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LINE

**A Quarterly Newsletter from the University of Pennsylvania Division of Finance
December 1999**

The Financial Training Department, Research Services and Student Financial Services **WILL BE CLOSED FROM DECEMBER 24, 1999 THROUGH JANUARY 2, 2000.** The Office of the Comptroller, Acquisitions Services, Risk Management, and the Treasurer's Office will be open, with limited staffing and limited hours, from Monday, December 27, 1999 through Friday, December 31, 1999. Please contact each office directly to confirm the exact dates and hours of operation. See also the holiday schedule for the Cashier's Office, Central Gifts Processing, Trust Administration Office and Student Financial Services on pages 4 and 5 of this issue.

Finance Division Web Sites

Vice President for Finance Homepage

<http://www.upenn.edu/vpfinance>

Comptroller's Office Homepage

<http://www.upenn.edu/comptroller>

Comptroller's Office - Travel Program

<http://www.upenn.edu/comptroller/travel>

Financial Training Department Homepage

<http://www.upenn.edu/vpfinance/fintrng>

Online version of The Bottom Line is available through this site

Treasurer's Office - Cashier

<http://www.upenn.edu/treasurer/cashinfo>

Information Systems & Computing

<http://www.upenn.edu/isc>

Purchasing (Acquisition Services)

<http://www.upenn.edu/purchasing>

Student Financial Services

<http://www.upenn.edu/sfs>

Penn's Way 2000

We are fortunate this year to have Coordinators and Facilitators in each School and Center to volunteer their time and energy to making the Penn's Way 2000 Campaign the best ever. Please return your pledge envelope to these Coordinators or send them an e-mail letting them know you sent it in to be included in a weekly raffle. Below is a sample of the raffle items donated:

- Gift basket of chocolates (\$35 - \$40 value)
- Voucher for 4 two-day tickets to Penn Relays
- Voucher for 4 one-day tickets to Penn Relays
- 2 Tickets to Penn Men's Basketball Home Games
- Compact Discs of artists featured on WXPB
- \$10 Gift Certificate to Starbucks
- Douglas Cosmetics Gift Basket
- Dinner at the Ivy Grille
- Cordless telephone from Telecommunications
- \$20 pre-paid Phone Card

Payroll deductions are a convenient and easy way to participate in the Penn's Way 2000 Charitable Workplace Campaign. If you need pledge material or would like additional information about the campaign, please call extension 8-5453 or 8-1733.

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**PLEASE REMEMBER, YOUR PENN'S
WAY CONTRIBUTIONS ARE
TAX DEDUCTIBLE. THANKS FOR
YOUR PARTICIPATION!**

Message from the Payroll Manager

Dear Colleagues:

Now that I have been in the Payroll Department for over a year, I have noticed some recurrent themes to phone calls my staff answer. In order to alleviate some of the inconsistencies across the University regarding payroll, we request the following:

Transferring Records

When the request has been made to transfer a record, the Payroll department suggests the following:

Transfers Into your ORG

You will have to contact the Business Office of the ORG who currently holds the record and state your ORG number, your Mail Code and the Name and Social Security Number of the employee you want transferred. Once the record has been transferred to your department you can update the screens.

Transfers Out of your ORG

You will need to enter the 010 Home ORG Transfer Screen. **DO NOT TERMINATE THE EMPLOYEE** if the record is currently Active. You will be taken to three screens in order to complete this transaction. A Letter of Resignation should be submitted by the transferring employee.

Please note: If you are the Home ORG, you can transfer all records within your ORG, *EVEN IF THEY ARE TERMINATED.*

Modify Own Record

Over the last few weeks, the Payroll Department has been notifying schools that some of our employees are entering their own hours into the payroll/personnel on-line time reporting system.

If you are in a position where there is no one else available in your department to enter these transactions, please have the department senior business administrator send a memo to the Payroll Department notifying us that you have his/her permission, that you generally work "x" number of hours per week, and that anything outside of this normal requirement will be followed by another memo to Payroll. We realize that these occasions will be rare.

Hand Drawn Checks

The Payroll Department has noted in the last few months that the requests for Hand Drawn Checks are missing reasons why the employees weren't paid on time. Please include a detailed reason why any employee has not been properly paid.

Also, payroll coordinators should check the payroll rosters for ending distributions; 'forgetting' to do so is no longer a valid reason to request a hand-drawn check.

Payroll coordinators should contact PIs for new account numbers to replace expired accounts in plenty of time to effect the next payroll. If the PI, or in some cases, another department, does not respond in a timely manner the home ORG is responsible to ensure the money is paid using anticipated resources, then reallocate when the correct information becomes available. All salaried employees should be guaranteed their monthly salary on time every month.



Please read and act upon any messages the payroll system provides regarding overpaying or underpaying when updating the distribution lines.

Continued on next page...

Message from the Payroll Manager

Direct Deposit forms

We have noticed several of our employees now bank with Internet banks. It is imperative that all employees provide proof (from the bank) of correct routing numbers and account numbers for the account to which they want their paycheck deposited. The proof should be a voided blank check for deposit into a checking account from the bank to which the funds should be deposited, or a pre-printed savings account deposit slip from the correct bank, if the money is to be deposited into a savings account.



We are experiencing many people attaching checks or deposit slips for banks or accounts different than the one to which they want their money deposited. This slows the process while the Payroll staff tries to determine what the employee is requesting.

In these times when banks are selling branches on a regular basis it is absolutely imperative that *every* employee who participates in the direct deposit program open and examine their advices every pay period. Please check to ensure the correct amount of money went to the correct account in the correct bank. *Please notify all employees in your department that they should check this every time they receive an advice.*

Terminating Records

When terminating someone's record, please check to make sure they don't have another active Job in another department. If you have a terminating employee with an active record in another department, please contact that department and discuss transferring the record. Failure to do so causes the employee to miss a paycheck and results in an increased number of hand drawn checks the Payroll office has to produce.

W-2 Information

In anticipation of relieving some tax-related woes, we in payroll wanted you to be aware of the following:

The November monthly checks dated 11/30/99 and the weekly checks dated 12/03/99 will contain the permanent or current address listed in the Payroll system. Please have all employees in your department open and check their paystubs to ensure we have the correct address for mailing their W-2 forms in January. Please make all address changes by December 9, 1999. Any employees who notify you after 12/09/99 need to be changed (by you) in the live system, and a memo needs to be sent to Payroll so we can update the W-2 files.

Last year 1,479 people came to payroll between February and April 15 to request their W-2 because it was sent to an incorrect address. An additional 591 W-2s were returned to the Payroll office and were never claimed by anyone.

