eTIMESHEETS AVAILABLE FOR WEEKLY EXCEPTION AND POSITIVE PAY EMPLOYEES

Benefits of eTimesheets
- Replace completion and storage of paper timesheets
- Eliminates duplication of time, i.e. paper timesheet and manual entry into time reporting
- If you work consistent hours each week, can establish a ‘template’ in eTimeSheet
- Ensures compliance with Fair Labor Standards Act (FLSA) http://www.dol.gov/whd/flsa

Roll Out Procedure
- Need two weeks notice for ‘Go Live’
- Contact Nick Braciszewski, 215-898-1318 or nbrac@upenn.edu. Nick is the new lead for eTimeSheets at Penn. Welcome Nick!
- Select and train School/Center Administrator
  - OTR and online training (see below)
- Select and train ORG Administrator
  - OTR and online training (see below)
- Set up Supervisory Groups (as Draft)
- Once completed, set Supervisory Groups as Active

Training Requirements for Administrators
- UMIS Time Reporting (OTR) Access
- Information Security and Privacy at Penn
- FLSA for Payroll Administrators (FTD)
- FLSA at Penn (HR) highly recommended
- eTimeSheets in Knowledge Link
  - Knowledge Building
  - Application Training

Supervisors and Employees:
- Quick Reference Guides (QRG)* are available on the Financial Training Department’s website and the new webpage on the HR Portal!
  HR - https://www.hr.upenn.edu/myhr/resources/etimesheets-resources
  FTD - http://www.finance.upenn.edu/ftd/documentation.shtml
- QRGs are available for all Administrators

FISCAL YEAR 2017 FINANCIAL CLOSING INSTRUCTIONS

Please review the detailed Fiscal Year 2017 Financial Closing Instructions and ensure that appropriate plans and actions are implemented within your respective School/Center to meet respective deadlines. For your convenience, there is a Quick Reference Guide (QRG) which is a single page, high level list of key dates. Please note that the QRG is not meant to replace the more comprehensive Instructions. Please find this information and more...

Closing Calendar by Functional Group:
- Payroll (see also Page 3 of this issue)
- Accounts Payable (see also Page 3 of this issue)
- Purchasing Card
- Investment Services/GAA
- Student Financial Services
- Cashier’s Office
- BEN Assets
- BEN Financials Closing

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The University is making changes to its Personnel/Payroll system that will improve its requirement to withhold and report payroll taxes. This change is scheduled to take effect for weekly payroll beginning with the July 14, 2017 pay and for the monthly payroll beginning with the July 31, 2017 pay. Parallel testing is currently being performed to determine the impact to affected individuals.

These system enhancements will provide the following benefits:

- More accurate reporting of tax locations;
- The added ability to withhold local taxes as required by the tax authority of the individual’s residence location in addition to local tax withholding based on their work location;
- The added ability to withhold and report state and local taxes in states where we were not able prior to the change;
- Improved compliance with state and local sheltered income rules;
- Improved accuracy of state and local tax withholding tables; and
- Improved compliance with federal taxation on supplemental payments.

Most individuals will see a minor or no change to their net pay. Individuals whose net pay will decrease more than a given threshold amount as a result of these improvements will receive a separate communication via U.S. mail from the Comptroller’s Office informing them of the change and how to verify and update their residence and work addresses. The threshold amount will be determined following completion of the parallel testing. These individuals will be notified that if they have questions regarding the change to contact the Payroll Department.

Additionally, Research Assistants and Teaching Assistants (GF5s) who have a Permanent Address in New Jersey but perform services in Philadelphia and who are covered under the reciprocity agreement between the two states will not have their New Jersey state tax withholding reduced for Philadelphia city wage tax withheld. This is due to a software limitation in applying the credit for Philadelphia city wage tax to the New Jersey state tax withholding related to the reduced Philadelphia tax on these payments. Those affected may still claim the credit when preparing their New Jersey state tax return. Such affected individuals will also receive a communication from the Comptroller’s Office advising them of this change and to contact the Payroll Department if they have any additional questions. Going forward, Schools and Centers should advise affected individuals of the tax impact to them at the time of their engagement as a Research or Teaching Assistant.

