New Purchasing Card Management Software Program

In the fall of 2006, the University’s JP Morgan Chase MasterCard Purchasing and Fleet Fuel Card software application will be upgraded to a new web-based application known as PaymentNet.

What is PaymentNet?

The PaymentNet Software Implementation Project is intended to enhance the campus-wide Purchasing and Fleet Fuel Card program while providing senior management with additional tools and capabilities to more effectively manage cardholder spend and monitor overall purchase activity, risk, and compliance. This migration, a collaborative effort among Purchasing Services, the Division of Finance, and Information Systems & Computing (ISC), is scheduled to be completed this Fall. An advisory team comprised of School and Center representatives has been established to provide feedback to the project team throughout the course of this initiative.

What are the Benefits of PaymentNet?

PaymentNet will provide many new benefits to both cardholders and administrators responsible for the management of the University’s Purchasing and Fleet Fuel Card program. Features include:

- **Online Transaction Inquiry and Review:** Cardholders will be able to review and confirm their line item transaction details via the web instantaneously in real time.

- **Self-Service Statements and Reports:** Cardholders will be able to print individual statements to submit for approval along with supporting documentation.

- **Management Inquiry Capabilities:** Transaction Approvers will also be able to review line item transaction details and confirm that any supporting documentation is appropriate. This improved access to information will contribute to a more comprehensive review process that, we anticipate, will result in a reduction of unauthorized purchases with simultaneous reinforcement of following proper procurement card buying practices University-wide.

- **Online Transaction Disputes:** Should cardholders be unable to reach agreement with suppliers for erroneous charges, disputes can be handled via an online process.

CONTINUED ON PAGE 2
What’s Changing with PaymentNet?

The PaymentNet application will define new "roles" for Cardholders, Transaction Approvers, and Managers as follows:

- **Cardholder**: A Cardholder is an employee of the University of Pennsylvania who has been given the responsibility of managing his or her own credit card transactions.

- **Transaction Approver**: A Transaction Approver is an employee of the University of Pennsylvania who has been assigned the responsibility of approving transactions and purchases. The Transaction Approver is also responsible for reallocating charges in BEN Financials.
  
  (Note: Today’s "Approver" role and responsibilities have been replaced by the Transaction Approver.)

- **Manager**: A Manager is an employee of the University of Pennsylvania who has been designated with the responsibility for reviewing transactions and managing users and purchases.
  
  (Note: Today’s "Reviewer" role and responsibilities have been replaced by the Manager.)

What’s Not Changing with PaymentNet?

The following will remain the same with the implementation of PaymentNet:

- There will be no change to the current reallocation process that is in place today via BEN Financials and the General Ledger; cardholders will continue to be required to attend GL training if they are responsible for reallocating purchasing and fleet card charges.

- There will be no changes to the current Purchasing and Fleet Fuel Card application process.

CONTINUED ON NEXT PAGE

Accessing PaymentNet

A web browser, like Internet Explorer, is all that will be needed to access PaymentNet. No additional software or hardware will be required. Users will point their browsers to a specific URL and log in with an ID and Password. Specific instructions and login credentials for access will be sent to all cardholders, transaction approvers, and managers.

Training Requirements

Authorized Purchasing and Fleet Fuel Card program Cardholders, Transaction Approvers, and Managers will be required to participate in the training program prior to being authorized to access the new system. Cardholders, Transaction Approvers, and Managers will be notified of training details and requirements as the implementation date draws closer.

Have a Question about PaymentNet?

Please submit questions to p2p-lists@pobox.upenn.edu.
Direct Deposit for Travel Reimbursements - Coming 2nd Quarter FY’07

ISC, Accounts Payable, Payroll and the Travel Office are working on a project that will allow Penn employees and student workers to have their travel reimbursements deposited directly in their bank accounts. This benefit will only apply to those individuals who have signed up for direct deposit through the Payroll Office.

You will be hearing more about this project in the coming months, but here is a brief overview of what to expect. The process is called EFT and EFT is an acronym for Electronic Funds Transfer.

Who can use electronic funds transfer for travel reimbursements?

Any Penn employee or student worker who has direct deposit for their paychecks will have their travel reimbursements deposited directly in their bank accounts. The process for submitting properly approved reimbursement requests on the C-1 form will not change.

Will Travel Advances be direct deposit as well?

No. Travel Advances that are $200 or more will still be issued as a check and sent through intramural mail.

Can a Penn employee or a student worker with direct deposit go on-line to see if their travel reimbursement has been processed?

