**Fiscal Year 2012 Closing Instructions**


**Overview**

The FY 2012 year-end closing schedule and deadlines are similar to the schedule used last year in many respects. However, we have made a few revisions to the schedule in order to streamline the closing process for everyone involved, as highlighted below:

- **Load of FY 2013 Original Budget to BEN Financials/Warehouse** from Friday, June 8th at 8:00 p.m. to Monday, June 11th at 8:00 a.m.
- **Suspense account reconciliation and clean up** should be completed by Friday, June 15th – (this should include SUSP org and suspense object codes 94XX and 95XX) for suspense items recorded prior to June 15th.
- **Posting of final Spring Student Aid Distribution** will be Friday June 29th
- **All funding certifications need to be submitted to the Treasurer’s office** by Monday June 25th at 12:00 p.m. in order to be processed into FY12. No capital funding entries will be recorded in the ADJ period.

*Continued on page 2*

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**Penn’s New Administrative eLearning System, Summer ‘12**

Penn will launch a new eLearning platform for training and professional development this summer, replacing what we know today as Knowledge Link. The University and Health System are collaborating to introduce the new enterprise Learning Management System (LMS) software in mid-August, 2012. It will have a variety of great features and tools for learners, supervisors, administrators and training providers. For a sneak peek at some of the changes you can expect, please see the new launch page:

http://www.upenn.edu/computing/admin-elearning/future.html

This page will be updated regularly with more information, including tips and training opportunities for LMS users, so stay tuned!

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**PennWorks: Additional Pay Pre-Work Approval Feature Coming August ‘12**

A new feature within the PennWorks Additional Pay module is scheduled to be released on August 2, 2012. This new feature, Pre-Work Approval, will create a process to establish a rate and set up preauthorization for additional work in excess of normally scheduled work time. Those responsible for budget and compensation decisions within each School and Center can submit requests for pay rates and pre-authorization for eligible employees before the work commences (University Policy No. 305). This process will improve financial accountability and control following recommendations made by PricewaterhouseCoopers during the annual audit process.

A PennWorks Pre-Work request will, upon submission, be automatically routed to the appropriate Business Administrators, HR Coordinators and any other Supervisors, Department Chairs, or Deans (depending on the policy of each School/Center).

*Continued on page 5*

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**Additional Newsletters**

Office of Research Services

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

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**In This Issue...**

- Comptrollers......................................................... Page 1-3
- Did You Know .................................................. Page 10
- Gifts Acct & Admin Deadlines .................. Page 4
- ISC’s New Service Catalog ....................... Page 9
- PennWorks
  - Pre-Work Approval Feature ............. Page 1,5
  - Automated Cleanup ......................... Page 6
  - Faculty Comp Reminder ................. Page 6
- Office of Research Services
  - Electronic Submission of Just-in-Time
    Information, etc. .............................. Page 8
- Student Registration & Financial Services
  - Summer Federal Work Study .......... Page 6
- Office of the Treasurer
  - New Indirect Cost Methodology ....... Page 7
- Quarterly Quiz ................................. Page 10
Overview (continued)

- Any and all activity posted in the ADJ-12 period to UPHS and CPUP through the inter-fund must be posted by Friday, July 6th. All entries to 15XX object codes after that date will be reversed.
- Deadline to post FY12 Salary/Bonus Accruals is Monday, July 9th.
- Availability of the ADJ-12 period for end users will remain at 5 workdays in order to meet Trustee-mandated reporting deadlines. Direct access to the general ledger for ADJ-12 will end on Monday, July 9th.
- Signed School/Center internal representation letter provided to Comptroller’s office no earlier than Friday, July 13th, 2012, but no later than Friday, July 20th, 2012 in order to review significant events thoroughly.
- The only transactions that will be recorded after July 9th, are gift and investment related:
  - Posting of final TIF income distribution on Tuesday, July 10th
  - Posting of final FY12 transactions to the general ledger by GAA on Friday, July 13th
  - Reconciliation and posting of final AIF income distribution on Friday, July 13th
  - Final AIF buys posted for ADJ period on Monday, July 16th
  - Final 13th month close (Endowment and Gift Overhead) Monday, July 16th, 8:00 p.m.
  - No gift/endowment entries will be recorded after Monday, July 16th
  - If necessary, an AIF Market Value adjustment may be posted to ADJ-12 in August. There will be no impact to AIF income as a result of this potential adjustment.

