processed before December 31, 2016:
- Will Calls

Please note: There will be no AP window hours.*

*If you have an emergency you may call the Helpdesk (215-898-2626) or e-mail APSUP@exchange.upenn.edu during office hours.

**What’s New in Accounts Payable (AP) – ACH/Wire Processing**

On November 1st, the Disbursements group started processing all PDA-W (Wire/ACH) forms. Please have these forms hand-delivered to the Wire/ACH inbox located in the Accounts Payable office on the 4th floor of the Franklin Building, Suite 440. If you have a wire that needs to be done the same day please deliver to AP by 10:30 a.m. This first phase of the Wire/ACH process in AP is a “lift and shift” of the current Treasury process. Please stay tuned for updates on our second phase (process review and future integration with BEN AP).

**Please note some important reminders:**
- All PDA-W forms need to have all fields filled in.
- In addition, the invoice number needs to be a unique invoice number (please do not use the same invoice # as previously submitted for the specific vendor).

**Thursday, January 5, 2017 at 5:00 p.m. - Deadline to submit 1099 manual spreadsheet and W-9's to AP for payments made outside of BEN Financials for 2016:**
- Print spreadsheet and attach W-9's (only for participants who received payments for >600) and send to Accounts Payable
- Email spreadsheet to joycers@upenn.edu

**AP Coverage for Winter Break**

The AP office will be staffed over the Winter Break to take phone calls and respond to emails only as follows:

- Mon. 12/26/16 Closed
- Tues. 12/27/16 Closed
- Wed. 12/28/16 8:00 a.m. – 12:00 p.m.
- Thurs. 12/29/16 Closed
- Fri. 12/30/16 8:00 a.m. – 12:00 p.m.
- Mon. 01/02/17 Closed

**Please ensure that all banking information on the invoice matches what is on the PDA form.**

**Foreign wires may not be processed same day due to additional approvals needed from the tax office.**

**There is a $100,000.00 minimum to initiate outgoing wire transfers. We will process a domestic or international wire transfer for payment of less than $100,000.00 only if the vendor’s invoice indicates that payment via check and/or international draft is not acceptable.**

**If you would like the wire fees charged to a different account other than where the wire was processed to, please include a note that states which account string to use.**

The updated PDA-W form is located on our website under Document/Forms:

[http://www.finance.upenn.edu/comptroller/forms/#Accounts_Payable](http://www.finance.upenn.edu/comptroller/forms/#Accounts_Payable)
Working with Internal Audit and ISC Privacy, the Division of Human Resources is modifying the new hire documentation requirements. To protect the confidentiality of personal data a copy of the Social Security card will no longer be required.

In lieu of the copy, the individual who reviews the Social Security card should complete and submit a “Verification of Social Security Card” form as part of the new hire packet.

The new Verification of Social Security Card form can be found on the Human Resources website at: www.hr.upenn.edu/myhr/resources/forms/recruitment

If you have any questions, please contact Human Resources/Records at 898-7288.

IMPORTANT REMINDER!

The name listed on the new hire’s Social Security Card is the exact name that should be entered into PennWorks. The name entered in PennWorks is the name used on the employee’s W-2 each year. If the name on the W-2 does not match the name on the Social Security Card, the University subject to up to $250 in fines for each occurrence that does not match.

How to Add/Change Your Supervisor in Knowledge Link

If you need to add or change the Supervisor in Knowledge Link follow these steps:

- From the Knowledge Link Home tab, type ‘Profiler’ in the ‘Find Learning’ search box
- Select the Penn Profiler Training Assessment
- Click on ‘Set Supervisor’
- Update/Enter the Supervisor
- Click on [Submit]
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:
  o Last date to deliver to Gifts Accounting & Administration December 2016 – FY17 gifts (need December 31 postmark) IRS rules require that year-end gifts be postmarked on or before December 31, 2016
  o Last date to submit adjustments for year-end processing
• January 11, 12, 13: Gifts Office will close for year-end processing
  o Should you receive a $100,000 + check in January, we will deposit and process during this time period

• January 13: Gifts Office will reopen for deliveries
  o Please Note: Depending on volume, GAA may continue to process 12/31 activity
• January 17: Begin preliminary reporting

Notify Jean Suta in Securities Gifts Office (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 4 p.m. on December 30.

Should you have any questions on this information, contact Maria Perkins (8-8687) or Jean Suta (8-7254).