By mid-January please check the Payroll Banner Screen to find out when 1999 W-2s are mailed. Please notify all employees in your department if they have not received their W-2 by January 31, 2000, they will have to contact Payroll immediately in writing. Avoid the rush: April 15th comes sooner than you think!

We are hoping that these suggestions help you to process your payroll with fewer worries.

Many thanks,

Terry Lafferty
Manager, Payroll Department

Holiday Hours



STUDENT FINANCIAL SERVICES HOLIDAY SCHEDULE

Friday, December 17 9:00 - 3:30
Thursday, December 23 9:00 - 2:00

TREASURERS OFFICE HOLIDAY SCHEDULE

	CENTRAL GIFTS	TRUST ADMINISTRATION
Friday, December 24	Closed	Closed
Monday, December 27	9:00 - 3:00	9:00 - 3:00
Tuesday, December 28	9:00 - 3:00	9:00 - 3:00
Wednesday, December 29	9:00 - 3:00	9:00 - 3:00
Thursday, December 30	9:00 - 3:00	9:00 - 3:00
Friday, December 31	9:00 - 12:00	9:00 - 12:00

CASHIER'S OFFICE HOLIDAY SCHEDULE

The Cashier's Office will close at 2:00 pm on Thursday,
December 23rd.

WINDOW HOURS DURING THE HOLIDAY WEEK

Monday, December 27	10:00 - 2:00
Tuesday, December 28	10:00 - 2:00
Wednesday, December 29	10:00 - 2:00
Thursday, December 30	10:00 - 2:00
Friday, December 31	10:00 - 2:00



Gifts to the University



'Tis the Season! Transmittal of Gifts

As we approach the calendar year-end, we would like to remind you about the timely transmittal of gifts made to the University of Pennsylvania. It is imperative that all gifts be sent immediately to the Office of the Treasurer, 433 Franklin Building/6205.

December gifts transmitted in January must be accompanied by the postmarked envelope and any original letters pertaining to the gift forwarded to Central Gifts Processing (CGP). Should you receive hand-delivered checks from donor or messenger, please document the date of receipt and method of delivery. These gifts and subscriptions should be forwarded to CGP by way of the Gift and Subscription Transmittal (forms and instructions for completing forms may be obtained by calling 8-9671).

The deadline for transmitting gifts to CGP for December processing is Tuesday, December 28th at 12:00 noon. Early transmission of gifts will guarantee December month-end inclusion. As ever, exception processing will be determined on a case-by-case basis.

Security gift inquiries, acceptance, and disposition, are the responsibility of the Office of the Treasurer. Please direct donor and broker inquiries and all correspondence, including postmarked envelopes and/or private courier (e.g. FedEx) packages, promptly to Trust Administration (TA).

In the event that a gift is received for which a fund does not exist, the gift should still be forwarded to the Office of the Treasurer with instructions that it be deposited into the Gift Suspense account. It is the responsibility of the School/ Center to follow up with its Business or Development Officer to ensure that, if a new fund is required, the necessary steps are taken.

All requests for adjustments and reallocations must be submitted in writing to CGP (cash) or TA (securities) and include all supporting documentation. All required accounting entries will be completed by the Office of the Treasurer.

If you have any questions, please contact:

Central Gifts Processing
Maria Perkins
Email: penngift@pobox
Phone: 215-898-9671
Fax: 215-573-5118

Trust Administration
Michael Washburn
Email: GIFTS@pobox
Phone: 215-898-7254
Fax: 215-573-5118



FinMIS II Progress Update

Two important milestones in the development of an updated version of FinMIS were reached in the last quarter.

- In mid-October, two new FinMIS functions that were high on the wish lists of current users were released: Freeze Grant Accounts and Revenue/Expense Inquiry. In addition to providing much needed functionality, the new features are similar in "look and feel" to the graphical version of FinMIS that is under development.
- In November, the FinMIS pilot, a test of the web-based, graphical version of FinMIS by users in Schools and Centers, was expanded to include additional users.

Summary information about the pilot and the new features is included below.

We invite FinMIS users to participate in the development of the enhanced version of FinMIS by trying out the two new features and sending us feedback. Please send your comments to finmis2@pobox.upenn.edu, or call the FinMIS hotline at 6-HELP (xF-inMIS) and select option 1. If you're not a FinMIS user but are curious about update plans, check out the FinMIS II web site at <http://www.upenn.edu/comptroller/FinMIS/FinMISII/>

Web-enabled Freeze Grant Accounts and Revenue/Expense Inquiry functions now available

Freeze Grant Accounts and Revenue/Expense Inquiry, two important functions requested by FinMIS users, were released as planned on October 18.

The Freeze Grant function allows authorized grants managers in the Schools and in Research Services to limit activity against a grant both during the life of the project and during the closeout (adjustment) period. Through its automated freeze features, the Freeze Grant function also provides a way to help enforce business policies with respect to the use of and changes against a grant after the end of the project. The Revenue/Expense Inquiry function has powerful features for retrieving and displaying account balances. More detailed information on both new features, including reference cards, can be found on the FinMIS II web site at <http://www.upenn.edu/comptroller/FinMIS/FinMISII/>.

All current FinMIS users are eligible for access to the Revenue/Expense Inquiry and View Grant Attributes responsibilities (the Inquiry only portion of Freeze Grant Accounts). However, only authorized users can freeze or unfreeze grant accounts. Training for the inquiry functions is offered by the Financial Training Department as part of its updated FinMIS General Ledger training program. An updated training calendar can be found at <http://www.upenn.edu/comptroller/FinMIS/FinMISII/training.html>. Training for Freeze/Unfreeze Grants is handled on a case by case basis by the Financial Training Department and is mandatory for authorized users. Please email Sally Buonadonna at buonadon@pobox for more information.

To use the new graphical FinMIS features, your desktop must meet certain hardware and software requirements and a new software program, the JInitiator, must be downloaded and installed on your computer. More information and instructions can be found by clicking on the Desktop and Browser Requirements link at <http://www.upenn.edu/comptroller/FinMIS/FinMISII/>

Changes to Revenue/Expense Inquiry

Export to Excel: The ability to export Revenue/Expense query results into Excel - originally planned for the initial release and presented in some early training sessions - is not yet available. Oracle and the FinMIS team are working on a solution.

Results screen: Revenue/Expense Inquiry results do NOT include pending (i.e., reserved but not yet posted) results. Although this feature is mentioned in the documentation, its release was temporarily deferred. The results in Revenue/Expense Inquiry are comparable to FinMIS character's Account Inquiry not View Funds Available.

