A cross-University team has been working to develop a new and improved web-based front-end to the current mainframe HR/Payroll system (sometimes known as UMIS). This new system, called “PennWorks,” is targeted for an initial rollout in fall 2009, with additional functionality to be added later in subsequent releases. PennWorks will be used by Business Administrators, Payroll Coordinators, the Division of Human Resources, and the Central Payroll Office. This project is sponsored by the Provost’s Office, the Division of Human Resources, the Division of Finance, and Information Systems and Computing.

What is PennWorks?

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

Access and Training

Prior to obtaining access to the PennWorks application, all current HR/Payroll system users will be required to complete a web-based, self-paced training course. Users who do not complete PennWorks training by the implementation date will not have access to the new system, and their access to the current HR/Payroll system for those functions replaced by PennWorks will be removed. Therefore, it is imperative that training for each applicable user is completed before the go-live date.

Since training is intended for existing HR/Payroll system users, prior knowledge and understanding of HR/Payroll policies and procedures are presumed. As such, training will focus on the new navigation, look and feel, and functionality of the PennWorks application. Training is targeted to begin four (4) weeks prior to the PennWorks go-live date.

PennWorks continued on page 2

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

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We anticipate that training information will be available in late September, and specific instructions will be communicated directly to School/Center BAs as well as to all affected users at that time.

**Desktop Requirements**

Once PennWorks is available, all current system users who have successfully completed the web-based training will only need to authenticate with their PennKey and PennKey password before accessing the application with a Penn-supported web browser configured to allow pop-ups for the PennWorks application. Browser pop-up configuration instructions are available at http://www.upenn.edu/computing/help/doc/browse r/popup.html.

Users will still need their UMIS mainframe connection and account for functions that are not yet available in PennWorks. The specific functions that will require mainframe access will be covered in training.

**Questions**

If you have any questions, comments, or suggestions, please send an e-mail to pennworks@lists.upenn.edu or contact Jim Cunningham at jcunnin@isc.upenn.edu. For more information on PennWorks, including a more detailed description, benefits, and anticipated key features, please visit the PennWorks project page at http://www.upenn.edu/computing/isc/apps/pennwo rks/.

---Vincent Price, Provost
--Jack Heuer, Vice President for Human Resources
--Stephen Golding, Vice President of Finance and Treasurer
--Robin Beck, Vice President of Information Systems and Computing

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Effective August 2009, the Division of Human Resources is starting an automated clean-up process that will affect the payroll records of faculty and staff who have not been paid in at least four months. Specifically, Human Resources will begin adjusting the payroll system by:

1. automatically terminating non-faculty who have not been paid in the previous four months, and
2. automatically coding as ‘U’ unsalaried any faculty who have not been paid in the previous four months.

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

**Who Will Be Affected And What Will Be Changed?**

Active faculty & staff will be affected as follows:

- **Faculty** - Any active faculty member (identified as having a primary appointment with a job grade of FAC) that has not been paid in the previous four months will have his/her Full/Part Time indicator on payroll changed to “U” (unsalaried).
- **Non-faculty** - Any active non-faculty member (staff, temporary worker, student worker, college work-study, etc.) that has not been paid in the previous four months will be terminated.
- Payroll records where the faculty or staff member in a status other than ‘A’ (active) will not be affected; this includes leaves of absence.
- Records that have a future-dated distribution will not be affected.
- Faculty or staff with 9-month appointments will not be affected, since they will be receiving pay again prior to the 4-month cutoff.

Continued on the next page
Why Is This Change Happening?

We’re putting this process in place because there are a number of undesirable consequences when faculty and staff who are no longer being paid remain active in our payroll system. The main issue is that these individuals continue to be covered under the University’s benefits. When faculty and staff are enrolled in benefits without being paid, the following issues occur:

- The premium deductions that would normally be taken from the individual’s paychecks go into suspense and must be collected from his/her first paycheck upon return. If he/she returns to work after an extended period of time, those suspended deductions will cause him/her to receive an extremely small paycheck, sometimes for several pay periods in a row. Or, if he/she never returns to work, those premiums are not recovered by the University.
- Contributions to the Employee Benefits budget (EB) are no longer made on behalf of the employee since no pay is being received.
- The University continues to pay the premiums for benefits coverage even though those funds are not collected from the employee and the EB.

Additional consequences include inaccurate employee census numbers and audit projections, as well as non-eligible faculty and staff continuing to have access to University resources, administrative systems, and buildings (including secure facilities).

What Will Happen If The Faculty/Staff Member Is Actively Enrolled In Benefits When This Occurs?