Gifts Accounting & Administration and Records Winter Break Schedule

<table>
<thead>
<tr>
<th></th>
<th>Mon.</th>
<th>Tues.</th>
<th>Wed.</th>
<th>Thurs.</th>
<th>Fri.</th>
<th>Mon</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12/26/16</td>
<td>12/27/16</td>
<td>12/28/16</td>
<td>12/29/16</td>
<td>12/30/16</td>
<td>01/02/17</td>
</tr>
<tr>
<td>Status</td>
<td>Closed</td>
<td>9:00 – 3:00</td>
<td>9:00 – 3:00</td>
<td>9:00 – 3:00</td>
<td>9:00 – 1:00</td>
<td>Closed</td>
</tr>
</tbody>
</table>

University Cashier Office Winter Break Schedule

<table>
<thead>
<tr>
<th></th>
<th>Mon.</th>
<th>Tues.</th>
<th>Wed.</th>
<th>Thurs.</th>
<th>Fri.</th>
<th>Mon</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12/26/16</td>
<td>12/27/16</td>
<td>12/28/16</td>
<td>12/29/16</td>
<td>12/30/16</td>
<td>01/02/17</td>
</tr>
<tr>
<td>Status</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>

From the Desk of the Cashier...

The Cashier’s Office will be changing our hours to the following:
Monday through Friday 9:00 a.m. to 4:30 p.m.
Please note that all cash disbursements still stop every day at 3:00 p.m.

Thank you,
Tammy Desalis

The Bottom Line December 2016
**KNOWING THE RISKS OF AFTER-THE-FACT PURCHASING**

An After-the-Fact purchase is a transaction in which an invoice is received without prior issuance of an approved University purchase order (PO). This often means that the supplier’s goods or services were fulfilled prior to the creation of the PO. Such purchases put Penn and its Schools and Centers at risk by accepting services or goods without documented financial approval and without establishing the University’s terms and conditions on the purchase. These PO terms and conditions serve to protect Penn by establishing contractual agreement on indemnification, basic warranty of goods/services, core insurance requirements, and many other critical provisions.

We continue to urge the Penn community to join us in firmly insisting that suppliers not provide goods or services, and not bill the University, without receipt of an approved PO. If you encounter any issues with uncooperative or non-conforming suppliers, please engage the Purchasing Services team to help resolve such issues at procure@exchange.upenn.edu.

**IMPORTANT INFORMATION REGARDING THE PURCHASING, MEETING, AND STUDENT CARDS!**

As of November 15, 2016 JPMorgan Chase, our card bank provider, will begin replacing all of the University Purchasing Cards, Meeting, and Student Cards with a new Chip and Pin credit card. The new Chip and Pin card will have an embedded chip for extra security. A chip transaction requires the chip to produce a single-use code to validate the transaction — further protecting cards from unauthorized use. If a U.S. merchant has not switched to a new chip card reader, the card’s magnetic stripe can be used at traditional readers. Online and telephone purchases can be made the same way you do today.

During this transition, cards will no longer be delivered to Purchasing Services for pickup. Instead, all cards will conveniently be delivered to the cardholder’s office address on file within PaymentNet.

Cardholders will receive a mailing from JP Morgan Chase with the new card including the following instructions.

**Activate Your Card and Set Your PIN**

- Please call the number on the activation label and follow the prompts to activate your card and set your PIN.
- Call the number on the back of your card if you have any questions about your Commercial Card or to reset your PIN.

You will continue to sign for most purchases at U.S. and international chip readers. You may only be prompted to enter your PIN for purchases at self-service locations, i.e. train ticketing kiosks, etc. If you have an issue making a purchase with your PIN, please try your PIN multiple times or find an attendant to help you complete the purchase.

Current cards will remain active until cardholders activate their new chip and pin cards, however, activation must be completed within 30 days of postmark. For any questions or concerns, please email Penn’s Card Program Administrator at pcardsup@exchange.upenn.edu.

**REMINDER FROM PENN PURCHASING ...**

Penn Travel Card cardholders are reminded that if you change your residence to please contact cardadm@exchange.upenn.edu to update your address of record.

Purchasing, Meeting or Student credit cardholders will now receive new chip and pin cards delivered directly to your work address. This transition took effect on Wednesday, November 16.

*The Bottom Line*  December 2016
Password Requirements
With the new PaymentNet release, users will be required to include at least one uppercase character and one lowercase character in their passwords. All new users will be required to follow these requirements when creating their password. Existing users will be required to comply with the new requirements when their current password expires or when they change their password voluntarily.

Security Questions
Users will be required to update all their security questions the first time they log in to PaymentNet after the new release goes live. This enhancement provides improved security by replacing two questions for which the answers could be found in public records.

Subsequently, when a user is required to answer security questions (such as when resetting a password), two questions will be chosen at random from the questions the user answered. If the user cannot answer both questions correctly, a new set of questions will be displayed.