Accounting Periods

The concept of a 12th month, 13th month and 14th month will remain.

- The 12th month will be open June 1st to June 29th. All 12th month entries will be recorded in the period JUN-12.
  - The 13th month will run from July 2nd to July 16th. However, end users will only have direct access to 13th month from July 2nd to July 9th.

All 13th month entries will be recorded in period ADJ-12. The batch naming convention for manual journal entries for ADJ-12 only will be ADJ12.xxxx.zzz.mm/dd/yy.nn, where xxxx is the user’s org, zzz is the user’s initials, mm/dd/yy is the date the batch was created and nn is the user’s sequential batch number for the day.

- The 14th month will begin on July 17th and end when the annual audit is complete. As in the past, the 14th month period will be utilized for the purpose of recording any audit adjustments and the final Comptroller's closing entries. Transactions for the 14th month will also be entered in the period ADJ-12.

More Info...

There is much more information regarding the Closing Schedule. Be sure to go to the link below:

- BEN Financials Availability
- Uninvoiced Receipts and the Receipt Accrual Process
- Salary/Bonus Accrual Process

Closing Calendar by Functional Group:

- Payroll (see also Page 3 of this issue)
- Accounts Payable (see also Page 3 of this issue)
- IDS (see also Page 3 of this issue)
- Purchasing Card
- Investment Services/GAA
- Student Financial Services
- Feeders
- Cashier’s Office
- BEN Assets
- General
- BEN Financials Closing
**Office of the Comptroller**

**FY2012 Closing Dates - Payroll**

*Merit Increase via Penn Works*

Refer to [FY 2013 Faculty/Staff Salary Increase Program Guidelines](#) for detailed instructions.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, April 23rd, 12:00 a.m.</td>
<td>Merit Increase via Penn Works opens.</td>
</tr>
<tr>
<td>Wednesday, June 13th, 11:59 p.m.</td>
<td>Merit Increase via Penn Works closes.</td>
</tr>
</tbody>
</table>

**FY 2012 Payroll**

First weekly payroll for FY 2013 will be for the week ending July 1st, 2012, and payable on **July 6th, 2012**. Annual increases for weekly paid personnel will be effective for the week ending July 8th, 2012 and payable on **July 13th, 2012**.

**Weekly Payroll for the Period Ending June 24th, 2012**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, June 18th, 5:00 p.m.</td>
<td>Supporting documents for new appointments to Personnel Records.</td>
</tr>
<tr>
<td>Friday, June 22nd, 5:00 p.m.</td>
<td>Additional pay on-line forms to Payroll.</td>
</tr>
<tr>
<td>Monday, June 25th, 3:00 p.m.</td>
<td>Time reporting data entry of positive/exception employees.</td>
</tr>
<tr>
<td>Monday, June 25th, 3:00 p.m.</td>
<td>Payroll reallocations must be performed to be effective at FY 2012 Employee Benefit (EB) rates. Any reallocations after this date will be at the FY 2013 EB rates.</td>
</tr>
<tr>
<td>Monday, June 25th, 3:00 p.m.</td>
<td>On-line changes to the database for existing employees.</td>
</tr>
</tbody>
</table>

**Monthly Payroll for the Period Ending June 30, 2012**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, June 18th, 5:00 p.m.</td>
<td>Supporting documents for new appointments to Personnel Records.</td>
</tr>
<tr>
<td>Wednesday, June 20th, 4:00 p.m.</td>
<td>Additional pay on-line forms to Payroll.</td>
</tr>
<tr>
<td>Thursday, June 21st, 4:00 p.m.</td>
<td>Time reporting data entry for late pay, reduction in pay, and late pay approval.</td>
</tr>
<tr>
<td>Friday, June 22nd, 5:00 p.m.</td>
<td>On-line changes to the database for existing employees.</td>
</tr>
<tr>
<td>Monday, June 25th, 3:00 p.m.</td>
<td>Payroll reallocations must be performed to be effective at FY 2012 EB rates. Any reallocations after this date will be at the FY 2013 EB rates.</td>
</tr>
</tbody>
</table>

