PennWorks (HR/Payroll) Application Coming Soon!

In an effort to standardize our collection of data while providing a more intuitive tool for users of Penn’s existing HR/payroll system (sometimes known as UMIS), a cross-University team has been working to develop a new and improved web-based front-end to the current mainframe system. Based on input from a broad range of users and building upon the current system’s core functionality, PennWorks will make it easier to collect and process staff and faculty job/salary data, will provide easier access to information, and will reduce data entry through integration with other systems. This project is sponsored by the Provost’s Office, the Division of Human Resources, the Division of Finance, and Information Systems and Computing.

PennWorks will be used by Business Administrators, Payroll Coordinators, the Division of Human Resources, and the Central Payroll Office. Over the coming months we will be sending out communications to affected users as the project develops and schedules are finalized.

What is PennWorks?

PennWorks will be a secure and intuitive web-based user interface to the current HR/payroll system, with a new look and feel, improved navigation, and robust help. PennWorks will be used for such actions as entering new employees, updating bio/demographic information, and entering compensation and salary distributions. A new faculty compensation tab will improve the consistency with which various forms of faculty compensation are collected and calculated. PennWorks will eventually become the data collection mechanism for all input into the existing HR/payroll system, which will continue to be used as the core payroll processing system.

PennWorks continued on page 2

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Additional Newsletters
Executive Vice President’s Office
http://www.evp.upenn.edu/

Fiscal Year 2009 Closing Instructions

Office of the Comptroller website:
See page 4 for Accounts Payable
Fiscal Year-End Cutoff Dates
Key Features of PennWorks

The anticipated key features of PennWorks (first release) include:

- Ability to establish, review, and modify staff and faculty records from the user’s internet browser rather than the current, less intuitive mainframe application
- Robust help and online error validation/error descriptions
- Collection and maintenance of unlimited roles compared with today’s 4-job limit
- Collection and maintenance of pay distributions, incorporating the functionality in today’s WESD application
- Collection of various categories of faculty compensation based on new standard definitions and collected prospectively each year
- Ability to add new employees with real-time PennID assignment

Benefits of PennWorks

The anticipated benefits of PennWorks include:

- Future dating of transactions functionality, which eliminates duplicate data entry during the annual salary increase process
- Reduction of duplicate data entry by leveraging other data sources, including the Faculty Information System, PeopleAdmin Faculty/Staff recruitment, and the Office of International Programs (OIP) visa data
- Improved data quality for reporting and analysis

Web-Enabled Salary Distributions (WESD) Functionality

PennWorks will incorporate the ability to manage projected salary distributions. The current system used for the planning and allocation of salary distributions, WESD, will be retired when PennWorks becomes available.

Access and Training

Prior to obtaining access to the PennWorks application, all current HR/payroll system users will be required to complete a web-based, self-guided training session. Since training is intended for existing HR/payroll system users, prior knowledge and understanding of HR/payroll policies and procedures are presumed. As such, training will focus on the new navigation, look and feel, and functionality of the PennWorks application. Training is targeted to begin four (4) weeks prior to the PennWorks go-live date. Once PennWorks is available, all current system users who have successfully completed the web-based training will only need to authenticate with their PennKey and PennKey password before accessing the application with a Penn-supported web browser. 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.

Continued on next page
PennWorks Advisory Groups

To ensure successful implementation of PennWorks, three advisory groups were formed (Design, Training, and Project Advisory teams), which included senior representatives from a cross-section of Schools and Centers. These groups were formed to provide broad but focused feedback on design and implementation strategies while maintaining manageably-sized working groups. The groups continue to meet regularly to provide input as the system is being developed, to discuss features and benefits of the new system, and to provide other valuable feedback to the project team. In addition to working with the advisory groups, members of the PennWorks project team would be happy to meet with individual organizations to provide a project overview, Q&A, and collect additional feedback.

Future Releases of PennWorks

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

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

Questions

If you have any questions, comments, or suggestions, please send an e-mail to pennworks@lists.upenn.edu or contact Jim Cunningham at jcunni@isc.upenn.edu.

For more information on PennWorks, please visit the PennWorks project page at: http://www.upenn.edu/computing/isc/apps/pennworks/.

— 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

Accounts Payable Website Changes

In an effort to provide the most current disbursement information Accounts Payable has updated its website. The updated site includes office hours, contact info, a list of reasons why AP & IDS reject C-Forms, tips on creating an invoice number if one isn’t provided, C-Form processing guidelines, when to use certain forms, how to relieve an invoice hold, stop/reissue check information as well as other important information regarding invoicing.