Yes. They will be able to use U@PENN and click on a new section to be called “My Reimbursements.” By using their PennKey and password, they will be able to see if a travel reimbursement has been processed and deposited into their bank account.

Can Business Administrators see if a travel reimbursement has been processed?

Yes. They can still go into the BEN Financials system to see if a travel reimbursement has been processed. “My Reimbursement” access will be limited to the Payee only.

What are the benefits of EFT?

Penn employees and student workers can have their travel reimbursements deposited directly into their bank account thus eliminating the wait for the reimbursement check to arrive in the department. The Payee no longer has to take that check to his or her bank to be deposited. EFT will also reduce the number of stop payments and reissued checks because the checks will not get lost in the mail or mailed to the wrong address.

More information on this new benefit will be forthcoming during the next few months as we get closer to rolling out the new process. In the interim, business administrators may want to encourage their Penn employees or student workers who do not already have direct deposit to sign up through the Payroll office at 310 Franklin Bldg / 6284.

CONTINUED ON NEXT PAGE
### Office of the Comptroller (continued)

**Travel Advisory**

Travel Office, 308 FB/6284  898-3307

#### Other Travel Policy Changes

<table>
<thead>
<tr>
<th>Policy 2360 Payment Options</th>
<th>Policy 2360 Payment Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Airline Billing Account</strong></td>
<td><strong>American Express Corporate Card</strong></td>
</tr>
</tbody>
</table>

Under Payment Options the Airline Billing account is now available to all individuals who are traveling on behalf of the university. It states:

The Airline Billing Account is available to any and all individuals who are traveling on behalf of the university as long as a Travel Authorization is completed and sent to the Travel Office. A completed Travel Authorization is one that is signed and embossed by the department’s Business Administrator and the 26 digit account number is provided for payment purposes.

In the prior policy, usage was restricted to students traveling on behalf of the University, university sponsored groups, visiting scholars, lecturers, non-university employees, and employees who traveler infrequently and do not have an AX corporate credit card.

<table>
<thead>
<tr>
<th>Policy 2360 Payment Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>American Express Corporate Card</strong></td>
</tr>
</tbody>
</table>

The University will not reimburse late fees assessed as a result of a late payment by the charge card holder unless authorized by the Senior Financial Officer.

<table>
<thead>
<tr>
<th>Policy 2361 Lodging Cancellations</th>
</tr>
</thead>
</table>

The University will not reimburse a traveler for any cancellation fees unless a valid business purpose is documented and the reimbursement is approved by the Senior Financial Officer.

<table>
<thead>
<tr>
<th>Policy 2362 Health Club Charges</th>
</tr>
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</table>

Reasonable Health Club charges at a hotel while traveling are now reimbursable. Spa charges are non-reimbursable.
The PennERA (Electronic Research Administration) team is gearing up for a fall 2006 pilot release of the Proposal Development application for use by investigators and other research personnel. Proposal Development is a web-based application that will streamline the process for preparation, review, approval, and submission of proposals. In addition, the application will allow researchers at Penn to meet government requirements as federal grant-making agencies transition to mandatory electronic grants submission.

The application is targeted for rollout to pilot participants in select ORGs across campus in early fall, tentatively scheduled for October 2006. After evaluation of the pilot, the application will be rolled out to additional schools and departments.

**Anticipated Benefits**

Anticipated benefits of the Proposal Development module include:

- Reduction in time/cost to prepare and submit proposals to sponsors
- Streamlining internal review and approval of proposals
- Integration of funding opportunities and investigator profiles with proposals
- Standardization of templates for sponsor forms and budgets
- Electronic submission of proposal data

**Pilot Participants**

The pilot will include investigators and other research personnel in select ORGs from the following schools:

- Arts & Sciences (SAS)
- Engineering & Applied Science (SEAS)
- Medicine (SOM)
- Social Policy & Practice (SPP)
- Veterinary Medicine (VET)

Pilot participants will be contacted directly with detailed information about access, training, and end-user support.

**More information about PennERA**

For more information about PennERA, please visit the PennERA web site at [https://www.pennera.upenn.edu/](https://www.pennera.upenn.edu/). If you have any questions, comments, or suggestions, please send an e-mail to pennera@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

Joseph R. Sherwin, Ph.D.,
Director of the Office of Regulatory Affairs

CONTINUED ON NEXT PAGE
The Office of Research Services (ORS) and the Office of Institutional Compliance (OIC) announce the Sponsored Projects Compliance Certification Program (SPCCP). This program highlights Penn’s continuing commitment to providing sponsored projects education and training to its community.