Cardholder Dashboard
With the new release, PaymentNet will introduce a Cardholder Dashboard, which adds a new panel to the Welcome screen that provides key information directly on the cardholder’s home page, such as:

- Real-time account balance information
- Recent transaction activity, including authorizations and declines

UPENNCardholder role will see the new Dashboard panel on the Welcome screen when you log in to PaymentNet.

Figure 1: PaymentNet Welcome Screen with the Cardholder Dashboard

Note: Some features of Dashboard may not be available to all users, depending on the organization and hierarchy settings.

- Account Selector. Displays the cardholder’s name as it appears on the account, along with the account number and status (for accounts with any status other than Active). (If account numbers are masked for your organization, only the last four digits are shown.) Cardholders who are assigned to multiple accounts will see details about their default account, and they can use the drop-down list to select another account to view. If the account has a status of New, an Activate button displays so that the user can confirm the account number and activate the card, making it ready for use.

- Account Summary. Shows the credit limit, current balance, and amount of available credit for the selected account. By clicking the View Details link, the cardholder can view account information, including contact information and card controls, on the My Account Detail screen.

- Transaction Activity. Summarizes the current activity on the account, including:
  - The total amount of the transactions posted in the current billing cycle.
  - The number of transactions that have been authorized in the last 7 days.
  - The number of transactions that have been declined in the last 7 days.
  - The number of transactions posted to the account in the last 60 days that still need to be reviewed.

The cardholder can view a list of the transactions in any of these categories by clicking the corresponding View link.

- Statements. Displays the date and total amount of the most recent statement for the selected account. The cardholder can view the statement details by clicking the View link or download a PDF version of the statement by clicking the Download (PDF) link.

Continued on the next page.
Continued from the previous page.

Cardholder Welcome Screen

On the Welcome screen, a new Activate link will display in the Items Awaiting Your Action panel when the cardholder has a new card account that needs to be activated. Clicking the link will prompt the user to confirm the account number and activate the card so that it is ready for use.

If new transactions have been posted to the cardholder’s accounts in the last 60 days, the Items Awaiting Your Action panel will also include a link that shows the number of new transactions across all the accounts and allows the user to view them on the Transaction List screen.

In addition, the Messages panel will be enhanced to show the total number of messages in the panel header, and spacing between messages will be increased for improved readability. Messages posted within the last 15 days will be marked as “NEW”. Cardholders can use the Read More and Read Less links to expand and collapse the message text. These enhancements are available only for cardholders who use the Cardholder Dashboard.

Transaction Notes History

On the Transaction Details – General Information screen, the Transaction Notes field will be relabeled Add a Note, and a new Transaction Notes History field will be added. The history field will contain all the notes that have been entered for a transaction, along with the name of the user who added each note and the date and time when the note was saved. The notes history will be limited to a maximum of 3000 characters; the user name and time stamp, as well as the spaces and punctuation that are automatically added for readability, will count toward the character limit.

Figure 1: Transaction Notes History

Transaction Queries

On the Transaction List screen, the words “(All Accounts)” will be appended to the names of system queries available in the query drop-down list. This enhancement will inform users that when they select one of these queries, the screen will refresh to show transactions from all accounts within their scope of view that meet the query criteria.

Please Note: You must still print your “Statement of Account” “report which includes the required signature lines on a monthly basis.

The Bottom Line  December 2016
As part of NSF’s efforts to modernize proposal submission and increase competitive fairness in the proposal process, the Foundation continues to focus on implementing automated proposal compliance checks in FastLane.

Effective September 26, 2016, FastLane will now check to ensure that the combined text of the Project Summary text boxes (or uploaded PDF if the Project Summary contains special characters) does not exceed one page prior to submission, rather than the current check of 4,600 characters. See the Proposal & Award Policies and Procedures Guide (PAPPG), Chapter II.C.2.b, for further information.

The compliance check will trigger an error message in the following circumstances:

- Project Summary text exceeds the one-page limit; and
- Project Summary text is entered and the user also uploads a “Project Summary with Special Characters” supplementary document.

Proposal File Update (PFU) Implications:

Proposers should be aware that if a proposal was received by NSF prior to September 26, 2016, containing a Project Summary that complies with the previous 4,600-character limit but exceeds the one-page limit, a PFU addressing any section of the proposal will result in the proposal not being accepted if it does not comply with these compliance checks. The checks will be run on all sections of the proposal, regardless of which section was updated during the PFU.

Grants.gov Implications:

Proposers should also be aware that Grants.gov will allow a proposal to be submitted, even if it does not comply with these proposal preparation requirements. Should NSF receive a proposal via Grants.gov that is not compliant, it will be returned without review.

We encourage you to share this information with your colleagues. For system-related questions, please contact the NSF Help Desk at 1-800-381-1532 or Rgov@nsf.gov. Policy-related questions should be directed to policy@nsf.gov.