As of May 1, 2009, this information can be found at the following web link: http://www.finance.upenn.edu/comptroller/a ccts_payable/

We would appreciate your assistance by extending this information to all individuals in your School or Center who are involved with the payment request process.
BEN Financials Introduces Change Buyer Functionality

Effective June 1, 2009, Schools and Center’s can request that the Buyer be changed on a Service Purchase Order. This request should only be made if the original Buyer on the Service PO moves to a different department and retains PO Manager responsibility in their new job.

Beginning in June, a new form to request the Buyer name change will be available in the BEN Forms section of the Comptroller’s website (http://www.finance.upenn.edu/comptroller/forms/#BEN). This form will be processed by Purchasing Services and will require sign-off and due diligence by the School/Center Access Administrator. It is the responsibility of the department from which the individual is leaving to request the Buyer name change.

Please note that the Buyer name change does not replace the existing Alternate Assignment functionality. If a Buyer leaves the University or no longer needs PO Manager access then you should continue to indicate the Alternate Assignment on the BEN Financials Access Delete form.

BEN Financials Helps You ‘Go Green’

Effective immediately BEN Financials will support duplex (double-sided) printing. Once the printer configuration is modified ALL BEN Financials and Salary Management reports sent to the printer will print duplex. There is not an on-demand choice by user or report.

To request a change to duplex printing the LSP must complete a ‘BEN Financials Printer Registration’ form. The form is available in the BEN Forms section on the Comptroller’s website (http://www.finance.upenn.edu/comptroller/forms/#BEN). When completing the form check the duplex option and provide the ISC Assigned Printer ID (i.e. p872003).

If you do not know if your printer is duplex capable please contact your LSP.

Accounts Payable FY09 Cutoff Dates

Friday, June 12, 5:00 p.m.  Final day to request Final Closing of PO’s in FY 2009
Friday, June 12, 8:00 p.m.  C-forms to be processed in FY 2009
Friday, June 19, 5:00 p.m.  Purchase Order invoices to be processed in FY 2009
Friday, June 19, 5:00 p.m.  Requests to correct and reverse receipts for FY 2009

Please check more Account Payable information at http://www.finance.upenn.edu/comptroller/accts_payable/

The Bottom Line  June 2009
Recent Change Regarding BEN Financials Application Logon Access Forms

Dear Access Administrators,

A recent external audit identified the practice of processing BEN Financials application logon id forms in advance of a person’s completing training as a serious security concern. Therefore effective immediately, Financial Systems will discontinue the practice of accepting and processing BEN Financials application logon id forms before a person completes training.

Remaining cognizant of the fact that gaining system access as soon as possible after the completion of training is a vital necessity; Financial Systems will continue to work toward a 3-4 business day turn-around time (after the receipt of the form in Financial Systems). Financial Systems, along with the Financial Training Department (FTD), also recommends the following best practices:

- A Trainee should bring a fully completed access form to class so the FTD Trainer can sign-off and deliver the form to Financial Systems upon successful completion of the class.
  - In a situation where a Trainee is taking several classes (e.g. GL Inquiry/Reporting, Manual Journal Entry, Budget Entry, etc.), FTD will deliver the access form to Financial Systems when the Trainee successfully completes the last course listed on the access form.
  - When a Trainee’s classes are spread over multiple weeks (e.g. GL Inquiry/Reporting and PO Manager), sending two different access forms (one for the GL series of classes and another for the PO Manager class) will help speed the Trainee’s system access since GL access will not be delayed until PO Manager is completed.

- Access forms mailed to the Financial Training Department prior to a person’s scheduled class will be returned to the Trainee with a request to bring the form to the class they are attending.

- Access forms received more than 60 days after a person attends class will not be signed by FTD and will require the person to take the class again before access is granted.

- Once Financial Systems processes an access form, an email will be sent to the appropriate Access Administrator notifying them that the completed form is available for pick-up in the Comptroller’s Office, 3rd floor Franklin Building.

NOTE: In order to ensure that a user’s access is not delayed, it is important that access administrators pick these forms up on a timely basis. Thank you in advance for your cooperation. If you have any questions, you may email Financial Systems at benadmin@lists.upenn.edu or call Suzanne Burke at 215-898-7238.

The Bottom Line       June 2009
The School and Center P2P process is designed to ensure that related disbursements are paid accurately and on time. Stale-dated uncashed checks are generally an indication that the process is not functioning as intended and may be an indication of duplicate check issuance. In addition, after specified periods, stale-dated uncashed checks must be “escheated” or remitted to the state and may be an unnecessary use of School and Center resources.