If you have any additional questions about these changes, please contact Payroll at:

dofpayroll@pobox.upenn.edu
(215) 898-6301
### FY2017 Closing Dates - Payroll

**Merit Increase via Penn Works**

Refer to [FY 2018 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 17th, 12:00 a.m.</td>
<td>Merit Increase via PennWorks opens.</td>
</tr>
<tr>
<td>Wednesday, June 7th, 11:59 p.m.</td>
<td>Merit Increase via PennWorks closes.</td>
</tr>
</tbody>
</table>

#### FY 2018 Payroll

First weekly payroll for FY 2018 will be for the week ending July 2, 2017, and payable on July 7, 2017. Annual increases for weekly paid personnel will be effective for the week ending July 9, 2017 and payable on July 14, 2017.

**Weekly Payroll for the Period Ending June 25, 2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, June 19th, 5:00 p.m.</td>
<td>Supporting documents for new appointments to HR Records.</td>
</tr>
<tr>
<td>Friday, June 23rd, 5:00 p.m.</td>
<td>Additional pay on-line forms to Payroll.</td>
</tr>
<tr>
<td>Monday, June 26th, 3:00 p.m.</td>
<td>Time reporting data entry of positive/exception employees.</td>
</tr>
<tr>
<td>Monday, June 26th, 3:00 p.m.</td>
<td>Payroll reallocations must be performed to be effective at FY 2017 Employee Benefit (EB) rates. Any reallocations after this date will be at the FY 2018 EB rates.</td>
</tr>
<tr>
<td>Monday, June 26th, 5:00 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, 2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, June 16th, 5:00 p.m.</td>
<td>Supporting documents for new appointments to HR Records.</td>
</tr>
<tr>
<td>Thursday, June 22nd, 5:00 p.m.</td>
<td>Additional pay on-line forms to Payroll.</td>
</tr>
<tr>
<td>Friday, June 23rd, 3:00 p.m.</td>
<td>Time reporting data entry for late pay, reduction in pay, and late pay approval.</td>
</tr>
<tr>
<td>Friday, June 23rd, 5:00 p.m.</td>
<td>On-line changes to the database for existing employees.</td>
</tr>
<tr>
<td>Monday, June 26th, 3:00 p.m.</td>
<td>Payroll reallocations must be performed to be effective at FY 2017 EB rates. Any reallocations after this date will be at the FY 2018 EB rates.</td>
</tr>
</tbody>
</table>

**FY2017 Closing Dates: Accounts Payable**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, June 14th, 5:00 p.m.*</td>
<td>Final day to request Final Closing of Purchase Orders in FY 2017</td>
</tr>
<tr>
<td>Wednesday, June 14th, 5:00 p.m.*</td>
<td>PDA Forms to be processed in FY 2017</td>
</tr>
<tr>
<td>Wednesday, June 21st, 5:00 p.m.*</td>
<td>Purchase Order invoices to be processed in FY2017</td>
</tr>
<tr>
<td>Wednesday, June 21st, 5:00 p.m.*</td>
<td>Requests to correct and reverse receipts for FY2017</td>
</tr>
<tr>
<td>Friday, June 23rd, 5:00 p.m.*</td>
<td>Will Call Requests to be processed in FY2017</td>
</tr>
<tr>
<td>Thursday, June 29th, 7:00 p.m.</td>
<td>Final day for ‘approved’ Concur Expense reports to be posted in FY17</td>
</tr>
</tbody>
</table>

*The dates listed above are the year-end processing cut-off dates for the Accounts Payable Office. In order to ensure that your requests are processed before the end of the Fiscal Year we are requesting you submit all forms by the dates listed. Requests submitted after these dates may still be processed before the end of the Fiscal Year however due to the increased volume of requests we receive during this time we cannot guarantee they will be processed.*
As we approach fiscal year-end, please be advised of the following closing guidelines for gifts.

Also, please remember that People Supporting Penn (PSP) recognizes gifts made within the fiscal year. FY17 PSP will include gifts made between 7/1/16-6/30/17.

