John Rudolph, Manager
Student Employment Office

The 2005-2006 academic year (fall/spring) work-study programs - Federal Work-Study and International Student Work-Study - began August 29, 2005. All work-study students must stop working on or before May 14, 2006.

As of August 29th the work-study Job Appointment Form will be available for awarded students to access online via the Student Portal. Since this is a new academic year, work-study students must select Initial Job and print the Job Appointment Form from the Employment section on Penn In Touch.

A work-study student may only work for a supervisor who has an active SEMS account and job listing. The SEMS job number must be entered on the student's Job Appointment Form.

A student CANNOT begin working until the Job Appointment Form is presented to the SEMS supervisor and department business administrator.

When creating or updating a student's payroll Job Assignment Screen, the correct Job Class Code must be used. Failure to do so, may result in your department being charged the incorrect departmental matching share. The academic year Job Class Codes are printed in Section III of the student's Job Appointment Form.

Further policies and procedures can be found in the NEW Student Employee Handbook on our website (http://www.sfs.upenn.edu/seo). The handbook is a comprehensive review of the three types of student employment: Federal Work-Study, International Student Work-Study, and Student Worker.

If you have any questions, after reviewing the handbook, please email seo@sfs.upenn.edu.

OFFICE OF THE COMPTROLLER

PLANNING IS COMING …

A team consisting of Budget Office, Finance, ISC and school/center staff has started work on the implementation of Hyperion’s Planning product to support budgeting and forecasting.

For more details, see the Planning Update at https://www.upenn.edu/budget/
The Travel Office has expanded the number of preferred car rental companies. In the past we have promoted Enterprise locally, but now we are using them across the country. Enterprise is the fastest growing car rental company throughout the United States with over 200 locations at airports not to mention the 5,500 nationwide. Listed below are the new rates for 2005-2006.

Please remind all your travelers to use one of these preferred rental car companies. LDW and liability coverage is built into the corporate rates. Penn employees traveling for business should decline all insurance options domestically, regardless of what rental car company they use.

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Corp Rate 1</th>
<th>Corp Rate 2</th>
<th>Corp Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compact</td>
<td>$37.00</td>
<td>$39.00</td>
<td>$39.00</td>
</tr>
<tr>
<td>Mid Size</td>
<td>$38.99</td>
<td>$41.00</td>
<td>$39.00</td>
</tr>
<tr>
<td>Standard</td>
<td>$40.00</td>
<td>$43.00</td>
<td>$43.00</td>
</tr>
<tr>
<td>Full Size</td>
<td>$43.99</td>
<td>$43.00</td>
<td>$44.00</td>
</tr>
<tr>
<td>Minivans</td>
<td>$65.99</td>
<td>$61.25</td>
<td>$58.00</td>
</tr>
</tbody>
</table>

1 Additional $7.00 per day for airport locations.

2 When using the corporate ID number with National Car Rental, you will always get the "Best Rate". This means you will always pay the lower of the Corporate or Web rate.

Must use corporate ID numbers to get the above rates. Corporate rates include CDW and basic liability.
New Savings Opportunity with United Airlines

We have a new savings opportunity with United Airlines. Airline reservations have to be made through the Penn desk at American Express Travel. On tickets booked in “H” class and above, the savings can range from 10% to 15%. (see examples below)

For those travelers flying domestically or internationally on full fare tickets, make sure they book through American Express at 898-9439 or 1-800-796-7573 to take advantage of the savings.

Sample savings:

<table>
<thead>
<tr>
<th>Fare</th>
<th>Savings</th>
<th>Fare</th>
<th>Savings</th>
<th>Fare</th>
<th>Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>$600</td>
<td>$25</td>
<td>$3,000</td>
<td>$325</td>
<td>$6,000</td>
<td>$855</td>
</tr>
<tr>
<td>- 60 (10% savings)</td>
<td></td>
<td>- 360 (12% savings)</td>
<td></td>
<td>- 900 (15% discount)</td>
<td></td>
</tr>
<tr>
<td>+ 35 (service fee)</td>
<td></td>
<td>+ 35 (service fee)</td>
<td></td>
<td>+ 45 (service fee)</td>
<td></td>
</tr>
<tr>
<td>$575 fare w/ discount</td>
<td></td>
<td>$2,675 fare w/ discount</td>
<td></td>
<td>$5,145 fare w/ discount</td>
<td></td>
</tr>
</tbody>
</table>

In the past American Express has assisted Penn travelers with their visa needs. Now it is just as easy and faster for Penn travelers to work with a visa provider directly and listed below is the web site and processing instructions.