Continued on next page...

Expanded Pilot Update

To extend participation in FinMIS II development to Schools and Centers, a number of FinMIS users across the University have been invited to participate in a pilot test of a new web-based graphical environment. Pilot participants have available most of the functionality offered by the character-based version of FinMIS and can operate in both environments at their discretion. The expanded pilot follows an earlier, more limited pilot involving a small group of FinMIS users from central departments.

The efforts of pilot participants are extremely useful in identifying system strengths, while providing valuable input to the planning and preparation of training and other implementation activities associated with the campus-wide rollout of future web-based versions. By having the opportunity to become knowledgeable in the use of the new interface, these "early adopters" are helping identify issues or concerns related to business functionality and training. Expanded pilot users will participate in "brown bag sessions" to discuss their experiences with the web-based interface, to share tips with other users and to advise the Financial Training Department in the development of a stronger and more effective training curriculum. Pilot participants will also face all the vagaries of a "test" system and will have to continue to use character-mode FinMIS for some functions and/or if there are difficulties with the web-based version. We are especially appreciative of their time and support during the pilot process.

End User Support Spotlight

The End User Support team is one of the four separate, but related, initiatives that are part of the next phase of FinMIS. This team was charged with assessing the existing support model and developing an implementation plan that will deliver an enhanced end-user support structure flexible enough to accommodate a wide range of needs. The model needs to provide a consistent knowledge base for questions/answers about University financial systems, processes, and data. The team is made up of representatives from various Schools and Centers who we believe represent a cross section of the end-user community.

The team completed its planning phase over the summer and has now moved into the development and implementation phase. The project's current focus is on two critical activities geared at delivering a fully functional Financial Support Center sometime next year:

- Communicating the new structure and its many benefits to Schools and Centers and developing the appropriate service and funding model to meet their specific requirements.
- Designing and configuring an electronic problem resolution system that offers a variety of functions, including call tracking, problem management, and problem resolution capabilities. The system complements the new service model and provides the tools and technology to facilitate quick, reliable, and consistent answers to questions and problems.

Want to find out more? Look for information on our web site at <http://www.upenn.edu/comptroller/FinMIS/FinMISII/teams/eusupport/>. You will find a summary of the team's recommendation and an overview of the new support model.

Next Release of FinMIS

We are continuing our efforts to develop an overall strategy and timeline for rolling out the next release of FinMIS to users across campus. The next release will be similar in "look and feel" to the version being tested in the expanded pilot, but will include new functionality. We expect to deliver a recommended comprehensive implementation plan to senior management in the first part of calendar year 2000.

Web Site Updated

The FinMIS II web site has been updated with lots of important information. You will find desktop and browser requirements, training calendars, quick reference guides, new feature overviews, policy and procedure updates, and much more. Check it out at www.upenn.edu/comptroller/FinMIS/FinMISII/

We Want to Hear from You

Please send your comments and questions to finmis2@pobox.upenn.edu or call the FinMIS hotline at 6-HELP (xF-inMIS) and select option 1. Your feedback is an important source of information for everyone working on the FinMIS upgrade and is very much welcomed.

FAQs from Users of the New Features and Pilot Participants

Q: Why does my Revenue and Expense query take a long time to display information?

A: Response times for retrieving the data can vary a great deal and are directly related to the level of concurrent activity in the system and the amount of data requested in the query. In general, you should expect that response times for querying the general unrestricted fund (000000) will be greater than the response times for other accounts.

You can improve this response time by restricting the query -- e.g., by supplying PROGRAM or CREF values in the query parameters or requesting a lower level revenue/expense category -- whenever it is feasible to do so.

In the meantime, we expect to monitor performance statistics and continue to work on improving overall performance.

Q: Where do I call for help or to report a problem accessing or using the new features or the web-based interface?

A: If you have questions or need help setting up your computer to access the new features, contact your local computing support provider (LSP). A complete list of LSPs is available at www.upenn.edu/computing/view/support/staff.html

To assist with issues about freezing/unfreezing grant accounts, Research Services has asked that each School develop internal policies for the utilization of this functionality and resolving problems associated with "frozen" accounts. Please contact your business administrator if you need more information.

If you have other problems or questions about using the new features and/or web-based interface, please call the FinMIS hotline at extension F-inMIS 6-HELP or your school/center's help desk (as appropriate).

Q: I can't download the J-Initiator. What do I do now?

A: Please contact your local support provider (LSP).

Q: How do I find out who my Local Support Provider (LSP) is?

A: You can locate your local support provider at the following website:

www.upenn.edu/computing/view/support

Q: Can I access the FinMIS new features (NCA) from home?

A: Yes you can, as long as you are within the upenn.edu domain and you dial in through the Penn modem pool.

Please note that you can **NOT** access the FinMIS new features (NCA) from home via your local Internet Service Provider (ISP) such as AOL.

Q: I was looking for the updated report documentation associated with Freeze Grants, but when I try to access it on the Comptroller's website, www.upenn.edu/comptroller/FinMIS/appl/genLedger/reports/quickv/, it takes a long time to display.

Is there something wrong?

A: If you were using Netscape, the slow response time can be attributed to the way Netscape processes the report information. We are in the process of redesigning the site to make it faster, but in the interim, try using Internet Explorer (IE). You will find that accessing the FinMIS report documentation via IE is much, much quicker.

Q: I can't print the information from Revenue/Expense Inquiry or Freeze Grant responsibilities using the printer icon or the Action Print navigation Path.

A: We have been notified by Oracle that a problem with the JInitiator software in conjunction with the technology used to develop the Revenue/Expense and Freeze Grant/View Attributes screens prevents printing to local printers. Unfortunately, we are not sure when the problem will be corrected. Before trying the workaround suggested at the end of this answer, please consider the following:

Freeze/Unfreeze grants offers a complete action history of changes made to each Freeze status, indicating the date, time, and username of the person who took the action, so printing may not be necessary.

Revenue/Expense Inquiry is an on-line view of the current status of a fund. This view is not a replacement for monthly reports. Many different activities, such as overhead and revenue reclassification, only occur at the end of the accounting period and affect the true Budget Balance Available.

Before you print, ask yourself how the recipient of the printout will use the information. You would not want to provide only a part of the financial picture, which may be misleading. For example, it would be misleading to print Compensation category object code data showing funds available without including the information that the Current Expense category has a deficit (offsetting the Compensation category surplus).