When the staff member is terminated or the faculty member is marked as unsalaried, that individual will receive a COBRA notification from the Penn Benefits Center. This notice will explain that he/she may continue his/her benefits, but will be billed directly for 102% of the cost of those benefits. The individual may generally continue benefits under COBRA for up to 18 months.

When the faculty or staff member is marked as unsalaried or terminated, the Benefits Office will contact the home department to recover any EB contributions or suspended deductions that should have been collected from the employee’s paycheck.

What do I need to do?

You don’t need to do anything specific at this time. However, we strongly encourage you to proactively manage your payroll records so that this automated process doesn’t affect your department in the future. If terminations and unsalaried statuses are updated in a timely fashion, your department won’t need to reimburse the University for unrecovered benefits deductions and EB contributions.

If you need to reinstate a faculty or staff member in the future, you will need to do the following:

- If a non-faculty member who has been automatically terminated needs to be paid, you will need to process a “rehire” in the payroll system. You can easily rehire employees that were automatically terminated since their records will not be purged from the payroll system for at least one full calendar year and one full fiscal year after the termination process.
- If a faculty member who has been marked as unsalaried needs to be paid, you will need to change their Full/Part Time indicator back to “P” or “F” (full-time or part-time). Please note: the employee will still be paid if the record is not changed back to “P” or “F”, but this should be done for accuracy of records.

When Will This Process Occur?

The automated cleanup process will occur on a monthly basis on the next business day after monthly payroll has been processed. Upcoming dates on which the automated cleanup process is scheduled to occur are as follows. Future dates will be scheduled in the near future.

- August 25, 2009
- September 22, 2009
- October 27, 2009

Who should I contact with questions?

If you have questions regarding the automated cleanup process, please contact Christopher Blickley at blickley@upenn.edu.
A New Website for Knowledge Link and Penn Profiler

ISC is happy to announce the launch of a new website for our administrative e-Learning systems, including Penn Profiler, Knowledge Link and LMS Reports.

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

This site is designed to give the University a single point of reference for support of the key systems used to deliver administrative training and education at Penn. The pages include:

- Login access to each system
- Answers to “Frequently Asked Questions” for Penn Profiler and Knowledge Link
- Contacts for additional support
- Information on Penn’s administrative eLearning program
- Resources for training content developers and administrators

Be sure to visit the new site, and bookmark it for future reference!

SPREAD THE WORD: THE EMPLOYEE RESOURCE FAIR WILL BE JOINED BY THE PENN COMMUTER FAIR. FEATURING FREE SHREDDING OF PERSONAL DOCUMENTS & COMPUTER HARD DRIVES

You may already know that the Employee Resource Fair will take place in the Hall of Flags, Houston Hall on Monday, October 19, from noon to 2 PM. But did you also know that during the Fair, Penn’s shredding vendor, Nova Records Management, will shred personal papers free of charge for Penn employees? This shredding service provides a great opportunity to reduce risks—such as the possibility of identity theft—by securely disposing of confidential papers that are no longer needed.

A related Penn vendor, Gigabiter, will securely shred personally owned computer hard drives, and properly dispose of personal consumer electronics (such as old TVs and monitors) that are brought to the Fair, at no charge to Penn employees.

To take advantage of these convenient opportunities simply bring as many documents as you can carry to the Nova shredding truck that will be located on the walkway between College Hall and the Fisher Fine Arts Library during the Fair—October 19, from noon to 2 PM. Your papers will be shredded on site at no charge. Have your selected hard drives shredded, at no cost to you, at the Gigabiter truck that will be located on Spruce Street outside of Houston Hall during the Fair. “The best way to protect confidential information is not to have it”—and this is a great way to get rid of it! In addition, bring your old consumer electronics to the Gigabiter truck at the Fair for free, environmentally sound disposal.

Another convenient feature will be the addition, this year, of Penn’s Commuter Fair which will feature information on public transportation, biking and bike safety, car and van pooling and other options to make your commuting more affordable and more sustainable. Representatives from SEPTA, PATCO and New Jersey Transit will be on hand to help you plan a route. Meet with representatives from Penn Transportation and Parking to learn about discounts for employees who use mass transit.