Therefore it is important that stale-dated uncashed checks are monitored, researched and resolved as soon as possible.

Effective May 1, 2009, the current School and Center due diligence process for uncashed stale-dated accounts payable checks was improved by implementing a new process focusing on stale-dated uncashed checks issued January 1, 2009 and thereafter. Monitoring and investigating uncashed checks as they become stale will reduce the research time, get payments to payees sooner, and enable Schools and Centers to implement corrective actions to prevent re-occurrences and eliminate related re-work.

A spreadsheet document and process has been developed to facilitate and document the review process. It will also meet the SAS 112 formalized control requirements including certification which evidences completion and review of the procedures and results. The Comptroller’s Office will collect these documents to facilitate audits by external parties and provide additional guidance as necessary.

Detailed procedures which set forth the requirements and the calendar for the new process are available at the Comptroller’s Unclaimed Property website http://www.finance.upenn.edu/comptroller/accounting/unclprop/. Please read them carefully. If you have any questions, please contact Courtney Vogt at 8-4600 or cvogt@upenn.edu or Beth Knaul at 8-6639 or knaul@upenn.edu.

ORS Requirements for Grant Close-Out

These procedures do not negate the current ORS requirement to certify that there are no uncashed checks representing invalid payments. However, the due diligence efforts should support this requirement:

- Any uncashed checks issued in 2003 and prior have been reported to the state and have had due diligence performed and are assumed to be valid.

- Any uncashed checks issued from 2004 through 2008 are in the process of having due diligence performed. This effort is expected to be completed by March 31, 2010. The Schools and Centers should still review these checks for invalid payments. At the end of the March, 2010, the 2004 checks which remain uncashed will be assumed to be valid and reported to the state. The remaining 2005 through 2008 uncashed checks will also be assumed to be valid but will not be reported until their respective reporting years.

- Any uncashed stale-dated checks issued in 2009 and later years will have due diligence performed by the Schools/Centers as they become stale. This review will address checks for invalid payments.

- Any uncashed checks which have not yet become stale-dated (issued 90 days or less before grant close-out) have not yet become part of the due diligence process and should be reviewed for validity.

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At Penn there are summer undergraduate research fellowships that include NSF REU (Research Experience for Undergraduates) and RET (Research Experience for Teachers) programs. A standard process has been established to pay the stipends of participants of the summer undergraduate research fellowship programs through the University’s Personnel/Payroll System.

Please follow these instructions to ensure individuals are compensated accurately and are in compliance with government regulations.

1. The students should be setup in the Personnel/Payroll System as Temporary Monthly Exempt students (Employee Type 4).

2. The students should be entered on the Personnel Action Data screen (003) as:

<table>
<thead>
<tr>
<th>Reg/Temp</th>
<th>Full/Part Time</th>
<th>Employee Type</th>
<th>Pay Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>T (Temporary)</td>
<td>T (Temporary Student Worker)</td>
<td>E (Exempt Monthly)</td>
<td>S (Salaried)</td>
</tr>
</tbody>
</table>

3. The following codes should be used to set up their Job Assignment Data screen (004)

<table>
<thead>
<tr>
<th>Job Class</th>
<th>U.S. Earnings Type</th>
<th>Object Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>217305</td>
<td>TA1*</td>
<td>5070</td>
</tr>
</tbody>
</table>

4. The distribution dates indicated on the job screen should be in May, June, July and August.

Additional Information

The stipends will be paid in monthly installments, on the last working day of the month. The TA1 monthly amount will be subject to the appropriate Federal income tax, state income tax, and local wage tax. A W-2 and/or a 1042S form will be processed for these students the following January for the W-2 form and March for the 1042S form after their employment. W-2 and/or 1042S forms are mailed to the student based on the permanent address in the payroll system, and available on the U@Penn portal.

A part-time EB (employee benefit) rate will be charged on all stipends. The students are not eligible for any benefits (including health and retirement), and will be excluded for all benefits plans.

*If a foreign student is entered into payroll to receive this fellowship, all required foreign documentation MUST be sent to the Payroll Tax Office for review BEFORE any payments can be made (completed foreign national information form, copies of the visa, unexpired passport, I-94 card and immigration document (ds2019, I20)) so that the proper taxation can be determined. If the student is eligible for treaty benefit it is their responsibility to come to the payroll office before the payroll processes to sign the proper documentation to receive the treaty benefits. The Payroll Tax Department will assign the treaty benefits by changing the TA1 earnings code to NRO when applicable. (Please note that if an employee that is eligible for treaty benefits does not come to the payroll office to sign the appropriate document then the payment as per IRS regulation will be fully taxed and a retroactive benefit will not be granted.