Although we can't guarantee that the following solution will work for all users, if you still need to print, please try copying the screen image to the clipboard and pasting it into another application (such as MS Word) and print from there. Try Shift Alt Print Screen then open the application (MS Word) and select Edit Paste.

Travel Advisory

Hotels

When traveling to Boston, New York, Washington, D.C. and London check out our great rates at Club Quarters. Club Quarters are small, private hotels for members in select cities. The University of Pennsylvania has joined as an affiliate member which allows all Penn travelers to use any of the hotel properties listed below. The hotels are small, charming and conveniently located. They offer a "club-like" atmosphere and provide many of the amenities necessary for business travel but are priced much less than conventional hotels. The Travel Office encourages everyone to try them.

Club Quarters, Washington

839 17th Street, NW
Washington, DC 20006
202-463-6400
Reservations: (215) 282-5100 or
212 575-0006

Club Quarters, Midtown, NYC

40 West 45th Street
New York, NY 10036
212-354-6400
Reservations: (215) 282-5100 or
(212) 575-0006

Club Quarters, Boston

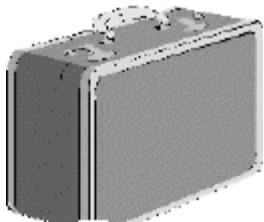
161 Devonshire Street
Boston, MA 02110
(617) 357-6400
Reservations: (215) 282-5100 or
(212) 575-0006

Club Quarters, Downtown, NYC

52 William Street
New York, NY 10006
212-269-6400
Reservations (215) 282-5100 or
(212) 575-0006

Club Quarters, London

7-12 Gracechurch Street
London, UK EC5V ODR
44(0) 171-11620
Reservations (215) 282-5100 or (212) 575-0006



*For rates and further information, please view our travel website:
www.upenn.edu/comptroller/travel*

eTravel

The Travel Office will be introducing in the near future an electronic booking product on campus called **eTravel**. ETravel will allow Penn employees to make air, car and hotel reservations electronically. All the University's negotiated rates will be listed in the system and the reservation system will be accessible 24 hours a day.

Users will be able to access this booking product through the Travel Home page (www.upenn.edu/comptroller/travel).

Stayed tuned for additional information as we roll out this product to the campus community.



U-S AIRWAYS

Preferred Airlines

Don't forget to support our negotiated savings with US Airways. The University discount is available on all US Airways flights but must be booked through the Penn Desk at American Express. You can reach them by calling the numbers listed on page 11 under American Express Travel.

Travel Advisory (continued)

Travel Procedures

Prepayment of conference registration

If you are prepaying a conference or meeting registration for someone in your department, the preferred method of payment is the Procurement Card. Use the Procurement Card whenever the conference accepts MasterCard as a form of payment and you are using the following object codes:

- 5210 Meeting & Conference Fee / Registration
- 5213 Staff Development and Continuing Professional Education

Conference registration payment requests that are received in the Travel Office will be reviewed to see if MasterCards are accepted. If so, the registration request will be given to Accounts Payable for processing on a Procurement Card.

Vendor numbers

Please provide vendor numbers on all forms when submitting Request for Payment (C-368) or Request for Reimbursement (C-1) forms. Failure to do so, slows the process and can result in the wrong payee being paid.

Service fees from Travel Agencies

Please be advised that effective immediately the University will not pay any service fees charged by a travel agency for domestic airline tickets unless the traveler can prove that by using a non-preferred agency, they were able to secure a lower fare. American Express Travel, the preferred agency for the University, does not charge a service fee for the issuance of any tickets.

American Express Travel

Periodically, we reintroduce the American Express agents who are dedicated to servicing the needs of all University travelers. They are:

Jamie Cockrell	General / International
Ana Maxtias	General / International
Lori Slaybaugh	General / International
Judy Wick	General / International
Darlene Hamilton	Athletics
Tim Davis	Delivery



Calls are taken from 8:30AM to 5:00PM, Monday through Friday. For reservations call 898-9439 or 1-800-796-7573.

In order to defray some costs in association with servicing the University, we may have to begin charging for the delivery of airline tickets. Such charges would include delivery on campus by Tim Davis, outside courier services or any FedEx charges incurred for the delivery of tickets to travelers off campus. In order to reduce or eliminate any delivery charges we recommend that travelers use electronic tickets, whenever possible.

Car Rentals

The current 1999-2000 car rental rates with National, Alamo and Enterprise can be found on the travel web site. You can now make car rental reservations on the web with both Alamo and National.

Car rental company	Web site	Corp ID number
National Car Rental	http://www.nationalcar.com	5001856
Alamo Car Rental	http://www.goalamo.com	141108 (Rate code: BX)



When you access the reservation page, be sure to enter Penn's Corp ID#s listed above.

The Corp ID# identifies the discounted rates and incorporates the correct insurance coverage into the reservation. (For Alamo you must also enter the rate code which is "BX.") It's quick, it's easy and you have a written confirmation to take with you to the counter.

Cashier's Office

The Cashier's Office thought it would be helpful to explain the process of international and Canadian checks.

International Checks:

The University does accept international checks drawn on a United States bank and issued in United States dollars. In order for the items to be processed and cleared as a domestic item, the check must indicate the United States bank's clearing information in the MICR line. This would include, but not be limited to, United States bank account number and the bank's routing number. In addition, the name of the United States bank must appear on the check. These items are included with the Cashier's daily deposit and are not assessed a processing fee.

The University does accept international checks that are drawn on foreign banks and are issued in foreign currency or United States dollars. These items will be processed through foreign collections. The Cashier's Office submits the check for collection and retains the department's deposit slip until the United States dollar amount is collected. Once these items have been collected, the cashier's office will complete the department's deposit slip (a copy will be returned to the preparer of the deposit slip) and process the amount collected to the department's account accordingly. The amount collected depends on the number of corresponding banks that the check needs to be processed through before reaching its final destination. The University incurs a processing fee on each foreign item collected, therefore, this fee will be charged back to the department's account listed on the deposit slip using object code 5324 (bank fees). As you can understand, bank fees have been exceeding the value of smaller checks, thereby, forcing the University to establish a \$100.00 minimum on all international checks. We encourage payments and deposits to be in United States dollars and drawn on a United States bank.

Please note that foreign items drawn on an international bank must be submitted to the Cashier's Office on a separate deposit slip.