June 30 Gift Date end of year processing:
- June 30th: Adjustments - Submit all adjustments for gifts recorded prior to June 30th.
  - Special Note: Contact Kate Micklow Harwan if an adjustment request is needed between July 1st and July 12th.
- July 7th at Noon: Gifts Office will close for fiscal year-end processing
  - Deliver to Gifts Accounting & Administration FY17 gifts (needs June 30th postmark).
  - Special Note: Contact Kate Micklow Harwan or your team representative if a gift is received during this time requires immediate attention.
- July 12th: Last day of Gifts close-out. Gifts Office will reopen for deliveries.
- July 17th: 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 30th gift date processing during the month of July.

Gifts will be processed with a June 30th gift date, so long as they are postmarked on or before June 30, 2017. 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.

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, 2017 in order to ensure they will be counted on the FY17 financials.

Should you have any questions on this information, contact:
- Maria Perkins @ 8-8687
- Kate Micklow Harwan @ 8-3104 or
- Jean Suta @ 8-7254

*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.
INDEPENDENT CONTRACTORS & LIMITED ENGAGEMENT REMINDERS

In January 2017, to achieve compliance with U.S. Department of Labor and Internal Revenue Service regulations, the University implemented a significantly revised policy and new process for classifying individual service providers who are new to Penn. **Beginning July 1, this revised policy and new process must be followed for all individual service providers.**

As this date approaches, here are few important things to note:

- Beginning July 1, all new and existing individual service providers must follow the policy and process for classification (employee vs. independent contractor) using the Service Provider Questionnaire (SPQ) and the Service Provider Evaluation (SPE) forms, unless it is one-day/one-time service that qualifies as a Limited Engagement.
  - Independent contractors who are currently working without a contract must go through the classification process by July 1.
  - Independent contractors who are currently working under a contract are to be classified at the end of the current contract.
- Independent contractors must be set up by Purchasing and a P.O. must be in place before any work is conducted.
- PDA Forms for individual service providers will be rejected by Accounts Payable, with the exception of services falling within the narrow definition of Limited Engagements.
- We will be reviewing data and addressing issues on an ongoing basis.

When working with Limited Engagement, please also keep the following in mind:

- Limited Engagement is designed for individual service providers (independent contractors) providing a one-time service to the University community, such as a speaker, artist, performer, presenter, or special lecturer. The service must be of short duration, meaning one time, maybe two times at most, a year.
- Once completed and signed by the individual, the Limited Engagement agreement should be sent to Purchasing at sourcing@exchange.upenn.edu for review and signature.
- The signed Limited Engagement agreement is a returned to the School/Center contact, which then is responsible for preparing the PDA, attaching the W9 and other documents, if needed, and sending to Accounts Payable.

This new process has been a significant change, and we appreciate the effort to understand and follow the steps for classification to help ensure the University is legally compliant with federal regulations.

To download the most current SPQ, SPE, and other forms, visit the Individual Service Provider website at www.hr.upenn.edu/isp. If you have questions about this process, please email the Worker Classification Help Desk at workerclassification@upenn.edu.

To register for an upcoming Individual Service Provider: Classification and Payment training session, go to http://knowledgelink.upenn.edu.

Previous Bottom Line communications on the individual service provider process can be found in the December 2016 and March 2017 issues.
Tax and International Operations would like to remind you of IRS and University requirements regarding prizes and awards. Object Code 5344 Prizes and Awards has been created to separately identify payments made for prizes and awards to Penn-affiliated and non-affiliated individuals (other than employees) to better facilitate proper IRS reporting for these payments. Payments made to employees connected to their employment should be made in accordance with HR Policy #305 Extra Compensation.

Prizes and awards are amounts received primarily in recognition of religious, charitable, scientific, educational, artistic, literary, civic achievement, or as the result of entering a contest. All prizes and awards (with the exception of qualified scholarships) are includible in gross income (Code Sec. 74 (a); Reg. § 1.74-1(b)) unless all of the following conditions are met:

a) The recipient was selected without any action on his or her part to enter the contest.

b) The recipient is not required to render substantial future services as a condition to receive the prize or award.

c) The prize or award is transferred by the payer to a government unit or tax-exempt charitable organization as designated by the recipient.

All three of the above conditions must be met in order to exempt the prize from taxation.

