PENNWORKS: ADDITIONAL PAY FUNCTIONALITY COMING SOON!

Early in 2011, the PennWorks team will incorporate Additional Pay functionality into the PennWorks application. This next release will streamline the Additional Pay process, eliminating paper forms and automating routing for approvals. The Additional Pay function will allow users to submit, track, and approve Additional Pay requests online. This function replaces the current paper-based Additional Pay forms and allows people who currently complete or sign these forms to process Additional Pay electronically. Once the online Additional Pay features are available, paper forms will no longer be accepted.

More information on Additional Pay functionality, release schedules, and required training will be provided to School/Center BAs as well as to all affected users as we progress toward the implementation window.

Key Features and Benefits
The anticipated key features and benefits of the online Additional Pay function include:

- Ability for a PennWorks user to enter an Additional Pay request
- Availability of both individual and group Additional Pay requests

PennWorks continued on page 2

DID YOU KNOW...

...If you have a Pre-Tax Expense Account, remember that September 15, 2010 will be the final day on which you can incur eligible expenses for the 2009–2010 plan year, and you must submit claims for all expenses by September 30. More information about these deadlines is available here. For a list of eligible expenses, visit the Health Care and/or Dependent Care account pages. Instructions on filing a claim are available here.

...From the U@Penn Portal, you can update your PennWorks biographical information under My Profile. The following is a list of the information you are able to update after logging in using your PennKey and Password.

- Home Address
- Permanent Address
- Emergency Contact
- Work Phone
- Home Phone
- Ethnicity and Race
- Disability
- Veterans Status
- Highest Education Level Completed
- Sex

In addition, individuals with access to PennWorks are able to update this information for employees within their security access, i.e. School/Center or ORG, from U@Penn by going to My Penn People and then clicking on Find person.

Lastly, you might want to visit My Reimbursements or Update Direct Deposits which are also available from the U@Penn Portal.

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Additional Newsletters
Executive Vice President’s Office
http://www.evp.upenn.edu/
In-Sourcing of Moveable Equipment Inventory

The Comptroller’s Office is pleased to announce the hiring of Doug Magee as Associate Director of Asset Management, Accounting and Analysis. Among his duties, Doug will be responsible for conducting the quarterly moveable equipment inventory and new addition re-verification.

Doug has many years experience in the fixed asset area with expertise in moveable equipment inventory and indirect cost recovery. He is also very familiar with the University from his years performing the equipment inventory with Hirons & Associates.

In conjunction with this hiring, the Comptroller’s Office has discontinued the contract with Hirons & Associates to perform these services.

How This Change Will Affect the Equipment Inventory

The primary objectives for making this change were to improve customer service, communications and the asset inventory process. Having Doug on site year-round will serve to meet these objectives. Doug will have access to the inventory data in advance of the planned site visits and will be able to provide more lead time in the planning and scheduling of such visits. This should assist in identifying potential issues or questions and resolving them prior to field visits.

Additionally, beginning with the 1st quarter FY 2011 inventory, we are moving from using buildings as selection criteria for the items to be inventoried each quarter to School/Center-based selection criteria. This means that instead of potentially having a School/Center’s assets inventoried over multiple quarters depending on where they were located, most Schools/Centers will have their assets inventoried during one quarter of the two-year inventory cycle. Because of the size of their asset base the Medical School will have its assets inventoried over the course of four quarters during the next two years.

Verification of new additions will continue to be done quarterly as the assets are acquired. The proposed inventory schedule is published on the Comptroller’s website at:

http://www.finance.upenn.edu/comptroller/accounting/property/

Note that this schedule is tentative and is subject to change.

Please note that the Property Management Group has move to:

440 Franklin Building
3451 Walnut Street
Philadelphia, PA 19104


The Philadelphia Resident rate changed from 3.9296% to 3.928%.

The Philadelphia Non Resident rate changed from 3.4997% to 3.4985%.

Please call the Payroll Tax Department at 898-6573 or 898-1543 with any questions or concerns.
NIH, AHRQ, and NIOSH to Eliminate Error Correction Window from Application Submission Process

Starting with Due Dates On or After January 25, 2011

Notice Number: NOT-OD-10-123  
Release Date: August 16, 2010  
Issued by:  
- National Institutes of Health (NIH) http://www.nih.gov  
- Agency for Healthcare Research and Quality (AHRQ) http://www.ahrq.gov/  
- National Institute for Occupational Safety and Health (NIOSH) http://www.cdc.gov/niosh/

Beginning with due dates on or after January 25, 2011, NIH, AHRQ and NIOSH will eliminate the error correction window from the application submission process. The agencies have made this decision after carefully evaluating the comments received from the public in response to the RFI (Request for Information) released on March 12, 2010. Eliminating the error correction window will ensure consistent and fair deadlines for all applicants and better align these agencies’ application submission processes with the submission processes of other federal agencies.