When traveling internationally you may need the services of a visa company. Visa companies provide a quick and secure way in which to obtain visas from foreign consulates in a timely and accurate manner. For this service, we suggest that you use CIBT.

Click here for the web site: [http://www.cibt.com](http://www.cibt.com)
Access code to CIBT: 177503
Log in code: 177503
You should go on-line and process your own visa request directly with CIBT.

Service Provided

- CIBT asks you questions about citizenship, destinations and types of travel.
- CIBT provides you with the necessary instructions and forms for the traveler to complete an application.

- The traveler completes the forms and sends them along with his or her passport, itineraries, photos, etc to CIBT.
- CIBT obtains the visas from the various consulates and returns the passport with the visa back to the traveler.
- CIBT contacts the traveler if additional information is required or if there are any issues or problems with the paperwork.

Costs

- Costs are determined by the number and types of visas being requested and the amount of time allotted to obtain these visas. The costs are quoted on the submission forms prior to processing. A credit card must be provided for any and all payment and delivery costs.
- Delivery costs vary depending upon time allotments and are broken into three groups:
  - Normal Delivery costs: (over 7 days)
  - Rush Delivery costs: (4 to 7 days)
  - Emergency Delivery costs: (3 days or less)
  - Plus – FedEx or overnight delivery charges
## NEW Depositing Rule

Effective July 1, 2005 a new depositing rule was implemented in the BEN Deposits application. To ensure gift activity in gift funds is being recorded accurately, deposits to gift funds (6xxxxx) must use object code 1149; all “other income” object codes will be prohibited. Please direct questions related to the gift process to Gifts Accounting & Administration at 8-9671. Please contact the Cashier’s Office at 8-7258 with questions related to the BEN Deposits application.

## BEN Deposits Reminders

- Deposits must be delivered to the cashier’s office on same day of receipt.
  1. All checks must be endorsed.
  2. If you are set-up in your profile to receive an electronic deposit receipt and do not receive the receipt within two business days of making a check deposit, please contact the cashier’s office at 8-7258.  
  3. If you elected not to receive an electronic deposit receipt, please confirm your deposit has been completed by:
     - Reviewing the general ledger to confirm funds have been posted to the deposit account or
     - Pulling the deposit up in the BEN Deposits application and confirming the deposit status reflects “batched”
- Cash depositors must wait for a receipt from the cashier.
- An alternate contact may be set-up to receive copies of deposit receipts and/or deposit adjustments. Go to the “my profile” function and click on the modify button in the contact section; enter the alternate contact’s eight digit PennCard number and click lookup. Modify the email receipt notification section and once updated click the save button. If you have questions or need assistance, call the Cashier’s Office at 8-7258.

## Important Reminders

- Any change to a petty cash account must have the signature of the senior business officer of the school/center. We are unable to complete your request until we obtain the appropriate signature. Note that senior business officers can authorize a designee, however, a form must be completed. Please contact the cashier’s office at 8-7258 to discuss or if you have questions.
- New custodians must complete the required petty cash training on-line at: [http://www.finance.upenn.edu/ftd/BEN_teaches.html](http://www.finance.upenn.edu/ftd/BEN_teaches.html)
- Please utilize the on-line reimbursement of petty cash form located at: [http://www.finance.upenn.edu/forms/reimburse-petty_97.do](http://www.finance.upenn.edu/forms/reimburse-petty_97.do) when preparing the replenishment of the fund.
- Do not use object code 1140 to record a petty cash expenditure.
- The vendor identification number for petty cash is 52995 (The Trustees of the University of Pennsylvania).
- If you are replenishing a large amount of petty cash, contact the cashier’s office in advance so that the funds are available for you upon your arrival!