The SPCCP is being established for those individuals carrying out specific functions and having certain responsibilities related to the administration of sponsored projects (see Sponsored Projects Policy No. 2140). Penn, like many of its sister institutions, has developed this required program to assist the community in better understanding sponsored projects policies, requirements, regulations and guidelines. The SPCCP is designed to include core courses and an opportunity to expand one’s knowledge base by taking additional electives. Depending on the individual’s responsibilities some electives may be required by a supervisor and some schools may require individuals to take all electives as the electives are made available.

In order to complete the SPCCP and become Penn certified, the following required core courses must successfully be completed:

- Financial Training Department’s Chart of Accounts (COA) training (instructor-led)
- ORS’s newly revised course, “Sponsored Projects @ Penn” (instructor-led, 5 half-days). It is recommended that attendees of this course at a minimum, review the following courses prior to attending this course
- Allowability, Cost Transfers, and Approval Documentation (web-based module)
- Sponsored Projects Effort Reporting (web-based module); and Policies Related to the Administration of Sponsored Projects (web-based module)
- All courses are monitored so as to identify those individuals who have successfully completed each

Note: All of the quizzes (with the exception of COA) are web-based and are accessible by using a PennKey and password. These web-based quizzes require a passing grade of 90%. In addition, individuals who participated in ORS’s Sponsored Projects @ Penn during the past two years may choose to “test-out” by passing the web-based quiz with a score of 100% on the first try.

ORS and OIC will be contacting schools in order to discuss the SPCCP, its requirements and assist in identifying the appropriate individuals requiring certification as well as discussing how one maintains their certification once received. It is anticipated that the visits to each school will begin this September. In the meantime, individuals who choose to take any of the core courses and successfully complete them will receive credit toward certification.

SPCCP is a collaborative effort with input from many. In particular, the School of Arts and Sciences volunteered to participate in a pilot to evaluate and comment on each of the core components, accompanying quiz and overall program. Participants in the SAS pilot received certificates of completion at a reception held in their honor on July 11. The pilot volunteers were:

Bob Allison, Linda Aversa, Susan Cerrone, Maureen Edozie, Lory Eighme, Regina Forlano, Gus Hartman, Mike Imbalzano, Lillie Jones, Audrey Masciocchi, Tom McKenna, Tina Mellon, Aliyu Mohammed, Ksenia Palijczuk, Crystal Sacanell, Maya Thompson, Valerie Walker.

In addition to SAS, the staff of the Office of Research Services, the Department of Academic Support Programs and the School of Nursing have identified SPCCP participants and have either completed SPCCP or are on their way to certification.

Questions regarding SPCCP can be directed to Anita Mills of the Office of Institutional Compliance at x8-1936. In order to access the web-based courses, please click here.
Penn Family Day – Saturday, September 30th

Join us Saturday, September 30th for the 14th annual Penn Family Day! Human Resources invites faculty and staff to bring your family members and friends to cheer on the Penn football team, enjoy special activities at the Penn Museum, watch a women’s volleyball game, or go skating at the Penn Ice Rink. No matter which activities you plan to attend, be sure to come to the Penn Family Tailgate Party first.

You must bring your faculty/staff PennCard for admission to all events. Tickets are also required for admission to the Tailgate Party and football game. This year, you can receive up to 5 tickets for free, and additional tickets are just $5 each. See below for details.

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
<th>Description</th>
<th>Tickets Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:00AM – 12:30PM</td>
<td>Tailgate Party</td>
<td>Franklin Field, North Parking Lot</td>
<td>Picnic lunch, children’s activities, give-aways, GM cars, Penn band and cheerleaders, and more</td>
<td>Yes</td>
</tr>
<tr>
<td>1:00PM</td>
<td>Penn Football Game</td>
<td>Franklin Field, 33rd and South Streets</td>
<td>Penn vs. Dartmouth</td>
<td>Yes</td>
</tr>
<tr>
<td>1:00PM – 3:00PM</td>
<td>Penn Museum</td>
<td>3260 South Street</td>
<td>Discounts, “Body Adornment” activities for children, 1:30pm Etruscan and Roman Gallery Tour</td>
<td>No (free admission)</td>
</tr>
<tr>
<td>7:00PM</td>
<td>Penn Women’s Volleyball</td>
<td>The Palestra, 220 South 33rd Street</td>
<td>Penn vs. Princeton</td>
<td>No (free admission)</td>
</tr>
<tr>
<td>7:30PM – 9:30PM</td>
<td>Penn Ice Rink</td>
<td>3130 Walnut Street</td>
<td>$1 skate rentals</td>
<td>No (free admission)</td>
</tr>
</tbody>
</table>

**Tickets**

- Please be prepared to show your faculty/staff PennCard at all events.
- Tickets are required for the Penn Family Tailgate Party and the Penn Football Game. Faculty and staff can now receive up to 5 free tickets (1 for you and up to 4 guest tickets). Additional tickets can be purchased for $5 each.
- Tickets are not needed for the Museum, the Ice Rink, or the women’s volleyball game – and admission is free for you and your guests.