The Employee Resource Fair is presented jointly by the Office of the Executive Vice President, the Penn Weekly-Paid Professional Staff Assembly (WPSA) and the Penn Professional Staff Assembly (PPSA), to increase awareness and provide information on the variety of services and programs available to all Penn employees.
PHILADELPHIA WAGE TAX RATE CHANGE EFFECTIVE JULY 1, 2009

January 1- June 30, 2009
Residents 3.93% (.0393)
Non-Residents 3.50% (.035)
July 1 - December 31, 2009
Residents 3.9296% (.039296)
Non-Residents 3.4997% (.034997)

THE NEW PROCESS TO RETRIEVE BEN FINANCIALS EXTRACT FILES

Effective Monday, August 17, 2009, BEN Financials users that run extract reports (i.e.155.ORG.Detail Extract, 160. ORG Account Analysis with Payables Detail, 500.Matching Holds Extract, Copy File etc.), will no longer retrieve the extract files from their home directory on the BEN Financials FTP server (Findata). Instead, once the report successfully completes, an email* will be sent to the user notifying them that the file is ready for retrieval on the Secure Share Exchange Service, where it will be available to download to a user’s workstation. Secure Share is a secure, web-based file exchange application that is available to all Penn faculty and Staff with a valid PennKey & PennKey password available at: https://medley.isc-seo.upenn.edu/secureShare/jsp/fast.do.

*Note: An email will be generated only if you have an accurate email address in Penn’s online directory. Otherwise, if you do not have a valid email address, in the Penn online directory, no email notification will be sent, but your file will be available on Secure Share once the report extract completes. To verify or update your record in the Penn online directory, go to www.upenn.edu/directories. You must enter your PennKey and password to access your record.

Documentation on Extracts and extract retrieval can be found at: http://wwwfinance.upenn.edu/ben/benfin/documentation/reportdoc/guide8.shtml#filt

If you have any questions, please call BEN Helps at 215-746-4357 (6-HELP).

From the Cashier’s Office

Please be careful when accepting hundred dollars bills at your locations. We received one that passed the counterfeit marker test even thought it felt “off”. It had the hologram of Ben Franklin; however, the quality of it was not the same as a genuine bill.

If you have doubt, these bills colors will run when wet. Just a drop of water will save you from getting stuck with a counterfeit. If you have any questions feel free to contact me.

Tammy DeSalis
Manager/Cashier’s Office
3451 Walnut St. Room 110
Franklin Bldg.
Phila, PA 19104
Phone: 215-898-7258
Fax: 215-573-8610
desalis@upenn.edu

Student Financial Services Student Account Fall Billing Schedule

Fall 2009

<table>
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<th>E-bill Sent</th>
<th>Bill Due Date</th>
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<tr>
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<td>August 28, 2009</td>
</tr>
<tr>
<td>September 15, 2009</td>
<td>October 02, 2009</td>
</tr>
<tr>
<td>October 07, 2009</td>
<td>October 29, 2009</td>
</tr>
<tr>
<td>November 04, 2009</td>
<td>November 24, 2009</td>
</tr>
</tbody>
</table>
THE TRAVEL PORTAL IS HERE

Travel Services & Procurement Cards is pleased to announce the new Penn Travel Portal, which makes the process for planning trips more convenient and cost effective for all Penn travelers! Go to http://penntravel.org for the Travel Portal and bookmark this page.

TWO NEW ONLINE BOOKING PRODUCTS

Travelers who want to make their own reservations, have access to all Penn’s preferred pricing and avoid the higher service fees of an agent assisted reservation can now log onto Axiom or GetThere, create a profile and make their travel plans. Go to http://penntravel.org for the Travel Portal and select “Make Airline Reservations.”

Currently, the airline billing account is not an available payment option on the online booking products.

REMEMBER - AMERICAN EXPRESS STATEMENTS TO GO AWAY

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

For additional information on how Corporate Cardholders sign up for on-line statements and email notifications, go to http://travel.upenn.edu/2009/05/amex-corporate-card-paperless-statements/ or call Amex Manage My Card Account (MYCA) at 1-800-297-1234 and they will walk you through the process.

Please be sure to share this information with your Amex cardholders. Failure to register your card could result in AmEx not being able to notify you when your statements are ready. Failure to pay your bills could result in late fees or card cancellation.

P2P TRAVEL

Travel Services & Procurement Cards and the Comptroller’s Office are pleased to announce the new P2P Travel site. The P2P site has been created to provide travelers, travel arrangers and business administrators information on how to make travel arrangements and how to get reimbursed for expenses related to travel and entertainment.

Click here for the P2P website and bookmark it. http://www.upenn.edu/p2p/t_e_reimburse

REMEMBER - NEW NAME REQUIREMENTS FOR AIR TRAVEL

TSA ANNOUNCES FULL NAME AND DATE OF BIRTH REQUIREMENTS

TSA’s new program entitled Secure Flight requires that domestic aircraft operators and travel agencies request and collect your full name as of May 15, 2009, and date of birth and gender as of August 15, 2009 for their domestic flights. For international flights, full name, date of birth, and gender must be requested and collected as of October 31, 2009. TSA has built some flexibility into the processes regarding passenger name accuracy.