## MarkView JInitiator Upgrades Coming in October

**ATTENTION BEN Financials and MarkView Users!!!**

MarkView upgrade to version 4.8 is scheduled for this fall, 2005. While the exact implementation date is still being finalized, please be advised that in preparation for the upgrade, a new JInitiator version (v1.3.1.21) will need to be installed on desktops that access the BEN Financials and MarkView imaging applications.

**REMEMBER:** the JInitiator and MarkView software are NOT required for end users who have access ONLY to the Requisitioner responsibility in BEN Financials (i.e., to shop in the Penn Marketplace).

As the rollout date approaches, additional communications will be sent via the BEN Financials listserv.

Any questions, please call BEN Helps (6-4357)
The University has reached agreement with the Department of Health and Human Services (DHHS) for Facility and Administrative rates fiscal years 2005 through 2008. The new agreement is dated June 14, 2005. The negotiated 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 Campus</th>
<th>DOD Research Contracts &amp; Non-Federal Sponsors</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005</td>
<td>57.5%</td>
<td>36.0%</td>
<td>52.0%</td>
<td>26.0%</td>
<td>59.9%</td>
</tr>
<tr>
<td>2006</td>
<td>57.0%</td>
<td>36.0%</td>
<td>52.0%</td>
<td>26.0%</td>
<td>59.9%</td>
</tr>
<tr>
<td>2007</td>
<td>57.0%</td>
<td>36.0%</td>
<td>52.0%</td>
<td>26.0%</td>
<td>59.9%</td>
</tr>
<tr>
<td>2008</td>
<td>57.5%</td>
<td>36.0%</td>
<td>52.0%</td>
<td>6.0%</td>
<td>59.9%</td>
</tr>
</tbody>
</table>

The application of F&A rates to federal awards is governed by OMB Circular A-21, Section G.7 as well as a clarifying memorandum agreed to by OMB, NIH and other federal sponsors. The University has been operating under a provisional research rate of 58.5% (as well as other provisional rates such as “Other Sponsored Programs” and “Instruction”) since July 1, 2004. The negotiation of new predetermined rates requires us to make adjustments to certain federal awards based on when their budget periods begin and, in some cases, when expenses are incurred.

I. Awards with Project Start dates Prior to July 1, 2004
Any federal award whose new or competitive segment began prior to July 1, 2004 will retain the 58.5% F&A rate until the completion of the current project segment.

II. Awards with Project Start Dates of July 1, 2004 and Later
New, Competing Renewals and Change of Grantee awards and new or competing federal pass-through awards will be charged F&A rates in effect in the fiscal year in which expenditures are made.

The 57.5% rate will be used for charging F&A costs for FY 2005, the 57% rate will be used for FY 2006 and FY2007, and the 57.5% rate will be used for FY 2008 and thereafter.

For example, a new award with a budget period of April 1, 2005 to March 31, 2006, will be set up with an F&A rate of 57.5%. On July 1, 2005 the F&A rate will be changed to 57%. In this example, the award would be at 57.5% for three months and 57% for nine months. If an award extends beyond FY2008, the 57.5% rate will be applied for the remaining years of the competitive segment.

CONTINUED ON NEXT PAGE
III. Treatment of Carry Forward of Unobligated Balances Requiring Sponsor Approval and Supplements

Carry Forward of unobligated balances requiring sponsor approval and supplements are considered by sponsors as new authorizations, separate from the original awards. The F&A rate to be used on these awards/authorizations will depend on the issuance date of the award/authorization.

A. Carry Forward of Unobligated Balances and Supplements Issued Prior to July 1, 2004: These awards/authorizations should be made at the 58.5% rate and F&A costs should be charged at that rate.

B. Carry Forward of Unobligated Balances and Supplements Issued July 1, 2004 and Later on Awards with Original Start Dates Prior to July 1, 2004: These awards/authorizations should be made at the rate(s) in existence at the time of the awards/authorizations. F&A charges will be made at the rate(s) for the fiscal year(s) in which the expenditures are made even if the original award was made prior to July 1, 2004. A new fund will be established for these awards/authorizations to accomplish the appropriate charging of F&A costs.