For complete event details and ticket order form go to [http://www.hr.upenn.edu/quality/staffrecognition.asp](http://www.hr.upenn.edu/quality/staffrecognition.asp) and select “Penn Family Day”.

**Deadlines**

Order tickets via intramural mail or in person at the Athletic Ticket Office by the following deadlines:

- Monday, September 18th – Intramural mail received.
- Monday, September 25th – Orders placed in person at the Athletic Ticket Office (Weightman Hall, 33rd St. between Walnut and Spruce Streets), Monday to Friday, 10AM - 5PM.

Note: If the Athletic Ticket Office cannot mail tickets back to you in time for the event, you will be notified. Tickets will be held for you at the event “Will Call” table.

If your ticket order form is not received by the deadlines outlined above, we regret that your order will not be filled for this year’s event.

**Free Parking**

Enjoy free parking at Garage #37 (34th and Chestnut) when you show your faculty/staff PennCard.

**Questions?**

Contact Human Resources at QOWL@hr.upenn.edu or call 215-898-1012.
# DIVISION OF HUMAN RESOURCES (CONTINUED)

## Upcoming HR Programs

Further your professional and personal development by taking advantage of upcoming Human Resources programs. Note that you must pre-register for all programs by visiting the online Course Catalog at [http://www.hr.upenn.edu](http://www.hr.upenn.edu) (click on Course Catalog at top of page).

<table>
<thead>
<tr>
<th>Career and Life Strategies for Baby Boomers</th>
<th>Professional Development Program – Essentials of Management</th>
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</thead>
<tbody>
<tr>
<td><strong>If you’re part of the Baby Boomer generation, the Career and Life Strategies for Baby Boomers series is designed to help you deal with the decisions and challenges you’re now facing. For more information and to register for sessions, visit the online Course Catalog at <a href="http://www.hr.upenn.edu">http://www.hr.upenn.edu</a> (click on Course Catalog at the top of the page) or call 215-898-3400.</strong></td>
<td><strong>$225 fee</strong></td>
</tr>
<tr>
<td><strong>Aging in Good Health FREE</strong></td>
<td>Begins September 19</td>
</tr>
<tr>
<td><strong>September 20</strong></td>
<td><strong>multiple dates with varying times</strong></td>
</tr>
<tr>
<td><strong>12pm to 1:30pm</strong></td>
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</table>

What do science and medicine tell us about healthy aging? How can we apply that research to our own lives? Kathryn Jedrziewski of Penn's Institute on Aging and her colleagues will share their insights and provide tips on what we can do now to promote our own health and physical wellbeing into our older years.

### Professional and Personal Development

Take advantage of the many development opportunities provided by Human Resources! Simply pre-register for programs by visiting the online Course Catalog at [http://www.hr.upenn.edu](http://www.hr.upenn.edu) (click on Course Catalog at the top of the page), or contact Learning and Education at www.hr.upenn.edu/learning or 215-898-3400.

### September

<table>
<thead>
<tr>
<th>Brown Bag Matinee – The Abilene Paradox</th>
<th>Career Focus Brown Bag – Mentors@Penn</th>
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</thead>
<tbody>
<tr>
<td><strong>FREE</strong></td>
<td><strong>FREE</strong></td>
</tr>
<tr>
<td><strong>September 19</strong></td>
<td><strong>September 28</strong></td>
</tr>
<tr>
<td><strong>12pm to 1:30pm</strong></td>
<td><strong>12pm to 1:pm</strong></td>
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</table>

The Abilene Paradox is Dr. Jerry Harvey’s classic story of poor group decision-making that demonstrates the concept of “Mismanaged Agreement.” In this video, you’ll see the concept demonstrated when all members of a family agree to a hot and dusty road trip, which no one wants, without communicating their reservations. Then you’ll see how mismanaged agreement can occur in an organizational setting, where a project that no one wants is carried forward.