**FY2012 Closing Dates: Accounts Payable**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, June 15th, 5:00 p.m.*</td>
<td>Final day to request Final Closing of Purchase Orders in FY 2012</td>
</tr>
<tr>
<td>Friday, June 15th, 5:00 p.m.*</td>
<td>C-forms to be processed in FY 2012</td>
</tr>
<tr>
<td>Friday, June 22nd, 5:00 p.m.*</td>
<td>Purchase Order invoices to be processed in FY2012</td>
</tr>
<tr>
<td>Friday, June 22nd, 5:00 p.m.*</td>
<td>Requests to correct and reverse receipts for FY2012</td>
</tr>
<tr>
<td>Friday, June 22nd, 5:00 p.m.*</td>
<td>Will Call Checks</td>
</tr>
</tbody>
</table>

**FY2012 Closing Dates: IDS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, June 15th, 5:00 p.m.*</td>
<td>C-forms and Travel Reimbursements to be processed in FY 2012</td>
</tr>
<tr>
<td>Friday, June 22nd, 5:00 p.m.*</td>
<td>Will Call Checks</td>
</tr>
</tbody>
</table>

*These dates serve as cutoff dates in order to guarantee processing in FY 2012 for any of the above items in *Accounts Payable* or *IDS*. After these dates, *Accounts Payable* and *IDS* will continue to process all invoices, C-Forms, and travel reimbursements, but cannot guarantee they will be processed in FY 2012.*

**The Bottom Line**   June 2012
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 9:** Last date to deliver to Gifts Accounting & Administration FY12 gifts (need June 30th postmark)
- **Adjustments** – last day to submit for FY
  - **Special Note:** Contact Cassie Bartelmie if an adjustment request submitted after July 9th requires immediate action.
- **July 10 & 11:** 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 12:** Gifts Office will re-open for deliveries
- **July 13:** Last day of Gifts close-out
- **July 16:** Begin preliminary 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, 2012. 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 Accounting and Administration by Monday, July 09, 2012 for inclusion in the gift date closing Friday, July 13, 2012.**

Notify Jean Suta or Irma Lerma 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, 2012 in order to ensure they will be counted on the FY12 financials.

Should you have any questions on this information, contact Maria Perkins @ 8-8687 or Jean Suta @ 8-7254 in the Treasurer’s Office.

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*This means the postmark on the donor’s envelope (rather than the date of receipt) determines the date of the gift. It is crucial to retain all envelopes with any gift correspondence, which are submitted to the Office of Gifts Accounting & Administration, particularly at the approach of fiscal year-end and calendar year-end.
After approvals and confirmation that the work has been completed, a draft Additional Pay request will automatically be created for the paying organization to process using the PennWorks Additional Pay module.

Pre-Work Approval is required for the following individual Additional Pay earnings types: Extra Services (ESH, ES2), Wharton Exec Ed & MBA Extra Services (ENR), and Allowance (ALA). All other earnings types will continue to follow the current Additional Pay process.

Who Will Use Pre-Work Approval?

Any faculty or staff member in the Penn Community may access the Additional Pay Pre-Work Approval feature to initiate a Pre-Work request after PennKey authentication. You do not need to be an existing PennWorks user to initiate a Pre-Work request. Any person named as an approver for a Pre-Work request may also access PennWorks to review/approve requests.