IRS Reporting Requirements

For **US and resident alien individuals**, all prizes in the amount of $600 or greater must be reported by the University to the IRS on form 1099-MISC. It is the responsibility of all prize recipients, regardless of the amount of the prize, to report the taxable prize received to the IRS on their personal income tax returns.

For **non-resident aliens**, the University is required to withhold 30% tax on the full amount of the prize unless the individual is exempt from taxation under a tax treaty. To determine treaty eligibility, contact the Tax and International Operations Helpdesk at: https://www.finance.upenn.edu:44301/apps/TaxHelpDesk/ or Room 308 Franklin Building.

**Department Reporting Responsibilities**

For prizes of $600 or more issued to **US and resident alien individuals**, the following documentation must be forwarded to Accounts Payable:

a) The individual's name and address

b) A W-9 with the individual's social security number

c) Value of the prize

d) Complete W-8BEN

e) University of Pennsylvania Foreign National Information Form: http://www.finance.upenn.edu/forms/fniporm.pdf

e) A copy of the individual's I-94 Card or stamp of entry, Passport

**Note - If the non-resident alien is an employee of the University, only the individual's name, address, and prize value is required to be forwarded to Accounts Payable.**

It is important to inform the recipients of the income tax consequences of their winnings. Even in situations where the University is not required to report winnings, the recipients are responsible for reporting such payments on their individual tax returns.

The University is not in the position to offer specific tax advice. It is recommended that the individual consult with a tax professional.

Additional information on prizes and awards is set forth below and is also available by clicking on the Topic “Student Prizes” on the Comptroller’s website at:


If you have any additional questions, please contact the Tax and International Operations Helpdesk at: https://www.finance.upenn.edu:44301/apps/TaxHelpDesk/ or (215) 898-6291.
NIH has announced a new salary cap, which is tied to Executive Level II (NOT-OD-17-049, “Interim Guidance on Salary Limitation for Grants and Cooperative Agreements”). The new cap, which will be effective for all FY17 awards made effective 1/08/2017, is $187,000. This cap also applies to all Department of Health and Human Services agencies, such as CDC, FDA, etc.

In PennERA Proposal Development, all Personnel salary information entered beginning immediately will automatically calculate the requested salary and fringe benefits (as shown on the F&A and Cost Sharing tabs) based on this new value, as well as the F&A and the unallowable portion in excess of the cap. However, for any person whose information has already been entered on an unsubmitted proposal record, users must follow the steps below to cause the recalculation to occur:

1. Click the Budget link for any personnel whose salary is equal to or greater than $187,000 in any budget period.
2. If you entered the old cap ($185,100), rather than full institutional salary base, change this value to $187,000 and click SAVE.
3. If you previously entered full institutional salary base, simply click SAVE to force the salary to be recalculated.

• It isn’t necessary to enter the ‘Edit Details’ screen to force the recalculation. PD will allow users to save in the first screen you enter for each person affected by this change.
• The change won’t be visible until you reach the F&A tab.

Please send any questions and or to let us know if you believe the calculations are not correct, to: PennERAhelp@lists.upenn.edu

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**DID YOU KNOW...**

You can find useful information regarding financial training at Penn at the following websites:

**Calendar**

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

**Courses**

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

**Documentation**

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

**Training and Access Requirements Grid**

PO STATUS REVIEW

Click on the link below to see all of the PO’s statuses and depending on the status, whether or not a receipt or an invoice can be entered.

http://www.finance.upenn.edu/benknows/browse_topics/purchase_order_definitions/PO_Status_Descriptions.pdf

RESOLVING HOLDS

Reminder - All PO Managers are responsible for resolving their Invoice Holds. This includes those PO’s they have approved for a Requisitioner.

REJECTED VS. CANCELLING PO’S

Rejected Purchase Order
Please click on the link below for the specific scenarios for how to handle a ‘rejected’ purchase order:
http://www.finance.upenn.edu/benknows/browse_topics/purchase_order_definitions/po_rejected.shtml

Cancelling a Purchase Order
• Only ‘approved’ purchase Orders can be Cancelled, i.e. not ‘in process’
• The PO must not have been ‘invoiced’ or ‘receipted’ in the system
• Please click on the link below for how and when to cancel a PO:
http://www.finance.upenn.edu/benknows/browse_topics/purchase_order_definitions/cancel.shtml

POs OVER $5,000

• All purchase orders over $5,000 must be receipted via the Requisitioner or PO Manager responsibilities.
• Please be sure to enter the receipt after receiving the goods/services.
• Do not ‘Express’ receive the PO if all of the goods/services have not been received.