The Bottom Line       June 2009
Coming July 2009 – Penn Marketplace Makeover!

Look forward to easier searching and better method of managing your ‘favorites’ lists. The Marketplace will have a cleaner web format with other new features such as sorting on price! Look for more information in future communications as they become available.

Useful Tips for BEN Buyers

• When attempting to approve a requisition from the previous month, the requisition will appear as approved through the action history but with a status of incomplete. At the Requisition Home Page – “My Requisitions” open the requisition by clicking on the Requisition number & click on “complete” to change the GL date to the current date so the requisition will show as complete.

• Before contacting a Supplier about your Purchase Order or contacting Purchasing Services to re-fax your order, please verify in the Action History that the Purchase Order is “Approved”.

• Need a new ship to location added to BEN Buys? Simply complete the Request for a New BEN Buys Ship-to Location at: http://www.purchasing.upenn.edu/forms/ship-to_loc.php

• Deactivated Suppliers can be found listed at http://www.purchasing.upenn.edu/buyinfo/suppliers/deactivated.php.

• All Supplier name changes can be found at http://www.purchasing.upenn.edu/buyinfo/suppliers/name_changes.php.

• To report a price discrepancy, other issues or would like to see a BEN Supplier added into the Penn Marketplace please go to the Penn Marketplace feedback form. http://www.purchasing.upenn.edu/buytools/pm-supplier-feedback.php

• When creating a BEN Buys requisition for an EDI Supplier that requires special instructions to the Supplier, create a separate purchase order line by entering a non-catalog item detailing the special instructions to the Supplier. Please DO NOT use this process to request a "rush order" as the line for notes to the Supplier will cause a slight delay in the Supplier processing the order. It is best to call the Supplier directly with these requirements. EDI Suppliers will have EDI icon EDI appear next to their name - See the complete EDI Supplier list at http://www.purchasing.upenn.edu/buyinfo/suppliers/edi-suppliers.php.

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Effective June 1, 2009, BEN Buys users will now be able to use a new template form for their non-catalog requirements for IKON lease (new or renewal) and copier service and Unique Advantage in the Penn Marketplace. The template forms include the supplier name and other key pieces of information to enable IKON and Unique Advantage to process the PO’s and reduces your time and effort for inputting information.

Please remember that when creating a new PO for a lease to IKON Financial Services you must also create a PO to IKON Office Solutions for the monthly cost per copy fees.

The slides below outline how to create the PO’s in the Penn Marketplace:

**Penn Marketplace Homepage**

**Unique Advantage Unlisted Position Form**

Use this form to create a PO to Unique Advantage for a position that is currently not listed in Unique Advantage’s Penn Marketplace catalog. If you have any questions regarding the usage of this form please use the Penn Marketplace Supplier Feedback Form. [http://www.purchasing.upenn.edu/buytools/pm-supplier-feedback.php](http://www.purchasing.upenn.edu/buytools/pm-supplier-feedback.php)

*Continued on next page*
Introducing Forms in the Penn Marketplace for Creating Non-Catalog Requirements for Unique Advantage & IKON

**IKON Copier Service Contract Form**

Use this form to process a service PO for IKON copy service. Be sure to make each line unique to each machine agreement. In the **Product Description**, include the quote, serial numbers and the service period and physical machine location. **Quantity** should be the total number of copies anticipated for that period.

**IKON New/Renewal Lease Form**

Use this form to create a copier lease or renewal PO for IKON. Enter the quote and serial numbers, lease period and the physical location of the machine in the **Product Description** field. Enter the quoted total amount of the lease in the **Quantity** field.
This spring, as announced in *Almanac* by President Amy Gutmann, Provost Vince Price, Executive Vice President Craig Camaroli, and UPHS Executive Vice President and School of Medicine Dean Arthur Rubenstein, new initiatives in support of the Principles of Responsible Conduct were implemented.

First, the Office of Institutional Compliance (OIC) both expanded and renamed its Confidential Reporting and Help Line services formerly known as the Ben Tips Line. The new 215-P-COMPLY Confidential Reporting and Help Line provides assistance with questions about policies, procedures or practices and handles reports of suspected incidents of non-compliance. And now employees, staff, students and faculty can reach the Confidential Reporting and Help Line either by calling the phone line at 215-P-COMPLY (215-726-6759) or by logging on to the new web site at: www.upenn.edu/215pcomply.