Key Features and Benefits

Key features and benefits of the Additional Pay Pre-Work Approval feature include:

- Assurance that compensation for extra services and allowances is appropriate and conforms to University guidelines
- Ability to pre-authorize extra pay/compensation rate before work commences
- Ability to set up recurring extra pay arrangements to be processed during a defined time period
- Request feature available to all staff and faculty via PennKey authentication
- Ability to route requests to self-selected approvers
- Ability to attach supporting documentation to the request
- Automatic routing to the next level approver with e-mail notification
- Ability to view the status of requests throughout the Pre-Work Approval process

Access and Training

Only users who are new to the Additional Pay approval process (new School/Center HR representatives or new School/Center faculty approvers) will be required to complete a web-based, self-guided training course. Existing Additional Pay users may optionally take training, which will be a revised version of the existing “PennWorks Additional Pay Training for Approvers” course. The revised training course is targeted to be available two to three weeks prior to the release of the new Pre-Work Approval feature. Updated reference materials will also be available. More information on training will be provided to School/Center BAs as well as to all affected users as we progress toward the training window.

PennWorks Role Update Compensation Control Coming

In addition to the release of the Additional Pay Pre-Work Approval feature on August 2nd, PennWorks Role Update will include the following process changes to introduce Compensation Control:

- Compensation Control will apply to changes made to a current employee’s salary outside the normal annual increase cycle. It will ensure that these changes are reviewed and authorized by HR Compensation in advance of the action.
- Compensation change requests will continue to be submitted to HR as they are today
- Access to salary/hourly rate changes will be controlled by HR Compensation, and will be entered and made effective at the appropriate time in PennWorks by the Role Update user (Business Administrator)
- Compensation Control will apply to the following job grades: Staff, Interns, Limited Service, and Ungraded (senior-level administrative positions assigned a non-numerical grade)

More information on Compensation Control will be provided directly to all affected PennWorks Role Update users as well as to HR representatives in the Schools and Centers as we move forward in the process.

Questions

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

http://www.upenn.edu/computing/isc/apps/pennworks/
**News from the Division of Finance and Office of Human Resources**

**PennWorks Automated Cleanup**

As of March 2012, the Divisions of Finance and Human Resources re-initiated an automated cleanup process in PennWorks. This will affect the payroll records of faculty and staff that have not been paid in at least four months.

Specifically:

1) Automatically terminating Non-Faculty who have not been paid in the previous four months, and
2) Automatically coding as Unsalaried any Faculty who have not been paid in the previous four months.

This will be an ongoing monthly automated process. Please keep in mind that is not intended to be an alternative to the proper coding of employee records by Business Administrators. It is simply intended to minimize liability to the University when records are missed. Business Administrators are still expected to rigorously monitor and update the payroll system as necessary.

**Who is Affected and What is Changed?**

Active faculty and staff are affected as follows:

- **Faculty** - Any active faculty member (identified as having a primary appointment with a grade of FAC) that has not been paid in the previous four months will have his/her Full/Part Time indicator on payroll changed to “U” (unsalaried).

- **Non-Faculty** - Any active non-faculty member (staff, temporary worker, college work-study, etc.) that has not been paid in the previous four months will be terminated.

- Payroll records where the faculty or staff is in a status other than “A” (Active) will not be affected; this includes leaves of absence.

- Records that have a future-dated distribution will not be affected.

- Faculty or staff with 9-month appointments will not be affected, since they will begin receiving pay again prior to the 4-month cutoff.

**Faculty Compensation Reminder**

This is a reminder of functionality in Penn Works related to Faculty Compensation.

When a Home ORG Transfer action is completed for a Faculty member in Penn Works, the Faculty Compensation information (e.g. Academic Base Salary, etc.) in the Faculty Compensation tab, entered by the prior Home ORG, is no longer available in Penn Works. The information is available to the prior Home ORG for historic reporting in the Data Warehouse but has a state of ‘Disabled’ rather than ‘Final’.

The new Home ORG is required to enter the Faculty Compensation information for the faculty member in the Faculty Compensation Tab.

If you have any questions, please contact the Faculty Affairs Office in your School.

**Student Employment Office**

**Summer Federal Work-Study Program**

The **first day** a student may begin working is May 14 and the **last day** is August 26. The summer pay schedule is on the Student Employment Office website at [http://www.sfs.upenn.edu/seo](http://www.sfs.upenn.edu/seo).

Summer is a new financial aid period; work-study supervisors must appoint students to an online Job Appointment Form for a summer job number.