C. Carry Forward of Unobligated Balances and Supplements Issued July 1, 2004 and Later on Awards with Original Start Dates on July 1, 2004 or Later: These awards/authorizations should be made at the rate(s) in existence at the time of the awards/authorizations. F&A charges will be made at the rate(s) for the fiscal year(s) in which the expenditures are made. A separate fund will not be required and will be accounted for in the normal account established for that budget period.

IV. Preparation of Proposal Budgets

The appropriate fiscal year negotiated rates must be used for budgeting reimbursement of F&A costs for each year of a competitive segment and must be apportioned for the F&A rates in existence during the budget period.

For example, for an application that has a proposed start date of April 1, 2006, year 1 F&A is to be requested at the rate of 57% of modified total direct costs (MTDC). The requested F&A for year two is to be shown at a rate of 57/57.5 and calculated as 3/12 of the MTDC at 57% and 9/12 at 57.5%.

V. Inconsistent Treatment of Award Notices by Federal Sponsors

Should any federal award be made that is not consistent with these procedures, ORS will be responsible for negotiating and correcting the award documents. Schools and Departments should consult with ORS in anticipation of such an award in order to prevent any problems, especially as federal sponsors acclimate to our new negotiated rates.

Non-Federal Awards:

In the Agreement, the DHHS has published an uncapped rate of 59.9%. This rate must be used for certain Department of Defense contracts which, by statute, are not limited to the capped F&A rate. In addition, this rate must henceforth be used as the research F&A rate charged to non federal sponsors such as corporate sponsors.

ORS will make the adjustment to the new rates for the awards received for FY05 and FY06 in the following manner:

The Overhead parent will be changed to the appropriate rate so that the fund will be charged accordingly.

The “F&A Rate” field will be changed on the affected increments so that the correct F&A rate will be reflected on the AIS. An AIS on-line will be created and sent to the appropriate parties.

The breakdown between Direct Costs and F&A will not be changed in the awarded or future increments and will reflect the current amounts shown on the award document. The departments will be responsible for entering the budget at the revised rate. Funds remaining after the reduction of the F&A rate can be rebudgeted in accordance with sponsor guidelines/award terms and conditions.

While it is the intention of ORS to adjust overhead parents on all impacted funds, it continues to be the responsibility of the department to ensure that the charges which hit their funds are appropriate. All ORS adjustments will occur by the end of FY05. If after this point, a department discovers that F&A is being charged at the incorrect rate, they should contact ORS immediately to have this corrected.

Please contact your ORS Accountant or Contract Administrator with any questions.
Recently Completed Activities

New U@Penn Research Tab (August 2005) — A new page within the U@Penn web site at:
http://medlev.isc-seo.upenn.edu/penn_portal/research.php
that provides a comprehensive, customizable collection of resources related to research at Penn. It also features single sign-on to research-related applications like GRAM and BEN Reports.

New Advisories page (July 2005) — A new page is now available at:
http://project.pennera.upenn.edu/advisories
where you can find the status of issues, usage tips, what to do if you encounter certain error messages, and other information for getting the most out of PennERA. An Advisories Archive is also available for resolved advisories.

System-wide upgrade (April 2005) — The PennERA system was upgraded from version 9.x to 10.x, accompanied by mandatory user training and updated documentation. The upgraded system includes new features, enhancements, and improved navigation, and was required by the vendor in order to move forward with the development modules.

End-User Support system (February 2005) — A comprehensive end-user support system was developed to support PennERA users, including telephone, e-mail, and a web-based help system tied into a call-tracking system. Help requests are logged into a shared database where they can be tracked and easily retrieved, ensuring consistent and accurate responses. See the Help page on the web at:
http://project.pennera.upenn.edu/help.asp.

Near-term Initiatives Underway

The PennERA team is currently working on the following near-term initiatives:

Proposal/Award Tracking — View-only rollout of the Proposal Tracking module to BAs and other appropriate research personnel. View-only users will be able to access proposal and award details based on ORG security, giving users a snapshot of a project’s administrative information, including the ability to compare proposed and awarded dates, amounts, and status history. There will also be access to basic high-level regulatory approval information associated with a proposal and/or award.