Canadian Checks:

The University does accept Canadian checks, however, please keep in mind that all Canadian items are subject to the current exchange rate. Canadian items that specifically indicate "Canadian dollars" or United States dollars can be deposited with the University's daily deposit without a processing fee. Canadian items that do not specifically indicate currency type and are \$10,000 or greater must be submitted to foreign collections for processing and a processing fee is assessed to the University on these items. The University will charge the processing fee back to the depositing department using object code 5324 (bank fees). Canadian items that do not specifically indicate currency type and are less than \$10,000 are not subject to the processing fee and will be processed with the University's daily deposit.

The Cashier's Office will notify the department, if applicable, of the exchange rate and the processing fee.



Research Services



The Office of Research Services is pleased to announce that it has subscribed to the 1999-2000 LiveSatellite Broadcast Series presented by the National Council of University Research Administrators. There are three remaining four-hour workshops covering the following topics:

- | | | | |
|----|---------------------------------------|------------------|------------------|
| 1) | The Ins and Outs of Contract Language | January 25, 2000 | 11:00AM - 3:00PM |
| 2) | Indirect Costs for the Lay Audience | March 7, 2000 | 11:00AM - 3:00PM |
| 3) | Hot Topics: The Best of the Best | May 18, 2000 | 11:00AM - 3:00PM |

The second of the four workshops will present the basics of contract language. It will cover the major components to be found in standard contracts and explain their purpose and function. To be an effective negotiator it is important to know not only what language is acceptable or unacceptable, but also the reasons why. Thus, the workshop faculty will delve into why certain contract language needs to be negotiated, giving the background of the clause, the definitions of key terms (such as indemnification, subrogation, exclusive licensing and liquidated damages) and the important historical and cultural differences between education institutions and the parties with whom the contract, including private companies, which make negotiations difficult.

We invite all business administrators and grant/research administrators to attend one or more of the sessions. Please send an e-mail to **Stuart Watson** at swatson@pobox.upenn.edu confirming your attendance at the workshop(s) of your choice. The locations of the remaining workshops will be announced at a later date.

Research Services is pleased to announce new additions and changes to our staff!

Evelyn Balabis has joined Research Services as Associate Director for Operations and Accounting. **Evelyn** spent the past five years in the Chemistry Department, most recently as Manager of Finance and Administration. Many of you may remember that prior to her tenure in Chemistry, **Evelyn** was a Supervisor in the Research Accounting Department.

In addition to **Evelyn** joining the staff, **Jason Molli** has been promoted to a position of Team Leader and **Deborah Smith** has joined the staff as our newest accountant in the financial reporting section. Also, **Gokila Venkateswaran**, formerly of Dining Services, has also joined the staff as our receivables accountant.

We again encourage you to check out our new web site. The Sponsored Projects policies can be located there as well as other pertinent information related to grants and contracts and also the Sponsored Projects Manual, which contains detailed topical information. The URL for the web site is:
www.upenn.edu/researchservices/index.html.



Just a Reminder...

The Advance Account Request Form **has been revised**. The revisions include a term not to exceed three months for the Period Authorized for the Advance and the inclusion of a non-grant fund to which expenditures should be journaled if the award does not materialize. The form is on the web at:
www.upenn.edu/researchservices/rs/forms.html



Financial Training Calendar

December	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
	NOVEMBER 29 Stand Alone G/L 9:30 – 12:30	NOVEMBER 30 Stand Alone G/L 9:30 – 12:30	1 Stand Alone G/L 9:30 – 12:30 Procard 9:30 - 11:00	2 Stand Alone G/L 9:30 – 12:30	3 Stand Alone G/L 9:30 – 12:30 COA 9:30 – 12:30
	6 NAV/PUR 9:30 – 12:30	7 NAV/PUR 9:30 – 12:30	8 NAV/PUR 9:30 – 12:30 Procard 9:30 -11:00	9 NAV/PUR 9:30 – 12:30	10
	13 G/L 9:30 – 12:30	14 G/L 9:30 – 12:30	15 G/L 9:30 – 12:30 Procard 9:30 -11:00	16 G/L 9:30 – 12:30	17
	20	21	22	23	24 Christmas Eve
	27 Winter Break	28 Winter Break	29 Winter Break	30 Winter Break	31 New Year's Eve

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	January
3	4	5	6	7	
10 Payroll 9:00 – 1:00	11 Payroll 9:00 – 1:00	12 Payroll 9:00 – 1:00 Procard 9:30 – 11:00	13 Payroll 9:00 – 1:00	14 Payroll 9:00 – 1:00 COA 9:30 – 12:30	
17 NAV/PUR 9:30 – 12:30	18 NAV/PUR 9:30 – 12:30	19 NAV/PUR 9:30 – 12:30	20 NAV/PUR 9:30 – 12:30	21	
24 G/L 9:30 – 12:30	25 G/L 9:30 – 12:30	26 G/L 9:30 – 12:30 Procard 9:30 – 11:00	27 G/L 9:30 – 12:30	28	
31					

2000

Financial Training Calendar



February	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
		1	2 Procard 9:30 – 11:00	3	4
	7	8	9	10	11
	14 Payroll 9:00 – 1:00	15 Payroll 9:00 – 1:00	16 Payroll 9:00 – 1:00	17 Payroll 9:00 – 1:00 Procard 9:30 – 11:00	18 Payroll 9:00 – 1:00 COA 9:30 – 12:30
	21 NAV/PUR 9:30 – 12:30	22 NAV/PUR 9:30 – 12:30	23 NAV/PUR 9:30 – 12:30	24 NAV/PUR 9:30 – 12:30	25 GL 12/13 Reports Mgmt 9:30 – 12:30
	28 G/L 9:30 – 12:30	29 G/L 9:30 – 12:30			
	2000				

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	March
		1 G/L 9:30 – 12:30 Procard 9:30 – 11:00	2 G/L 9:30 – 12:30	3 G/L 1/24 Reports Mgmt 9:30 – 12:30	
6 Stand Alone G/L 9:30 – 12:30	7 Stand Alone G/L 9:30 – 12:30	8 Stand Alone G/L 9:30 – 12:30	9 Stand Alone G/L 9:30 – 12:30	10 Stand Alone G/L 9:30 – 12:30	
13 Payroll 9:00 – 1:00	14 Payroll 9:00 – 1:00	15 Payroll 9:00 – 1:00	16 Payroll 9:00 – 1:00	17 Payroll 9:00 – 1:00 COA 9:30 – 12:30	
20 NAV/PUR 9:30 – 12:30	21 NAV/PUR 9:30 – 12:30	22 NAV/PUR 9:30 – 12:30 Procard 9:30 – 11:00	23 NAV/PUR 9:30 – 12:30	24 G/L 2/28 Reports Mgmt 9:30 – 12:30	
27 G/L 9:30 – 12:30	28 G/L 9:30 – 12:30	29 G/L 9:30 – 12:30 Procard 9:30 – 11:00	30 G/L 9:30 – 12:30	31	

Financial Training

Financial Training Department News

It's official! We've moved to the 7th Floor of the Franklin Building. In addition, Beverly Edwards, formerly the Senior Director of Financial Training has been named Executive Director of Learning and Education. The best of luck to you, Beverly! Also, Paul Weidner has joined the staff as the Director of Financial Training. Welcome Paul!