A new optional feature is the **Budget Code**. This allows the supervisor to enter a 26 digit account number on the online Job Appointment Form. If the Business Administrator (BA) decides that entering a Budget Code is required, then the BA must instruct their supervisors according.

**Job Class Code 515375** (FWS Summer) must be entered on Penn Works for **ALL** jobs in the summer. The Object Code is **5139**, and the Earnings Type is **WSR (IN CLASS)** or **WS2 (NOT IN CLASS)**. The summer matching share contribution is 20% federal and 80% department.

If you have any questions, please send an e-mail to seo@sfs.upenn.edu.
From the Office of the Treasurer...

New Indirect Cost Recovery Methodology on Donor-Restricted Funds

Effective July 1, 2012, we will be simplifying the process of charging indirect costs to donor-restricted funds. This process was formerly known as the overhead policy. For gift funds, indirect costs are charged on gifts received, and for endowment funds, indirect costs are charged on investment income distributed. As we discussed with the Senior Roundtable, the Business Advisory Board, and the Senior Business Officers, we are changing the terminology to make it clearer that Schools and Centers have indirect costs associated with administering donor-restricted funds, and that it is appropriate for 20% of the gift or endowment income to be retained by the School or Center to cover those indirect costs.

Currently indirect costs are charged based on the gift fund or endowment funds reclass restriction as follows:

- If the fund is coded “A” (automatically reclassed), then each month all gift cash received (for gift funds) and all investment income cash received (for endowment funds) are reclassified out of temporarily restricted (NAC 1) into unrestricted (NAC 0), and the indirect costs are charged as 20% on the cash received.
- If the fund is coded “M” (manually reclassed), gift cash (for gift funds) and investment income cash (for endowment funds) are reclassified out of temporarily restricted (NAC 1) into unrestricted (NAC 0) only when expenses are charged to the fund. When expenses are charged to the fund, the amount of cash which reclasses out of NAC 1 into NAC 0 in that month is equal to the amount of expenses plus 20% for indirect costs. Approximately 5% of all funds have been classified as manual.

The new process will simplify the logic by charging indirect costs when the gift cash and investment income cash is received regardless of the funds reclass code. This will mean no change for automatically reclassed funds (about 95% of existing funds), but for manually reclassed funds, the amount shown as available for future spending will already be net of all indirect costs regardless of whether any expenses have been charged. The actual fund balance will still remain as temporarily restricted (in NAC 1), but the amount available for spending will be the actual cash balance in the fund.

This new methodology will make it easier to budget available balances in manually reclassed funds since there will be no need to calculate the amount of indirect cost still to be charged to the fund. The only difference between automatically reclassed funds and manually reclassed funds will be that all unspent cash will be in NAC 0 in the automatically reclassed funds and in NAC 1 in the manually reclassed funds.

In order to implement this change, we will be making a one-time charge of 20% on all existing manually reclassed balances (for funds coded as subject to indirect costs) to take the indirect costs from the fund and credit the recovery to the School/Center. These charges will occur before the end of FY 2012. Then starting in FY2013, indirect costs will be charged on any new gifts and any new investment income as the income arrives.

If you have any concerns or questions, please do not hesitate to contact me at 898-1903 or heer@upenn.edu.

Thank you,

Peg Heer
Associate Treasurer
**Notice of Requirement for Electronic Submission of Just-in-Time Information and Related Business Process Changes**

The National Institutes of Health has issued a Notice of Requirement for Electronic Submission of Just-in-Time Information and Related Business Process Changes Beginning April 20, 2012. The notice states that “to reduce application confusion and to minimize requests from NIH staff for JIT submissions, NIH is revising its business processes so applicants will have better information on when JIT submissions are required, and to require electronic submission of JIT information through the eRA Commons as of April 20, 2012.”

- NIH will require applicants “to submit their information using the JIT feature of the eRA Commons at least 60 days before the applicant’s proposed project period start date (or sooner if requested by the IC).”

- NIH is also changing the JIT process so that “applications receiving an impact score of 40 or less will receive a standard notice and request for submitting JIT information.” NIH will send notices by e-mail from the eRA Commons to the Project Director(s) and/or Principal Investigator(s) two weeks after release of the impact score.