SOMERA Interface — An interface to feed data from SOMERA (School of Medicine ERA) to PennERA to create new proposal records in PennERA. The SOMERA interface will speed processing of SOM proposals, reduce the workload for ORS staff, reduce data entry errors, and improve SOM’s ability to compare SOMERA data to PennERA data.

PennAEs enhancements — The Penn Human Subjects Adverse Events Reporting System (PennAEs) will be enhanced to enable tracking/reporting on unanticipated social behavioral problems.

Protocol Status Report enhancements — Enhancements to add Sponsor Award Grant ID and Proposal Number (institution number) to the Report.

CONTINUED ON NEXT PAGE
This month Phase 3 of Penn’s web based Effort Reporting System (ERS) will be launched. Phase 3 is dedicated to the summer effort reporting period for faculty having a nine month appointment. In addition to the ORGs in the ERS Pilot, Phase 1, and Phase 2, the following schools and remaining ORGs of schools will be introduced to ERS. These include:

- Nursing
- All Remaining ORGs in SAS
- All Remaining ORGs in SEAS
- School of Design
- Dental School
- School of Social Policy and Practice
- Annenberg Center
- Wharton (ORGs 0703, 0704, 0708, 0709)

ORGs that were part of the previous Pilot/Phases are required to use ERS from that point forward.

ERS training for Phase 3 departmental coordinators, pre and post reviewers is scheduled for September 13th, 14th, 16th, 20th and 27th. (See Registration Requirements below.)

Note: In preparation of the Phase 3 roll-out, participants are asked not to process payroll reallocations after September 6th @3PM for the summer reporting period. Salary reallocations after this date can be processed in ERS after initiation on September 13th.

Phase 4, the quarterly reporting period ending September 30, 2005 and rolling out in October will not include any new schools or ORGs. However, during the month of October ERS training will continue for those ORGs which are already using ERS and have additional employees who require training.

CONTINUED ON NEXT PAGE
Phase 5, for the quarter and semester ending December 31, 2005, will roll-out in January 2006. As previously announced, all remaining Orgs that have not participated in a previous phase will enter Phase 5 (in addition to any other ORGs that were not anticipated or may be new). These ORGs are and may not be limited to:

- All remaining ORGs in the School of Medicine
- Provost’s Center
- Wharton’s remaining ORGs
- Museum
- Annenberg School
- Library
- Law
- Morris Arboretum
- Institute of Contemporary Art
- President’s Center
- Student Activities
- Student Services
- College Houses & Academic Services
- Division of Finance
- Business Services
- Campus Services
- Facilities
- External Organizations

**ERS Modifications**

Based on feedback from those who participated in the Pilot, Phase 1 and Phase 2, ERS has undergone some modifications. These include:

1. The elimination of the University Summary screen for all employees except for faculty paid from CPUP object codes. The categories required to be completed in the Summary are:
   - Clinical Activity - Direct Patient Care
   - Clinical Activity - Education of House-staff
   - Clinical Activity - Administration
   - Other Activity (includes Abramson Institute, Administration, Instruction, and Unsponsored Scholarly Activity)

2. The Average Weekly Hours (AWH) box appears on the University Summary screen for CPUP faculty only. AWH includes effort hours for all of the above activities and sponsored projects.

3. The salary cap indicator appears not only for awards directly received from the NIH but from SAMHSA and AHRQ as well. Additionally, for subawards where the prime is NIH, SAMHSA, or AHRQ, the salary cap indicator will appear if applicable to that employee.

4. Additional reporting capabilities are available to pre and post reviewers

**ERS Registration Requirements**

In preparing for an upcoming phase, the identified departmental coordinators (DCs), pre and post reviewers must:

1. Have successfully completed Payroll training and have Salary Management access for the ORGs to which they are assigned;

2. Complete the Sponsored Projects Effort Reporting Presentation module and successfully pass its accompanying quiz prior to attending hands-on training. The module is currently located on ORS’s homepage at: [http://www.upenn.edu/researchservices/effortreportingA.html](http://www.upenn.edu/researchservices/effortreportingA.html) and