FINALLY CLOSING POs

If a purchase order has been fully executed, i.e.
• All goods and/or services were received
• All invoices entered and holds resolved
• All checks issued to the Supplier and the purchase order still has a remaining encumbrance balance, this PO is a candidate for a request to be ‘finally closed’. Click the link below for instructions on how to request a PO be finally closed via Accounts Payable:
http://www.finance.upenn.edu/benknows/browse_topics/purchase_order_definitions/final_close.shtml

REMINDER FOR BUDGET JOURNALS

Posted Budget Journals cannot be marked to reverse in BEN Financials. To correct a posted Budget Journal a new Budget Journal must be created with the Debits and Credits reversed.
ISC’s Shared Services Group provides the core business services that support the administration of ISC. The departments are Billing and Charges, Budget and Planning, Financial Insights and Supply Chain. Their combined areas of focus include:

- What does it cost to run an ISC service?
- Are ISC’s services competitive to the market?
- What should our rates be and where should our funding come from?
- Do our investments just keep the lights on or help position the university for the future?
- How can we be more transparent with our stakeholders (Bill of IT)?

**BILLING AND CHARGES**

The Billing and Charges team processes the monthly, quarterly and yearly charges for the services ISC provides to 40 Schools and Centers and more than 25 external entities.

**BUDGET AND PLANNING**

The Budgeting and Planning team works with ISC leadership to forecast departmental, service and project costs, as well as levels of reimbursement. The team also supports ISC stakeholders, which include School and Center IT Directors, Business Administrator’s and Vice Deans, with forecasting their ISC service consumption and charges.

**FINANCIAL INSIGHTS**

The Financial Insights team collects asset, contract, utilization, cost and reimbursement data in order to establish total cost of ownership by asset, application, service and project. This information is used to establish the value of ISC activities, identify opportunity areas and drive investment decisions. The team utilizes the Apptio (www.apptio.com) tool and the Technology Business Management (TBM) framework for its analysis.

**SUPPLY CHAIN**

The Supply Chain team is responsible for ISC’s asset, contract and vendor management and ensures that ISC service owners and staff members have access to the necessary equipment and external services.

*Continued on the next page*
Introducing ISC Shared Services

WHAT’S NEW IN SHARED SERVICES – COMING SOON!

Shared services would like to highlight a few key initiatives that are planned for the new fiscal year that are focused on improving data quality and sharing financial insights with our stakeholders. These are exciting initiatives we hope will bring many benefits. We look forward to your active involvement and feedback around this work.

• Apptio open enrollment for ISC stakeholders:
  Our investment in the Apptio (www.apptio.com) analytics tool will help us share ISC billing information with an ability to drill down on costs to significant levels of detail through its ‘Bill of IT’ function.

• Billing and Charges Lunch-n-Learns: ISC continues to focus on simplifying billing to reduce non-value add activity and support consistency in charges for easy planning. Lunch-n-learns will be hosted to share progress and receive your feedback on how we may help “Demystify your ISC Bill”

• Stakeholder Outreach: ISC will assist with ISC budget planning on the individual School and Center level – demonstrating financial transparency. Individual planning sessions will begin June 2017.

  We will continue to update you on these and other activities regularly through The Bottom Line.

  To learn more about ISC Shared Services, please contact:

Kirk Trasborg
ISC Executive Director - Shared Services
trasborg@isc.upenn.edu
www.isc.upenn.edu/departments/shared-services

ISC TRAINING LAB

ISC has recently updated its training lab. The lab features a new 75” Samsung monitor, a modern instructor station, 14 Dell Optiplex workstations with high-speed Internet connectivity and on-site technical support. The lab is available for both day and evening rental to members of the Penn community, private companies, and nonprofit agencies at reasonable rates.