Please review the notice for additional information on this change ([http://grants.nih.gov/grants/guide/notice-files/NOT-OD-12-101.html](http://grants.nih.gov/grants/guide/notice-files/NOT-OD-12-101.html)).

If you have any questions, please contact your ORS Representative: [http://www.upenn.edu/researchservices/staffbydept.html](http://www.upenn.edu/researchservices/staffbydept.html).

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**Additional Newsletters**

Office of Research Services

[http://www.upenn.edu/researchservices/newsletter.html](http://www.upenn.edu/researchservices/newsletter.html)

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**Hello,**

Since it is almost the end of the license year for many products, the Office of Software Licensing is offering selected products to Penn faculty and staff at no cost from now until June 30th. The products offered include MATLAB, Mathematica, JMP, and ArcGIS.

Quantities are limited to one of each per person.

Feel free to share this information with your faculty and staff to let them know about this great opportunity to evaluate and learn a new software package.

Just use this link: [http://www.upenn.edu/softwarelicenses/order/freesample.html](http://www.upenn.edu/softwarelicenses/order/freesample.html)

Please call 3-3587 or email licenses@exchange.upenn.edu if you have any questions.

Best regards,

Mary

Mary A. Griffin, ASM
University of Pennsylvania
Office of Software Licensing
3600 Chestnut Street, suite 119
Philadelphia, PA 19104
215-898-5930
Information Systems and Computing (ISC) is pleased to announce the availability of the ISC Service Catalog, a comprehensive new way to access and request information about ISC’s services.

What is the Service Catalog?

The web-based Service Catalog gathers, in one location, information about the services, contacts and resources ISC provides; it allows users to, more easily, access information about the services with which they are familiar, or seek out information about additional or newer services that may meet their needs.

Why a Service Catalog?

ISC provides a broad array of services and products used University wide, including services to assist with:

- Communication and collaboration through telephony, email, instant messaging, secure online file sharing, and video conferencing.
- Planning, designing, and operation of core business systems that support and facilitate admissions, financial, student records and accounts, payroll, human resources, research services, and alumni/development systems.
- Data Center services such as database administration, disaster recovery and storage management for systems and services - provided in a secure, monitored, state of the art facility.
- The protection of Penn’s information assets from safeguarding personal and intellectual data to securing the integrity and operation of the University’s technology infrastructure with a range of security services, consulting and guidance.

Managing and executing projects with a wide array of consultant services.

Many are familiar with these services but it can sometimes be difficult to know whom to contact for what; therefore, the catalog was developed to provide:

- One central source of information in a standard format.
- One contact point for additional information for each category.
- A full search function and an A-Z listing to quickly locate specific services.
- A web-accessible customer interface for ease of use and navigation.
- A regularly updated web presence for ISC services providing accurate, current, and timely information about new and changing services.

How Does it Work?

The catalog groups ISC services into categories, such as collaboration technology, research technology or video and media services. Each category has its own web page that provides brief service descriptions – giving a simple explanation of what is provided - with links to more detailed service information, rates, options, and contacts. For further information, a single contact email address or phone number for all the services in each category is provided.

The catalog can be accessed here: www.upenn.edu/computing/isc/home/catalog

We will be gathering customer feedback over the next few months and encourage members of the Penn community to look over these new pages and send their comments and suggestions to servicecatalog-help@isc.upenn.edu.

The Bottom Line  June 2012
DID YOU KNOW...

...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/

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, 2012.

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

Last Quarter's Winner - Congrats!

Marissa Rosen
House Coordinator
College Houses and Academic Services (CHAS)

1. What are the FY12 closing dates for C-Forms (AP and IDS) and Purchase Order Invoices?
2. What is the percentage charged for Indirect Costs on gifts and endowments?
3. List three of the five groups that are affected by the PennWorks Automated Cleanup.
4. What are the Job Class, Earnings Types and Object Code for Summer Federal Work Study students?
5. Name three key features/benefits of the PennWorks Additional Pay Pre-Works Approval process?
6. Name two Service Categories from the ISC Service Catalog.