3. Attend the required ERS hands-on training when scheduled.

As each phase is rolled out, ORS sends a communication to the DC requesting that they identify their pre and post reviewers. The DC is informed of the dates, time, and location of the upcoming ERS hands-on training sessions. Training is mandatory and training room availability is limited. Failure to complete steps 1, 2 or 3 above will result in a $150 non-compliance fee and charged to the trainee’s department. Registration for ERS training is accomplished by accessing [http://knowledgelink.upenn.edu](http://knowledgelink.upenn.edu)

Getting acclimated to any new web based system can be difficult in and of itself. Adding the compliance requirements of timely and accurate information that requires the cooperation of others increases the difficulty of adapting to a new system. The members of the Penn community who have participated in ERS should be commended for their efforts. An example of this hard work is reflected in the over 98% timely completion of effort reports that were due June 30, 2005. The ERS Team would like to extend their thanks to all of the ERS participants (faculty and staff) for their thoughtful questions and suggestions to make ERS a better effort reporting tool.

Information about ERS is available at: [http://www.upenn.edu/researchservices/effortreportingA.html](http://www.upenn.edu/researchservices/effortreportingA.html)

Questions about the PennERS project can be directed to [effort@pobox.upenn.edu](mailto:effort@pobox.upenn.edu)

Robin H. Beck  
Vice President of Information Systems and Computing

Andrew B. Rudczynski, Ph. D.  
Executive Director of Research Services and  
Associate Vice President of Finance
Quarterly Quiz

Instructions: The following five questions can be answered based solely on information or web addresses contained in this issue of The Bottom Line. To participate in the contest, please submit your answers via email to training@pobox.upenn.edu no later than July 5, 2005. Please note that entries will only be accepted via email! Two winners will be selected randomly from all correct responses. Winners will receive a Faculty Club membership for the upcoming year.

1. As per the DHHS agreement, what is the uncapped rate? When should the uncapped rate be used?

2. On what page of the new Student Employee Handbook can information regarding Job Class Codes, Earnings Types, and Object Codes be found?

3. What object code must be used to accurately record deposits to gift (6xxxx) funds?

4. What car rental insurance options should be selected when traveling for business domestically?

5. Where can you find more information about the implementation of Hyperion’s Planning product to support budgeting and forecasting?

Eligibility: Members of the Financial Training Department and previous winners from fiscal year 2005 are prohibited from winning this contest.
Enhancements to the Penn Marketplace

New Penn Marketplace features and functionality were introduced on August 1, 2005. Details regarding the latest enhancement to the Penn Marketplace are available at:

http://www.purchasing.upenn.edu/news/050727_01.php

New Penn Marketplace Suppliers

The following BEN Buys suppliers have joined the Penn Marketplace during the past three months:

- American Lab Products
- Covance Research Products
- Hewlett Packard
- World Precision Instruments
- Assay Design
- Dynal Biotech
- InvivoGen

A complete list of Penn Marketplace participating suppliers is available at:

http://www.purchasing.upenn.edu/buinfo/suppliers/pm_suppliers

Purchasing Services also maintains a list of diversity suppliers that are available in the Penn Marketplace.

http://www.purchasing.upenn.edu/buinfo/suppliers/pm_suppliers/pm_diversity.php

Preferred Contract Suppliers

BEN Buys users are required to utilize University approved “preferred contract suppliers” whenever possible to meet their product or service requirements. A complete list of “preferred contract suppliers”, indexed by commodity, is available at:

https://www.purchasing.upenn.edu/buinfo/suppliers/contract_suppliers.php

Supplier Information

Looking for information on University suppliers? Purchasing Services has information on a wide range of suppliers including BEN Buys Approved, Penn Marketplace, Preferred Contract suppliers, and Approved Caterers.

http://www.purchasing.upenn.edu/buinfo/suppliers

Purchasing Forms

A complete list of purchasing related forms and online request sites is available at

http://www.purchasing.upenn.edu/forms

“How To” Buying Tips

Purchasing Services has developed a number of buying guides to assist faculty and staff with various purchasing requirements. A complete list of “How To” buying guides is available at:

http://www.purchasing.upenn.edu/buinfo/tips.php
DIVISION OF HUMAN RESOURCES

Upcoming Programs

Learning and Education

Further your professional and personal development by taking advantage of upcoming Human Resources programs offered by the department of Learning and Education. Note that you must pre-register for all programs.