Below is where you can find all of us:

Beverly Edwards, Ph.D.

Executive Director of Learning and Education
Division of Human Resources
Room 713 Franklin Building
215-573-6703
edwards@hr.upenn.edu

Paul Weidner

Director, Financial Training Department
Room 709 Franklin Building
215-898-1447
weidnerp@pobox.upenn.edu

Barbara Murray

Manager
Room 710 Franklin Building
215-898-1733
murrayb@pobox.upenn.edu

Jim Riley

Sr. Training Specialist
Room 711 Franklin Building
215-573-8988
jriley@pobox.upenn.edu

Sally (Sara) Buonadonna

Administrative Assistant
Room 714 Franklin Building
215-573-5603
buonadon@pobox.upenn.edu

Fax for all: 215-898-9954



Procurement Credit Card (Pro-Card)

FOR EMPLOYEES WHO HANDLE PROCUREMENT FOR THEIR DEPARTMENTS, this 90 minute training session provides an overview of the University's procurement credit card program. Highlighted will be the ordering process, documentation, disputed transactions, ease of use, restricted commodities and card misuse. There will also be a demonstration of the on-line Pro-Card system, including security clearance, browse screens, and updating transactions where the account number to be charged for the purchase can be changed.

Please note: You are required to attend this program prior to receiving your Procard. See the training calendar on page 14 and 15 for dates when this session is being offered. Register by sending an email to buonadon@pobox.



Payroll/Personnel System

FOR EMPLOYEES WHO ARE RESPONSIBLE FOR ANY PAYROLL/PERSONNEL FUNCTIONS FOR THEIR DEPARTMENT. This comprehensive training program takes place over five half-days, and is designed to introduce new users to all aspects of Payroll and Personnel that may be encountered during the course of one's employment at Penn and includes hands - on exercises to acquaint users with the various screens.

Please note: To register for the Payroll/Personnel course, the departmental Senior Business Administrator should email the name, title, department name, telephone and email address of the registrant to Sally Buonadonna at buonadon@pobox.upenn.edu.

Financial Training

New! FinMIS Stand Alone General Ledger (for non-PO originator/approver)

Listed below are specific areas that the class will examine:

- Chart of Accounts Overview: How Penn's Chart of Accounts Works
- FinMIS Navigation: How to get from one point to another within the system
- GL COA Inquiry: Looking up specific information in the COA
- GL Journal Entry General: How to create journals and various journal sources
- GL Inquiry/Reporting: Querying budget balances, account summaries and details, running reports
- GL Budget Entry: Entering and adjusting budgets via budget journals



ACCOUNTING & BUSINESS CERTIFICATION PROGRAM



The Accounting & Business Certification Program is being revised to better meet the needs of the University and the program participants. Check this publication for information about the new and improved ABC Program and for registration information in the next issue/ issues of The Bottom Line.



Financial Management Information System (FinMIS) Training Program

The FinMIS Training Programs are designed to provide University financial administrators with hands-on instructions on how to 'Navigate' through the Purchasing and General Ledger business processes. Participants are also introduced to the University's Chart of Accounts. To register, please complete the registration form on the following page. Please be sure to include both your Supervisor and the Trainer/System Access Administrator signature on your registration form. A complete list of the System Access Administrators can be found on page 22 of this issue.

FinMIS Overview/Chart of Accounts

This program provides an organizational overview of the central offices involved in the University's basic business and accounting functions. The General Ledger Chart of Accounts will be explained. Also included will be a general overview of the FinMIS features to be learned in the following hands-on courses.

Navigation/Purchasing

This hands-on training session introduces the end-user to 'Navigation' through the business applications. You will learn how to maneuver through the system by entering a standard purchase order. This step-by-step session will prepare you to enter a variety of purchase orders and demonstrate how to submit your PO for approval, view information on-line and run purchasing related reports. Pre-requisite: FinMIS Overview/Chart of Accounts

General Ledger (for PO originator/approver)

In this hands-on training session, you will learn how to determine your available funds, perform an inquiry on your accounting activity, enter a budget in FinMIS and prepare an on-line journal entry. In addition, you will be introduced to the naming convention used for all general ledger transactions, how to retrieve Procard and suspense transactions for adjustment, as required, and how to run standard General Ledger reports. Pre-requisite: Navigation/Purchasing

Please see the registration form on page 18 of this issue!

FinMIS Training Registration

Please complete the following information and return to:

Financial Training Department

Room 714/6205 * Fax: 898-9954 * Phone: 573-5603

FinMIS Overview/Chart of Accounts	One half-day session _____
FinMIS Navigation Purchasing	Four half-day sessions _____
FinMIS General Ledger*	Four half-day sessions _____
FinMIS Stand Alone General Ledger**	Five half-day sessions _____

Please see page 17 for a complete description of each course listed above.

Please note: You will be notified via e-mail of the dates and location for which you are to be scheduled.

*If you are responsible for Purchasing functions only, you are not required to attend the General Ledger sessions.

**If you are accessing General Ledger responsibilities only (i.e. not entering or approving PO's), this training program is recommended.