For the near future, small differences between the passenger’s ID and the passenger’s reservation information, such as the use of a middle initial instead of a full middle name or no middle name/initial at all, should not cause a problem for the passenger. Over time, passengers should strive to obtain consistency between the name on their ID and their travel information.
REMINDER - NEW NAME
REQUIREMENTS FOR AIR TRAVEL
Continued from the previous page
For additional information about the program, click here:
http://www.tsa.gov/what_we_do/layers/secureflight/travelers.shtm

When making reservations with any of Penn’s preferred travel agencies, make sure you provide them with the name of the traveler as it appears on their government issued ID i.e. driver’s license, passport, etc. and the birth date of the Traveler.

TWO NEW TRAVEL AGENCIES TO 
JOIN AMERICAN EXPRESS TRAVEL 
AS PENN PREFERRED AGENCIES

We are also announcing two new travel agencies are joining American Express Travel as preferred agencies for Penn.

Marathon Travel is an agency which specializes in the collegiate and university market. Handling such universities as Drexel University, Skidmore College, Temple University, NYU and Princeton University, they have 60 years of expertise in domestic, international and group reservations.

Contact Marathon Travel
746-3838 or 1-866-648-8417
Fax: 215-573-5635

Hours: Available for reservations and assistance 24/7

Premier Travel is a local woman’s owned business with a diversity designation for those who use federal grants and contracts as funding sources. Premier Travel has a SBA designation and a CCR number. Premier Travel also has an expertise in South Africa and can offer consolidator fares on South African Airways to South Africa and points beyond.

Contact Premier Travel
215-893-9966 or 1-800-545-1910
Fax: 215-573-5635

Penn dedicated agents: ext. 427 or 428

Penn
Travel Services & Procurement Cards

You can use the airline billing account with any of these agencies. Same workflow applies. Provide the agent with the name and fax number (or email number) of the Business Administrator. The Business Administrator signs, embosses the form, provides the 26 digit account number and faxes it back to the Travel Services Office at 215-573-5635. The Travel Office will forward the forms on to the applicable agency for the ticket to be issued.

For more information on all three agencies, go to http://penetravel.org for the Travel Portal and select “Make Airline Reservations.”
There was a problem with the accounting for grant receivables since 1996. Although each grant fund’s object 1220 balance was correct across all Schools and Centers, sometimes the balances in sponsored project funds were too high or too low in a particular School or Center. This happened when there were sub-projects in multiple Schools or Centers and the sponsor paid us directly. In those cases, the School with the RESP-ORG received credit for the sponsor’s payment, and the School with the sub-project ended up with what looked like an unpaid receivable. Please note: Funds paid via letter-of-credit did not have this problem.

Effective July 1, 2009, we have implemented an improved procedure, and the receivable for these direct payment grants will now be held centrally, the same way that letter of credit receivables have always been handled. Any FY2010 grant receivable activity is now being booked to a new General University ORG (0034) through the custom general ledger GRANTREV recognition process. During the month of August we will post journals to move the accumulated balances in object code 1220 to the correct Schools for all disabled funds, and to move the open receivables for enabled funds to ORG 0034. Effective July 1, we also moved the receivables for letter of credit funds from ORG 0001 to the new ORG 0034.

As always, only Research Services should make entries to grant receivables, so there are no changes for you to make to your own entries. However, you will notice that receivables for all grants are now held by ORG 0034, instead of your ORG, or the ORG for another School or Center, or ORG 0001. Most grant reports are run by RESP-ORG, and the RESP-ORG will continue to see all activity in the fund, including anything in the new ORG 0034.

Please feel free to contact Keith Dixon at 215-898-1966 or kdixon@upenn.edu if you have any questions or concerns.

Quarterly Quiz

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

The Winner will receive a one year University Club Membership

**Last Quarter’s Winner – Congrats!**
Lisa Delgado – Research Services

1. What are the Penn-supported web browser version numbers, for Microsoft Internet Explorer, configured to allow for pop-ups in PennWorks?
2. What is the non-resident City Wage Tax rate for July 1 – December 31, 2009?
3. Name three things PennWorks training will focus on for existing users?
4. What date will the full name, birth date and gender be collected by TSA for internat’l flights?
5. What is the date of the Employee Resource/Penn Commuter Fair?
6. What is the first date for the ‘Automated Payroll Clean-up?’