Visit the online Course Catalog at [http://www.hr.upenn.edu](http://www.hr.upenn.edu) (click on Course Catalog at top of page), or contact Learning and Education at [http://www.hr.upenn.edu/learning](http://www.hr.upenn.edu/learning) or 215-898-3400.

September

Brown Bag Matinee – Clown
FREE
September 14
12pm to 1pm

A thought-provoking and entertaining addition to diversity awareness training for all levels of your organization, this film follows the lives of three "Clown-Americans" and their families as they make poignant observations about life on the other side of stereotypes inspired by their clown heritage. This unique program combines drama and comedy to explore the effects of bias and racism in America.

Unlocking the Secrets of the Penn Library
FREE
September 20
12pm to 1:30pm

Bring your lunch and join us to learn about all the Penn Library has to offer staff, including: over 10,000 electronic journals and reference sources; more than 5 million print and multi-media titles; personalized assistance with research for class or work assignments; videos and DVDs; and recent popular fiction and books on the New York Times Best Sellers list. A one-hour information session will be followed by an optional 30 minute walking tour of Van Pelt Library.

Career Focus Brown Bag – Mentors@Penn
FREE
September 27
12pm to 1pm

Mentoring provides many benefits and opportunities, whether you’re a mentor or mentee. Through a mentoring relationship, you can learn and grow, increase your own job satisfaction, and focus on your professional and career goals. At this information session, you’ll learn more about the program and find out how to apply.

Career Focus Brown Bag – Career Checkup Workshop
FREE
September 30
12pm to 1pm

Once a year, you should take the time to evaluate your current job situation. Are you doing as well as you can or is there room for improvement? Are your skills current or is it time for some training and new skills development? Do you continue to find satisfaction and challenge in your job? This workshop will give you the opportunity to assess your current situation and develop a plan for moving forward.