### October

<table>
<thead>
<tr>
<th>Franklin Covey’s FOCUS</th>
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<tbody>
<tr>
<td><strong>$75</strong></td>
<td>October 12</td>
</tr>
<tr>
<td><strong>9am to 5pm</strong></td>
<td></td>
</tr>
</tbody>
</table>

Competing priorities. Multiple deadlines. A hundred unanswered e-mails. This engaging, highly interactive workshop will give you the tools to increase productivity, enhance your chances of success, keep focused, effectively manage all the information that comes across your desk, and reduce your stress level.

**CONTINUED ON NEXT PAGE**
# Upcoming HR Programs (Continued)

**Brown Bag Matinee – If Looks Could Kill**  
**FREE**  
October 18  
12pm to 1pm

This video program reveals that behavior can be a powerful tool when used positively for the good of all, or a dangerous weapon when we attack with negative behavior. It uncovers why an individual can be pleasant to one person, then offensive to another, simply in response to that person’s behavior.

**Professional Development Program – FREE**  
Unlocking the Secrets of the Penn Library  
October 19  
12pm to 1:30pm

Learn about all the Penn Library has to offer, including: over 10,000 electronic journals and reference sources, more than 5 million print and multi-media titles, personalized research assistance, videos and DVDs, and recent popular fiction and best-sellers. A one-hour information session will be followed by an optional 30-minute walking tour of Van Pelt Library.

**Career Focus Brown Bag – FREE**  
Resume and Cover Letter Clinic  
October 30  
12pm to 1pm

Resumes and cover letters are your tools to market yourself for your next position. We’ll discuss how to focus on the employer’s needs versus your own, how to inspire and excite the employer, and language to catch the employer’s attention. Bring your resume and cover letter along.

**November**

| Professional Development Program – | $60  
| Introduction to the Myers-Briggs Type Indicator | November 2  
| 9am to 12pm |

Taking the Myers-Briggs Type Indicator (MBTI) inventory and receiving feedback will help you identify your unique gifts. The information enhances understanding of yourself, your motivations, your natural strengths, and your potential areas for growth.

**American Management Association Program –**  
Delegation Boot Camp  
November 3  
9am to 5pm

This fast-paced, intensive one-day seminar gives you real-world practice in delegation strategies that will reduce your stress level, empower your staff and build morale. Take this opportunity to pinpoint the right task, the right time and the right person to help you maximize productivity for you and your team.

**Brown Bag Matinee –**  
Conflict Resolution: A Win - Win Approach  
November 14  
12pm to 1pm

Conflict in the workplace should be addressed in order to maintain productivity, increase retention rates and improve morale. Failure to address conflict often leads to an escalation of the problem and may lead to unproductive behaviors such as resentment, displacement or defensiveness. This video will help you find a win-win solution by helping you master techniques such as: recognizing sources of conflict, using the Collaborative Management Method, and developing active communication skills.

**Career Focus Brown Bag – FREE**  
Success Interviewing  
November 16  
12pm to 1pm

This workshop will address elements of effective interviews, how to prepare for interviews, the types of interviews you might encounter, how to present yourself and your skills effectively, and the importance of nonverbal communication.

**Professional Development Program –**  
Unlocking the Secrets of the Penn Library  
November 30  
12pm to 1:30pm

Learn about all the Penn Library has to offer, including: over 10,000 electronic journals and reference sources, more than 5 million print and multi-media titles, personalized research assistance, videos and DVDs, and recent popular fiction and bestsellers. A one-hour information session will be followed by an optional 30-minute walking tour of Van Pelt Library.
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 September 15, 2006.

Please note that entries will only be accepted via email! Two winners will be selected randomly from all correct responses. Winners will receive a University Club (formerly the Faculty Club) membership for the upcoming year.

1. What is the web address (complete URL) for the student employee handbook?

2. When is Penn Family Day? How many tickets are employees eligible for (for events requiring tickets)?

3. Where can an employee or student worker sign up for Direct Deposit?

4. Beginning this Fall, how will Cardholders obtain their Purchasing card account statements?

5. When is the Electronic Proposal Development Pilot planned? What Schools will be participating at that time?

Eligibility: Members of the Financial Training Department and previous winners from fiscal year 2007 are prohibited from winning this contest.
Financial Training Calendar

September 2006 - December 2006

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, PennERS, Property Management, PennERA Proposal Inquiry Only or Review - Q&A training go to:

http://knowledgelink.upenn.edu

Note: This 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