When you call the 215-P-COMPLY phone line, a compliance specialist will answer your call between 8:30 a.m. and 5 p.m., Monday through Friday. Callers may also leave a message during non-business hours. Or, you may file a compliance concern or question 24 hours a day using the 215-P-COMPLY web site at: www.upenn.edu/215pcomply. Both services allow a reporter to remain anonymous and set up a password to maintain communication with the Office of Institutional Compliance.

By logging onto the 215-P-COMPLY web site, you can find many other compliance resources at the University and Health System whom you may contact directly. Regardless of whether your concern is about environmental safety, NCAA, building codes, tax, grants accounting or any other area, there are individuals at Penn that can help. When you visit www.upenn.edu/215pcomply, click on “Other Compliance Resources.”

Finally, a Policy Against Retaliation was approved for all University employees and can be found at: http://www.upenn.edu/almanac/volumes/v55/n24/conduct.html. This policy prohibits retaliatory action against individuals who report compliance concerns in good faith. For more information on the above-mentioned services and policy, please contact OIC at 215-P-COMPLY or 215-898-1938.

### Quarterly Quiz

**Instructions:** To participate in the contest, please submit your answers to the questions at the right, found in this issue of *The Bottom Line*, via email to training@exchange.upenn.edu no later than August 1, 2009

The Winner will receive a one year University Club Membership

**Last Quarter’s Winner - Congrats!** Gearline Robinson, Admin Coor, Prov Adm Affairs

1. What is the cutoff for C-Forms to be received in AP to be processed in FY09?
2. What is the Earn Type all Non-Exempt Salaried employees should have entered?
3. Name one benefit of PennWorks.
4. Name the two Suppliers to use the new non-catalog template in the Penn Marketplace.
5. What is the ‘Rev.’ date on the new I-9 form?
6. Where do you go to add a new ‘ship-to’ location in BEN Buys?
THE TRAVEL POLICIES UPDATED A/O MAY 1, 2009

As part of the T&E policy changes communicated in March 2009, we have created a preview of the updated travel policies, procedures, and best practices, along with links to earlier communications.

Effective April 8, 2009, this information can be found at the following web link: http://www.finance.upenn.edu/comptroller/travel/

Changes or updates are highlighted in yellow. The revised travel forms are already posted for use in the Comptrollers/IDS forms library and can be used immediately. The new forms will be required after May 1, 2009.

In addition to the information concerning the policy changes please note the changes for routing travel and reimbursement inquiries.

AMERICAN EXPRESS ANNOUNCES THAT MONTHLY PAPER STATEMENTS TO GO AWAY

Effective August 4, 2009, Penn employees who have a University of Pennsylvania American Express Corporate Card, will no longer receive their statements through the mail. Instead, monthly statements for these accounts will be provided exclusively online through Manage Your Card Account (MYCA), the secure account website from American Express.

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

PHILLYCARSHARE

In May, PhillyCarShare implemented a $15 per month charge for members who have personal or residential accounts with PhillyCarShare. Penn’s organizational and departmental accounts are NOT impacted by this new monthly fee.

TSA ANNOUNCES NEW PROGRAM TITLED ‘SECURE FLIGHT’

TSA is Easing into Full Name Requirements

TSA’s goal is to have passenger names on the travel documents match their government issued identification. They are asking aircraft operators request and collect full names beginning on May 15, 2009 and date of birth and gender as of August 15, 2009 for their domestic flights. For international flights, full name, date of birth, and gender must be requested and collected as of October 31, 2009. TSA has built some flexibility into the processes regarding passenger name accuracy. For the near future, small differences between the passenger’s ID and the passenger’s reservation information, such as the use of a middle initial instead of a full middle name or no middle name/initial at all, should not cause a problem for the passenger. Over time, passengers should strive to obtain consistency between the name on their ID and their travel information.

Does the name on all of my Identity Documents have to match? What if my driver’s license has only my middle initial, but my passport has my full name? Should I change my driver’s license to match my passport?

Secure Flight does not require that the names on all of your IDs be identical. Passengers should ensure, however, that the name used when making a reservation matches the ID that will be used when the passenger checks in. To illustrate this point using a hypothetical example, if a passenger’s current driver’s license reads “John C. Doe,” the passenger is not required to apply for a new driver’s license listing the complete middle name. However, if the passenger plans to use his driver’s license for identification purposes when traveling, he should ensure that he makes his flight reservation using the exact name on the driver’s license, “John C. Doe.”