Sponsored Project Invoicing Update

ORS has received a few questions related to payments received for invoices that were forwarded to the GCINVOICING-L@lists.upenn.edu email address. To determine if an invoice has been paid a user simply needs to run the most current version of the FUND Summary (WITH Date Range) Report. Information related to invoices generated and cash received are displayed on the Invoices and Payments tab. This information is pulled from the BEN Billings and Receivables System (BBR). Below is an example:
Did You Know...

... the 26-character account strings where BEN Financials activity is posted use only numerals, except for the following:

- **CNAC**: Numeric only.
- **ORG**: Numeric only, except for org “SUSP” where certain suspense balances are posted.
- **BC**: Numeric only.
- **Fund**: Numeric only.
- **Object**: Numeric only.
- **Program**: ALPHANUMERIC.
  Examples of program values which include letters are: Capital Project programs, Country programs, and MOOC programs.
- **CREF**: Numeric only.

The “T” and “ZZZ” segments are system-only default segments, and should never have any balances posted to them.

Please note that if you are entering a range and wish to report on all activity at the program level, please use “0000 through ZZZZ”, not “0000 through 9999” in the Program.

...a Quick Reference Guide (QRG) is available for many of the financial activities performed in BEN Financials including the following:

- BEN Assets – Mass Changes QRG
- Rev/Exp Inquiry QRG
- View Funds Available QRG
- Journal Inquiry/Reporting QRG
- Manual Journal Entry QRG
- Budget Entry QRG
- Freeze Grant QRG
- Entering a Req for Equipment QRG
- Supplier Inquiry QRG
- Managing Holds QRG

All can be found at the Financial Training Department’s Documentation page:

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

Quarterly Quiz

**Instructions:** The following 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, 2017

**The Winner will receive a gift certificate for two for the University Club!**

1. Which two departments have recently merged in Division of Finance?
2. What is the Monthly Pay Date for December 2016?
3. What is the last day a Purchase Order invoice should be received to ensure it is processed before December 31st?
4. What are the first three steps to add/change the Supervisor in Knowledge Link?
5. On the Verification of Social Security Card Form - to what is the information being compared?
6. What are the two Procard posting dates included in this newsletter?

**Last Quarter’s Winner:**

Congratulations!

Judith Reed Tjiattas
Business Administrator
Graduate Division
School of Arts and Sciences
BEN Knows...

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

To Check the Status of an eForm:
Go to: http://www.upenn.edu/computing/da/eforms

If you are the Initiator/Submitter:
- Click on the ‘My eForms status’ link on the left
- The list will show ALL eForms you submitted (BEN Financials, Data Warehouse, etc.)
- Find the eForm you want to review
- Click on the ‘Route Log’ icon on the right to view the routing history

If you are an Approver:
- Under ‘For Supervisor and Administrators’ section, click on the ‘eForms action list’ link
- You can perform a ‘doc search’ by entering one or more of the following search criteria:
  - Document/Notification Id
  - End-user’s PennKey or Penn ID by using the ‘Initiator’ field
  - Date range by using the ‘Date Created From’ and ‘Date Created To’ fields
  - Once you have entered your search criteria, click on the ‘Search’ button or [Enter] key
- You can also use the ‘eForms action list’ to view all eForms you have acted on
  - To determine the current status, look in the ‘Route Status’ column
  - To determine the action request by you, look in the ‘Action Requested’ column
  - To view the routing history, click on the ‘Route Log’ icon located in the last column
- You can also use the ‘Outbox’ to view all eForms which have been processed to date

NOTE: To view any notes, click on the ID number to view the eForm or month
- Place a check in the ‘Save this schedule’ box to save your schedule
- Provide a unique name for each schedule you save
- Enter a description of your schedule
- Click OK to return to the ‘Submit Request’ window
- Click [Submit] to save your request and return to the ‘Requests’ window

For a Non-Marketplace Requisition, when Do I Use “Goods Billed by Quantity” and “Goods or Services Billed by Amount”?

It is important to select the appropriate ‘Item Type’ when creating a ‘Non-Marketplace’ requisition. Below are examples of when to use ‘Goods Billed by Quantity’ and ‘Goods or Services Billed by Amount’.

- Select the Item Type ‘Goods billed by quantity’ when you ordering items that will be billed by the Supplier using the ‘quantity’, i.e. 5 of something, 10 of something, etc.

- Select the Item Type ‘Goods or services billed by amount’ when you ordering something that will be billed by the Supplier using the ‘amount’, i.e. $500, $1,000, etc.

For more information, go to the Financial Training Department website, Documentation page, and click on the Requisitioner User Guide.

Quarterly Quote

“An investment in knowledge pays the best interest.”

Benjamin Franklin

The Bottom Line

December 2016