CONTINUED ON NEXT PAGE
<table>
<thead>
<tr>
<th>October</th>
<th>November</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Development Program – Essentials of Management Begins October 14 multiple dates with varying times</td>
<td>Professional Development Program – Speak for Success November 4 9am to 1pm</td>
</tr>
<tr>
<td>This program for Penn managers provides you with knowledge of effective management practices, applicable skills and the information needed to do your job. Offered over a six month period, it requires approximately 35 hours of participation. Topics include Human Resources management principles, communicating through conflict, and performance management.</td>
<td>Do people listen to you? Or do they react to how you sound rather than what you say? In this course you will learn techniques for effective communication: how to listen, share information, and persuade others to think as you do. This is an interactive workshop where you can practice as you learn.</td>
</tr>
<tr>
<td>Brown Bag Matinee – Communicating Non-Defensively Revised October 19 12pm to 1pm</td>
<td>Professional Development Program – Star Achievement™ Begins November 9; multiple dates 9am to 4:30pm</td>
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<td>This program explains that we must be responsible for the ways we deliver and receive messages. It highlights the eight keys to non-defensive communication, causes and symptoms of defensive behaviors, and most importantly, skills for breaking the &quot;Defensiveness Chain&quot;.</td>
<td>This program for frontline, support and administrative staff runs from November 2005 through June 2006, with one session per month. Star Achievement™ provides comprehensive skills and self-development coursework. Over 8 monthly sessions, you will build the skills, attitude, teamwork and strategy fundamentals which will result in increased productivity and job satisfaction, as well as perfect core fundamentals to enhance administrative skills, attitudes, relationships and professionalism.</td>
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<tr>
<td>Unlocking the Secrets of the Penn Library FREE October 20 12pm to 1:30pm</td>
<td>Unlocking the Secrets of the Penn Library FREE November 10 12pm to 1:30pm</td>
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<td>Bring your lunch and join us to learn about all the Penn Library has to offer staff, including: over 10,000 electronic journals and reference sources; more than 5 million print and multimedia titles; personalized assistance with research for class or work assignments; videos and DVDs; and recent popular fiction and books on the New York Times Best Sellers list. A one-hour information session will be followed by an optional 30 minute walking tour of Van Pelt Library.</td>
<td>Bring your lunch and join us to learn about all the Penn Library has to offer staff, including: over 10,000 electronic journals and reference sources; more than 5 million print and multi-media titles; personalized assistance with research for class or work assignments; videos and DVDs; and recent popular fiction and books on the New York Times Best Sellers list. A one-hour information session will be followed by an optional 30 minute walking tour of Van Pelt Library.</td>
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<tr>
<td>Career Focus Brown Bag – Up is not the Only Way FREE October 28 12pm to 1pm</td>
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<td>Are you looking for ways to expand your excitement and productivity in your current job? What are lateral moves? Why and when can they be smart career strategies? This video and workshop will offer lots of alternatives to the &quot;promotion is the only way to success&quot; type of thinking.</td>
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<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
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<tr>
<td>Career Focus Brown Bag – FREE</td>
<td>November 11</td>
<td>12pm to 1pm</td>
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<tr>
<td>Navigating the Penn Jobs Website</td>
<td>August 15</td>
<td>12pm to 1pm</td>
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<td>Learn how to navigate Penn’s web-based Jobs@Penn system. Oforie Murray, Recruitment Administrator in the School of Medicine, will provide a live demonstration of the system, focusing on how to apply for jobs, create a profile, and manage your job applications. You’ll learn how to make the most of your “internal candidate” status when you apply for your next job at Penn.</td>
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<td>Career Focus Brown Bag – Resumes</td>
<td>November 15</td>
<td>12pm to 1pm</td>
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<td>Wondering how to create an effective, dynamic resume? In this session, you’ll watch a video with tips on how to make the “skills and accomplishments” section of your resume intriguing. Topics include: the importance of focusing on the employer’s needs, not your own; how to use powerful assertions; and how to inspire and excite the employer.</td>
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<td>Brown Bag Matinee – If Looks Could Kill</td>
<td>November 16</td>
<td>12pm to 1pm</td>
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<td>This video program reveals that behavior can be a powerful tool, or a dangerous weapon. We can use it positively for the good of all, or we can attack with negative behavior, to enrage, wound, scare or even kill. It uncovers why an individual can be pleasant to one person, then offensive to another, simply in response to that person’s behavior.</td>
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<td>Career Focus Brown Bag – FREE</td>
<td>November 17</td>
<td>12pm to 1pm</td>
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<tr>
<td>Interviewing For Your Next Job</td>
<td>November 17</td>
<td>12pm to 1pm</td>
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<td>This workshop will provide advice on great preparation for your job interviews. Topics will include how to prepare for the interview, the types of interviews you might encounter, and how you can present yourself and your skills in the best possible light. You’ll watch the video “Get Hired: How to Ace the Interview” and hear from training specialist Joe Cooney about how he trains Penn managers to conduct interviews.</td>
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<tr>
<td>Professional Development Program – FREE</td>
<td>November 29</td>
<td>9am to 5pm</td>
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<tr>
<td>AMA’s Managing and Working with Difficult People</td>
<td>November 30</td>
<td>9am to 5pm</td>
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<td>Turning around problem employees is possibly the toughest task you face as a supervisor. Disruptive employees can sap morale, reduce productivity, and prevent you from effectively running your team. This two-day American Management Association program will show you how to recognize and deal with disruptive behavior so you can counteract it and change things for the better.</td>
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Financial Training Calendar

September 2005 - December 2005

The current schedule of financial training courses is available at:


Descriptions for these training courses can be found at

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

To register for Purchasing Card, Sponsored Programs, Space @Penn, Gifts & Endowments, or Review - Q&A training go to:

http://knowledgelink.upenn.edu

Note: This new registration link will require you to enter your PennKey and password for access. Use the left-hand navigation menu to locate these courses in the "Optional Training" section.

For BEN Deposits access, complete the BEN Deposits access form found at

http://www.finance.upenn.edu/ben/bendep/

Once completed, an email will be sent with instructions for on-line training.

To register for all other training courses, complete the Financial Training Registration Form found at http://www.finance.upenn.edu/ftd