The Bottom Line June 2009
As we approach fiscal year-end, please be advised of the following closing guidelines for gifts.

**June 30 Gift Date end of year processing:**
- **July 7:** Last date to deliver to Gifts Accounting & Administration FY09 gifts (need June 30 postmark)
- **July 8 - 9:** Gifts Office will close for fiscal year end processing
  - Special Note: Contact Maria Perkins or your team representative if a gift is received during this time which requires immediate attention.
- **July 10:** Gifts Office will re-open for deliveries
- **July 13:** Last day of Gifts close-out
- **July 14:** Begin prelim reporting

Given a movement to more corporate standards of reporting timeliness as required by Penn Trustees, the “mailbox rule” will apply to GIFT DATE recording for June 30 gift date processing during the month of July.

Gifts will be processed with a June 30 gift date, so long as they are postmarked on or before June 30, 2008. Therefore, it is imperative for you to send fully completed gift transmittals and backup information, including postmarked envelopes, to Gifts Accounting and Administration (GAA) for June 30 gift date processing as quickly as possible. Very limited exceptions will be considered on a case-by-case basis.

**All June 30 postmarked donations must be received in Gifts by Tuesday, July 7, 2009 for inclusion in the gift date closing Monday, July 13, 2008.**

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 close of business on June 30, 2009 in order to ensure they will be counted on the FY09 financials.

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.
FTD Fishing for Feedback

Have you been to a BEN Financials or Payroll training class within the last 6 months? If so, we’re looking for feedback and suggestions.

Now that you’ve settled in and actually have had a chance to use what you learned, we’d like to know:

- Did the class you attended prepare you for your job?
- Looking back, do you wish you learned more about a particular subject and less of another?
- How could Financial Training have better prepared you for the “real world”?
- Do you think additional subject matter should be added to our course offerings? If so, what would the topic be you would like to see offered?

Send us an email with your thoughts, suggestions, and ideas:
training@exchange.upenn.edu

Or call any one of the FTD staff members to discuss your ideas over the phone or to set up an in-person meeting:

- Jim Horstmann: 573-6717
  jhorstma@upenn.edu
- Joe Mullock: 573-8988
  jmullock@upenn.edu
- Barbara Murray: 898-1733
  murrayb@upenn.edu
- Paul Weidner: 898-1447
  weidnerp@upenn.edu

The University has reached an agreement with the Department of Health and Human Services (DHHS) for Facility and Administrative (F&A) rates for fiscal years 2009 through 2012. The University has been operating under provisional rates since July 1, 2008. The newly negotiated on campus research rates are as follows:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Research on Campus</th>
<th>Other Sponsored Programs</th>
<th>Instruction</th>
<th>All Programs Off</th>
<th>DOD Research Contracts *</th>
<th>Non-Federal Sponsors</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>57.5%</td>
<td>36%</td>
<td>57%</td>
<td>26.0%</td>
<td>59.5%</td>
<td></td>
</tr>
<tr>
<td>2010</td>
<td>59.0%</td>
<td>36%</td>
<td>57%</td>
<td>26.0%</td>
<td>61%</td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td>60.0%</td>
<td>36%</td>
<td>57%</td>
<td>26.0%</td>
<td>62%</td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td>60.0%</td>
<td>36%</td>
<td>57%</td>
<td>26.0%</td>
<td>62%</td>
<td></td>
</tr>
</tbody>
</table>

These new rates are to be used immediately on all new and renewal applications, as well as supplemental requests and revised budgets in response to “just in time” requests. We do not yet have an agreement date, but expect to have it in the next few days and will publish it immediately.

F&A charges are made against the grant at the rate(s) for the fiscal year(s) in which the expenditures are made, so the appropriate fiscal year negotiated rates must be used for budgeting of F&A costs for each year of a competitive segment. For example, for an application that has a proposed start date of September 1, 2009, F&A is to be requested for year 1 at a rate of 59/60 and calculated as 10 months at 59% and 2 months at 60%. The requested F&A for year 2 should be at 60% for the full year.

The Office of Research Services will issue guidance on the treatment of these new F&A rates for new awards shortly. If you have any questions, please contact your pre-award contact.
Penn Profiler is the University’s web-based survey that enables people to self-identify many of their work-related training needs. Profiler was rolled out to the University community in stages, beginning in April, 2008. Many users who are coming up on their one-year anniversary will be receiving notification e-mails prompting them to log in to Penn Profiler and complete their annual survey. New training assignments may result, depending on responses to the questions about academic activities and/or job responsibilities which may have changed over the course of the year.