To schedule a tour or to receive information on discounted daily, weekly and extended session rates contact us at (215) 573-3102 or learnit@isc.upenn.edu.
Purchasing Services has enabled a new feature in BEN's ATTIC, the University's online exchange for surplus Penn property that tracks savings realized by repurposing these items. There is an added data field titled "Market Value," which captures market value of the item being sold or repurposed. This value is intended to represent estimated savings and will only be used for internal reporting purposes. When posting items in Ben's Attic, please provide your best estimate. For more information, visit:

www.upenn.edu/purchasing

Vacation rules and alternate assignments can be used in BEN Financials to designate a delegate approver for purchase orders, requisitions, and invoice holds while the PO Manager is out of the office and cannot fulfill the approver function.

Previously, these requests needed to be e-mailed to Purchasing Services and Financial Systems. However, a form to submit these requests electronically is now available on the Purchasing Services website. The form is located under Policies & Forms>Purchasing Forms>Request Vacation Rule:

http://cms.business-services.upenn.edu/purchasing/policies-a-forms/purchasing.html

The requester may enter a timeframe for the effective dates as well as selecting if the delegate will be approving requisitions/purchase orders (vacation rule), invoice holds (alternate assignment), or both. The delegation request will automatically expire at the date and time given.

For any questions, please call the BEN Helps Line (6-HELP) or submit a BEN Helps ticket at:


New Report in BEN for Monitoring Over-Procured PO’s

In our collective effort to eliminate excessively over-procured PO’s, a new report and extract in BEN Financials has been created. This report will allow School and Center Administrators and PO managers the ability to monitor purchase orders that have been over-procured.

The report (017.Over Procured Purchase Order Report) and extract (018.Over Procured Purchase Order Extract) are now available in the PO Manager responsibility. Additional details on the report and extract are available here:

Report
http://www.finance.upenn.edu/ben/benfin/documentation/reportdoc/quickv/017.shtml

Extract
http://www.finance.upenn.edu/ben/benfin/documentation/reportdoc/quickv/018.shtml

If you have any questions, please contact Purchasing Services at:

procure@exchange.upenn.edu
Nominations Are Now Open...
The Green Purchasing Award!
Nominations accepted until Friday, June 30.
Please send all inquiries to greenpur@exchange.upenn.edu.

New Frontiers in Penn Travel & Expense
Tuesday, August 8, 2017
8:30am to 4:00pm
Program will start promptly at 9:00am
Sheraton Philadelphia University City Hotel
3549 Chestnut Street

Join us for speakers and break-out sessions including: the new User Interface in Concur, international travel topics, the sharing economy (i.e. Uber, Airbnb) and more! Bring your questions, complexities and input. Opportunities to speak with industry experts. Registration required.

TO REGISTER GO TO: PENN TRAVEL SYMPOSIUM

To register for the Penn Travel Symposium, click here.
**From the Desk of...**

**The Cashier’s Office**

Wells Fargo has notified us that they will no longer accept USD checks drawn on **HSBC Bank in the UK**. You can still submit items over $250.00 for individual “check collection”. Please note that these items are subject to fees from Wells Fargo and the drawee bank. You will receive credit when it is collected which can take four to ten weeks or more.

Again only check from HSBC Bank in the UK payable in USD are affected.

Also, please make sure to endorse the **back of all checks for deposit with your department stamp**. We have been receiving many with no endorsement at all. If you are in need of a stamp for your ORG please send me an email with your 26 digit account string and the org number you want on it. The cost is approximately $62.99 and it takes two weeks to receive it.

**Thank You,**

Tammy DeSalis
Manager, Cashier’s Office

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**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 doftraining@pobox.upenn.edu no later than **August 1, 2017**

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

**Last Quarter's Winner – Congrats!**

Helen Poulos
Program Coordinator for Faculty Affairs and Fellowship Division of Endocrinology, Diabetes & Metabolism

1. **What are the FY17 closing dates for PDA forms and Purchase Order Invoices?**
2. **Who is responsible for resolving all of their ‘Holds’?**
3. **On the Closing Schedule QRG, what is the last day to process all ADJ-17 manual JE directly to the ADJ-17?**
4. **When is the next Individual Service Provider: Classification and Payment training class?**
5. **Who is the new lead for eTimeSheets?**

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**QUARTERLY QUOTE**

There never was a good war, or a bad peace.

--Benjamin Franklin