Personal Data: (Please print or type)

Name: _____ Years at Penn: _____
 SSN: _____ - _____ - _____ Title: _____
 School/Center: _____ Department: _____
 Campus Phone: _____ - _____ E-mail: _____ @ _____

Education and Training: Circle and complete the appropriate answer

Do you have a business degree? Y N Major: _____ Year earned: _____
 Have you ever taken an Accounting course? Y N Name: _____ Year taken: _____

Computer Experience: Please select the appropriate response

	3 - Frequently Use			2 - Use on occasion			1 - Never Use		
Lotus or Excel	3	2	1	WWW/Internet	3	2	1		
Word Processing	3	2	1	Mac or PC	3	2	1		
Windows	3	2	1	E-mail	3	2	1		

Financial Responsibilities: Circle or complete the appropriate answer

Process purchase orders	Y	N	Review and adjust Procard transactions	Y	N
Approve purchase orders	Y	N	Manage Unrestricted funds(s)	Y	N
Prepare budget entries	Y	N	Manage Sponsored Program funds(s)	Y	N
Review accounting reports	Y	N	Manage Gift funds(s)	Y	N
Prepare journal entries	Y	N	Manage Endowment funds(s)	Y	N
Clear suspense accounts	Y	N	Other _____		

Familiarity with University financial policies and procedures: Please select the appropriate response

	3 - Very familiar			2 - Some familiarity			1 - No familiarity		
Accounts Payable	3	2	1	Payroll	3	2	1		
Acquisition Services (Purchasing)	3	2	1	Research Services	3	2	1		
Budget & Management	3	2	1	Travel	3	2	1		
General Accounting	3	2	1	Other: _____	3	2	1		

Employee's Signature: _____ **Date:** _____

Supervisor's Name: _____ **Signature:** _____ **Date:** _____

School/Center Trainer/

Access Administrator: _____ **Signature:** _____ **Date:** _____

Both the Supervisor's Name and the School/Center Trainer/Access Administrator Signature are REQUIRED. Thank you!

Office of Student Financial Services

Spring 2000 through Summer I 2000

Below are the dates when SFS will be producing bills, the due dates, and system input deadlines

Produce Bills	Bill Date/Due	Address Used	Automated Feeder File Update to BRS	Input Deadline to Student Account Adjustments (SAJ)	Input Deadline to SAM-Dept Grants RA/TA/RF
Spring 2000					
Dec 06, 1999	Jan 06, 2000	G	Dec 03, 1999	Dec 06, 1999	Dec 03, 1999
Jan 11, 2000	Feb 03, 2000	L	Jan 10, 2000	Jan 11, 2000	Jan 07, 2000
Feb 07, 2000	Mar 03, 2000	L	Feb 04, 2000	Feb 07, 2000	Feb 04, 2000
Mar 07, 2000	Mar 30, 2000	L	Mar 06, 2000	Mar 07, 2000	Mar 03, 2000
Apr 04, 2000	Apr 28, 2000	L	Apr 03, 2000	Apr 04, 2000	Mar 31, 2000
Summer I, 2000					
May 03, 2000	May 30, 2000	L	May 02, 2000	May 03, 2000	Apr 28, 2000

Address Options:

H = Home L = Local G = Ugrad to Home / Grad to Local

Directions:

Feeder File Updates:

All transactions from other systems are transferred to the billing & receivable system (BRS) prior to each billing run. "Feeder Files" (i.e., Registrar, Residence, Financial Aid (SAM), Penn Plan, Faculty Staff, Penntrex, Dining, Student health/Insurance, Wharton Repro, Fitness Center and other auxiliary departments) are scheduled to be updated to BRS on a weekly basis.

Student Account Adjustment:

Do not post tuition and general fee adjustments for the current term until after the financial Drop/Add time period is over. See Automated SRS Adjustments Schedule below.

Automated SRS & Tuition Adjustment Schedule:

All entries posted to SRS must be updated prior to 5:00 PM on these dates.

The final dates to process tuition-related adjustments for a given term is indicated in **bold**.

Term	Tuition Adjustment	Input to SRS	SRS Transfer to BRS
Spring 2000	Tuition Calc	Nov 18, 1999	Nov 19, 1999
	Tuition Calc	Nov 23, 1999	Nov 24, 1999
	Drop/Add	Jan 13, 2000	Jan 14, 2000
	Drop/Add	Jan 28, 2000	Jan 28, 2000
Summer I 2000	Tuition Calc	Apr 20, 2000	Apr 21, 2000
	Drop/Add	May 4, 2000	May 5, 2000
	Drop/Add	May 30, 2000	May 31, 2000



RT Delete Updates:

Are run on a daily basis from the beginning of the Tuition Calc time periods through the end of the Financial Drop/Add schedule. This update will adjust students' accounts that the drop/add process was unable to handle because the students' SRS academic records and courses were not deleted according to the guidelines. These adjustments are primarily for students placed on leave, dropped or withdrawn.

Financial Hold-Tentative Dates:

Warning Letter Mailed (01/12/99) - February 29, 2000 for Fall 2000 Advance Registration (Mar 27 - Apr 09)

Actual Hold Posted/Letter Mailed - March 14, 2000 for Fall 2000 Advance Registration (Spring Recess Mar 10 - 19)

Note: Any questions relating to this schedule should be directed to SFS-Student Accounts Section at ext. 4280



Dates to Remember

PAYROLL MONTHLY CLOSING AND PAY DATES

Pay Period: December 1999 - February 2000

Monthly Payroll Pay Date	Supporting Documents For New Appointments Must Reach HR Records by Noon	Additional Pay Forms Due in Payroll by 4:00 P.M.	Time Reporting Data Entry for Late Pay, Reduction Pay and Late Pay Approvals by 4:00 P.M.	Database On Line Changes to Existing Employees Must be Made by 5:00 P.M.
Dec 17	Dec 6	Dec 7	Dec 8	Dec 9
Jan 31	Jan 17	Jan 19	Jan 20	Jan 21
Feb 29	Feb 14	Feb 16	Feb 17	Feb 18

FinMIS ACCOUNTING SYSTEM CLOSING SCHEDULE

Period	Begin Date	End Date
Dec '99	12/01/99	12/30/99
Jan '00	01/03/00	01/28/00
Feb '00	02/01/00	02/29/00

The cut-off dates for significant business processes are as follows:

Transaction Type	Cut-Off Date for Receipt by Central Office
Cash Receipts	Next to the last business day of the period, 12:00 p.m.
Central Gifts Receipts	Next to the last business day of the period, 4:00 p.m.
On-Line Journals	Last day of the period, 6:00 p.m.
ProCard Journals*	Last Friday of the period, 6:00 p.m.
Collections	Last Monday of the period, 5:00 p.m.

* Note that ProCard Journals are imported every Friday and remain unposted for one week to allow ProCard holders to revise the account distribution on-line in FinMIS.

OFFICE OF RESEARCH SERVICES National Institutes of Health (NIH) Deadlines

Jan 1, 2000	All Aids-Related Grants
Jan 10, 2000	All Institutional National Research Service Awards
Feb 1, 2000	New Research Grants, Conferences & Research Career Awards ALL (new, competing, revised and supplemental) Program Project & Center Grants
Mar 1, 2000	Competing Continuation, Supplemental & Revised Research Grants, Conferences and Research Career Awards
Apr 5, 2000	Individual National Research Service Awards (NRSA's)*

* For these specialized grant applications, consult with the appropriate PHS awarding component prior to the preparation of an application, particularly if the requested budget exceeds \$500,000.