Penn Profiler is part of the University’s overall education initiative regarding safety, research compliance, and other trainings required by Federal, State, and University policies and regulations as well as training related to administrative job skills or responsibilities. The survey takes about 10 minutes to complete, and contains sections pertaining to Administration and Finance, Sponsored Projects, Environmental Health and Radiation Safety, Animal Care and Use, Human Subjects Research, and Clinical Care. Training assigned by Penn Profiler can be completed through Knowledge Link, a learning management system that delivers University and Health System related training. (for more information on Knowledge Link, click here).

Benefits of the Penn Profiler include the following:

• Strengthens knowledge of appropriate best practices that will prepare individuals to do their jobs safely and effectively.

• Provides a user-friendly, web-based, self-service application to identify and assign in a timely manner task-appropriate training.

• Provides the research and administrative communities with easily accessible tools to assign, manage, maintain and report training information (in conjunction with Knowledge Link).

• Strengthens the University’s ability to meet ever-changing federal and regulatory compliance requirements and demands for accountability.

Who needs to take the Penn Profiler survey?
Completing the Penn Profiler survey is expected for all full- and part-time Penn faculty and staff including student workers, adjuncts, CHOP affiliates, graduate students and temporary employees. It must be completed at least annually (more often if an individual’s job responsibilities change.)

Supervisor Reports
As part of the survey, employees are asked to enter the email address of their job supervisor. Supervisors are notified of training assignments made by Penn Profiler (as well as other assignments the supervisee may have in Knowledge Link), and supervisors can also access the Learning Management System Reports on an ongoing basis to monitor employee training (for more information on LMS Reports, click here).

Benefits of Penn Profiler
Benefits of the Penn Profiler include the following:

• Strengthens knowledge of appropriate best practices that will prepare individuals to do their jobs safely and effectively.

• Provides a user-friendly, web-based, self-service application to identify and assign in a timely manner task-appropriate training.

• Provides the research and administrative communities with easily accessible tools to assign, manage, maintain and report training information (in conjunction with Knowledge Link).

• Strengthens the University’s ability to meet ever-changing federal and regulatory compliance requirements and demands for accountability.

Additional Information
Questions about the Penn Profiler can be addressed to PennProfiler@lists.upenn.edu.

—Steven J. Fluharty
Vice Provost for Research
—Stephen Golding
Vice President for Finance & Treasurer
—Chris Kops
Vice Dean for Administration and Finance, SOM
—Robin H. Beck
Vice President, Information Systems & Computing

The Bottom Line  June 2009
EMPLOYMENT VERIFICATION

The University of Pennsylvania is pleased to offer The Work Number®, an automated employment verification service that allows you to have your employment and salary verified within a matter of minutes! This fast, secure service is used for mortgage applications, reference checks, loan applications and apartment leases – anything you need that requires proof of employment. It’s quick, accurate, and best of all its easy! The following information explains the two types of verifications and the process for obtaining a verification.

What Are the Benefits of This Service?
- Faster, more efficient, and more complete responses to employment verification requests
- Increased security of sensitive salary information
- Standardized verification procedures
- An audit trail to insure proper verification procedures
- Longer hours of accessibility to employment verification information
- Dedicated Client Service Center: 1-800-996-7566
- This service is available 24 hours a day, 7 days a week

What Information Will Be Provided to Lenders/Verifiers?
There are two types of verifications that can be obtained: an "Employment-Only Verification" or an "Income Verification".

<table>
<thead>
<tr>
<th>Employment-Only Verification</th>
<th>Income Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Job Title</td>
<td>Job Title</td>
</tr>
<tr>
<td>Most recent dates of employment</td>
<td>Most recent dates of employment</td>
</tr>
<tr>
<td>No income data is included</td>
<td>Year to date earnings</td>
</tr>
<tr>
<td></td>
<td>Two previous years income history</td>
</tr>
</tbody>
</table>

How Do I Use The Work Number?
How you use The Work Number is slightly different depending on which type of verification is required:

To Authorize an Employment-Only Verification
- Provide your verifier with the name of your employer (University of Pennsylvania).
- Provide your verifier with your Social Security Number.
- Have your verifier visit www.theworknumber.com and register under the verifier area. They will be able to verify your Employment-Only Information in a matter of minutes through a secure Web connection.
- If your verifier does not have Internet access or would prefer to use the telephone, have them call (800) 367-5690.

To Authorize an Income Verification
- Login to your account on The Work Number website.
- Get a Salary Key from your online account. The Salary Key is a random six-digit number that acts as your electronic signature. If you give a Salary Key to a verifier, they can use it one time. Once the Salary Key is used, it is deleted from The Work Number and cannot be used again. If you are shopping for a loan and need to have your income verified by two separate lenders, get two Salary Keys - you can have up to three active at any one time.
- Provide the verifier with the Salary Key you obtained.
- Provide the verifier with the name of your employer (University of Pennsylvania)
- Provide the verifier with your Social Security Number.
- Have your verifier visit www.theworknumber.com and visit the verifier area. They will be able to verify your employment and income in a matter of minutes through a secure Web connection.
- If you verifier does not have Internet access or would prefer to use the telephone, have them call (800) 367-5690.
If you’re adding a new faculty or staff member to payroll on or after April 3, 2009, you’ll need to use a new version of the I-9 Form.

Whenever a new faculty or staff member is hired, certain documents must be completed. The I-9 Form, which provides evidence that the individual is authorized to work in the United States, is one of these documents.

As of April 3, 2009, the U.S. Citizenship and Immigration Service has revised the I-9 Form and modified the list of acceptable documents that faculty and staff may use to validate their employment eligibility. Under the new rule, Penn will no longer be able to accept expired documents.

Please discard any copies of the old I-9 form and use only the new form starting immediately. The only acceptable I-9 form will be the one with “Rev. 02/02/09” in the bottom right corner. And remember that expired documents will no longer be accepted as proof of employment eligibility. The University can be subject to strict fines if we don’t comply with the new rules.

For more information about the change, go to: www.uscis.gov/files/article/I9_qa_12dec08.pdf. The new I-9 Form, which includes a list of approved documents that establish eligibility for employment, can be found on the Division of Human Resources website at www.hr.upenn.edu/Recruitment/forms.aspx.

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**DID YOU KNOW...**

**Holiday Pay (HOL)** should be entered in Time Reporting for all Non-Exempt Salaried individuals in the Payroll/Personnel system for all University paid Holidays.

There is one place where every ‘past or potential’ financial trainee can go to see the following:
- What **Business Training** and/or **Access** is Needed?
- How Do I **Register** for This Training?
- Where to Find the **Access Form**?

Simply click here:

http://www.finance.upenn.edu/ftd/Training_&_Access_Forms.htm

For more information regarding **courses offered**, including **course descriptions**, **how to register** for a financial training course, **documentation**, the financial training **calendar**, previous issues **The Bottom Line**, & FTD please go to:

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

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The Bottom Line   June 2009
If you are planning a move or renovation during June, July, or August, *now* is the time to schedule your project with ISC. Please contact our ISC N&T Service Desk at (215) 746-6000 or service-requests@isc.upenn.edu to consult with our Project Leaders regarding your move and your telephony and data requirements. There may be an opportunity to convert your department to PennNet Phone, thus avoiding the costs associated with having ISC move your telephone service. For more information about PennNet Phone, please refer to the recent Almanac article at:

http://www.upenn.edu/almanac/volumes/v55/n29/pennnet.html.

Customers Requesting Telephone Services From ISC:

- Provide at least 2 weeks’ notice when requesting new telephones or moving telephones (During June, July, and August, please provide at least 3 weeks’ notice)
- Take advantage of ISC’s ordering web services at http://www.upenn.edu/computing/isc/networking/

What you should expect from ISC:

- All telephone requests submitted using our web services will be responded to within 1 business day; with the name of the assigned Project Manager
- The ISC Project Manager will work with you to complete all service requirements (site visits, telephone numbers, sets, wiring)
- The project will be scheduled for implementation 2 weeks after the requirements have been completed
- After the installation is complete, the Project Manager will contact you to confirm the project is closed

**Interested in Auditing Your Telephone Lines?**

If you would like ISC to work with you to audit your telephone service, please send a request to the ISC N&T Service Desk at (215) 746-6000 or service-requests@isc.upenn.edu and request a review of your department’s telephone lines that have not had any long distance calls place from them for the past 12 months. The reviews should potentially result in reducing the number of telephone lines and voice mail boxes currently in use. The departments may use the review to identify lines for disconnect. Lines may be suspended for 2 weeks; disallowing telephone calls. After 2 weeks, the lines are then disconnected.

As always, we appreciate your support as we continue to work together to improve the delivery of our services.

--Michael Palladino
Associate Vice President
ISC Networking and Telecommunications
3401 Walnut Street
Suite 221A
Philadelphia, PA 19104
(215) 898-336