Dates to Remember



PAYROLL WEEKLY CLOSING AND PAY DATES

Pay Period 1999	Weekly Payroll Pay Date	Supporting Documents For New Appointments Must Reach Personnel Records by 5:00 P.M.	Vacation & Additional Pay Forms Due in Payroll by 5:00 P.M.	Time Reporting Data Entry for Positive/Exception Employees by Monday, 3:00 P.M.	Database On Line Changes to Existing Employees Must be Made by 5:00 P.M.
Nov 22 - Nov 28	Dec 3	Nov 23	Nov 24	Nov 29	Nov 29
Nov 29 - Dec 5	Dec 10	Nov 30	Dec 3	Dec 6	Dec 6
Dec 6 - Dec 12	Dec 17	Dec 7	Dec 10	Dec 13	Dec 13
Dec 13 - Dec 19	Dec 22	Dec 14	Dec 13	Dec 15	Dec 15
Dec 20 - Dec 26	Dec 23	**	Dec 15	Dec 17	Dec 17
Dec 27 - Jan 2	Jan 7	**	Dec 22	Jan 3	Jan 3
Jan 3 - Jan 9	Jan 14	Jan 4	Jan 7	Jan 10	Jan 10
Jan 10 - Jan 16	Jan 21	Jan 11	Jan 14	Jan 17	Jan 17
Jan 17 - Jan 23	Jan 28	Jan 18	Jan 21	Jan 24	Jan 24
Jan 24 - Jan 30	Feb 4	Jan 25	Jan 28	Jan 31	Jan 31
Jan 31 - Feb 6	Feb 11	Feb 1	Feb 4	Feb 7	Feb 7
Feb 7 - Feb 13	Feb 18	Feb 8	Feb 11	Feb 14	Feb 14
Feb 14 - Feb 20	Feb 25	Feb 15	Feb 18	Feb 21	Feb 21
Feb 21 - Feb 27	Mar 3	Feb 22	Feb 25	Feb 28	Feb 28

* - New employees must be hired by 12/3/99 in order to be eligible for the December holiday pay (12/27 - 31)

** - Please submit paperwork for new hires to HR Records after 1/3/00

Dates to Run Salary Management (Salmgmt) Reports

Run your GRPA and/or GRPS Salary Management Reports on the following dates to match the month's salary actuals and encumbrances to your General Ledger (GL) reports for the same month.

To match GL Reports in:

December
January
February

Run Salmgmt Reports on any of these dates:

Dec 20 - Dec 30
Jan 26 - Jan 31
Feb 23 - Feb 28

Why run them on these dates?

These are the Salmgmt reports that contain encumbrances that match exactly to the month-end GL reports. Your snapshot from the system has to be taken between the Tuesday after payroll runs producing the last weekly check for the month and before the Monday of the following week. By that last Tuesday, monthly payroll has already run so those actuals and updated encumbrances will be correct. (The secret to determining the dates is the check date, not the week ending date.)

How to run these reports?

- From the Salary Management main menu
 - Enter RPTS in the Tran field and press [Enter].
- From the Standard Reports menu
 - Enter GRPA or GRPS in the Tran field and press [Enter].
 - Leave the fiscal year set to 2000.

NOTE!

If you are requesting the GRPA report, CNAC must be entered, but all other fields are optional. If you leave a field blank, everything to the right of that field must also be blank. For example:

260 260 _ _ _ _ _ (acceptable)

260 2 _ _ 5 _ _ _ _ _ (unacceptable)

FinMIS School/Center Access Administrator

**Responsible for ensuring that all FinMIS Logon Access is appropriately administered.
Serves as main School/Center contact when questions arise regarding FinMIS related activity.**

Name	Sch/Ctr#	Sch/Ctr	Phone	E-mail Address
Sophie Luzecky	02	SAS	8-0888	sluzecky@sas
Mai Friedman	04,83	Provost	8-6841	friedman@pobox
John Westdyke	06	Nursing	3-9759	westdyke@nursing
Andrea Rollins	07	Wharton	8-2691	rollins@wharton
Christopher Bristow	13	Engineering	8-7916	bristow@seas
Darlene Sparks	19	Annenberg Center	8-6704	sparksjd@pobox
Jeannette Parker	24	DIA	8-3284	parker2@pobox
Alan Waldt	26	Museum	8-4052	awaldt@sas
Janet Plantan	32	Grad Ed	8-3039	janetp@gse
Kathy Lorenz	33	GSFA	3-3679	lorenz@pobox
Delores Bristow	35	Social Work	8-5527	dbristow@ssw
Donna Burdumy	36	Annenberg School	8-7053	dburdumy@pobox.asc
Merceda Lafferty	21,40,88	Medical	3-4064	merceda@mail.med
Darlene Dziomba	50	Library	8-7567	darlene@pobox
Linda Kristekas	51	Dental	8-5405	linda@biochem.dental
Ernie Gonsalves	56	Law	8-6430	egonsalv@law
Kelly Ardis	58	Veterinary	8-4597	kda@vet
Donna Petrelli -Aquino	60	Morris Arboretum	8-2487	petrelli@pobox
Cassandra Green	61	ICA	8-7108	cgreen@ben.dev
Julie Shuttleworth	62	Int'l Programs	8-1644	jshuttle@pobox
Bonnie Gibson	63	Fels Center	8-6841	gibson@pobox
Anna Colasante	78	Audit & Compliance	8-1938	annamc@pobox
Florence Griffin	79	Public Safety	8-6696	griffin3@pobox
Janet Dwyer	81	President	8-0448	dwyer@pobox
William Turner	84,85,86	Univ. Life	8-4922	turner@pobox
David Valentine	87	Finance	8-5422	davidv@pobox
Michael Merritt	87	Finance (SFS)	8-9971	merritt@sfs
Joanne Gorman	90	Development	8-8185	gorman@ben.dev
Marilyn Jost	91	ISC	3-8406	jost@isc
Gary Truhlar	92	Human Resources	8-5896	truhlar@pobox
Donna Petrelli -Aquino	93,95	Business Services	8-2487	petrelli@pobox
Kevin Schrecengost	96	Facilities Management	8-4242	kdschrec@pobox
Kelly Cassaday	97	Facilities Services	8-6644	kcassaday@trammellcrow.com
Leslie Mellet	98	EVP	3-2831	melletl@pobox