The error correction window originally was implemented in December 2005 as a temporary measure to facilitate the transition from paper to electronic submission of grant applications. The window allowed applicants an opportunity after the deadline to correct missing or incorrect aspects of their applications, identified by NIH system-generated errors and warnings displayed to the applicant after submission.

Beginning on January 25, 2011, all applications submitted after 5 p.m. local time of the applicant organization on the due date will be subject to the NIH late policy and may not be accepted for review. In addition, any post-submission application materials will be subject to the new policy detailed in the NIH Guide Notice NOT-OD-10-115.1,2

Please note that NIH will continue to make accommodations for Federal system issues that threaten or prevent on-time submission of an individual application, if appropriately documented and verified by NIH support staff. Moreover, NIH still will determine and implement contingency plans on an as-needed basis for widespread system issues and natural disasters.

The agencies remain committed to assisting all grant applicants through the electronic submission process. To this end, NIH conducts periodic reviews of its system validations and has made many changes over the years to relax enforcement of business rules that may not be necessary to perform a thorough scientific review of each application. NIH will continue to reevaluate its validations to determine the necessity of each.

The elimination of the error correction window does not affect the two-business-day application viewing window (i.e. the time an applicant has to view the electronic application image in eRA Commons upon NIH’s receipt of an error-free application). Applicants will still be able to view their application and reject and submit a corrected application prior to the submission deadline. NIH, AHRQ and NIOSH encourage applicants to submit in advance of the due date to take advantage of the opportunity to correct errors and warnings and to review the application in the eRA Commons before the deadline.

NIH’s Applying Electronically website includes a section on avoiding common errors, annotated application “cheat sheets”, and a detailed list of the error and warning messages an applicant may encounter, among other resources that may be of interest.

Inquiries
Questions about this notice should be directed to:  
NIH Grants Info  
Phone: 301-435-0714  
TTY: 301-451-5936  
E-mail: GrantsInfo@nih.gov

1AHRQ applications are subject to AHRQ’s late policies; for details, please visit: http://www.ahrq.gov/fund/polnotice.htm

2Applications to NIOSH will be subject to submission requirements specified in individual funding opportunity announcements. Limitations for late applications and requirements for post-submission application materials will be specified in individual NIOSH funding opportunity announcements.
To send comments (e.g. quotes, promotion codes, lot #’s) to an EDI Supplier, you must add a Non-Marketplace line to the Purchase Order.

This special ‘comments’ line is identified in the system by leaving the Supplier Item field blank and starting the Item Description field with ‘ZZZ’; the rest of the Item Description field is then available for any order instructions you wish to send.

Be sure to enter the comments (e.g. quotes, promotion codes, lot #’s) into the Item Description field AFTER the ‘ZZZ’.

Here’s an example:
1. After selecting the items in the Marketplace from an EDI Supplier, create a Non-Marketplace Request.

2. After completing the required fields, click on [Add to Cart]. The comments information will now be included on the Purchase Order.

3. When the Purchase Order is received by the EDI Supplier, the comments line will cause it to be automatically routed to the Supplier’s Customer Service team for review/processing.

Please note: It is the combination of the empty Supplier Item Number and “ZZZ” at the start of the Item Description which identify this as a comments line. A line which does not have both of these elements will not be processed correctly and your order may be delayed*.

* Do not use this process to request a ‘rush order’ as the extra line for comments to the Supplier will cause a slight delay in the Supplier processing the order.

Continued on the next page
MINIMUM ORDER FOR OFFICE SUPPLIES - $25

Penn Purchasing Services, together with Telrose and Office Depot, are announcing an important new initiative for the University. We are now recommending a minimum order value of $25 for all office supply orders, which will eliminate an estimated 6,000 purchase orders annually.

This simple change supports University’s Climate Action Plan by lowering Penn’s carbon footprint and reducing waste. By eliminating purchase orders for office suppliers under $25, and thereby eliminating over 3,000 packages, the environmental benefits yielded would be a reduction of over 17,000 lbs. of CO2, and eliminating over 8,500 lbs. of packaging waste (cardboard and pillows).

Penn Purchasing Services will be soliciting feedback from departments about this new initiative. Anyone who has a question or a comment should contact Rich Beynon, Strategic Sourcing Manager, Technology, at rbeynon@upenn.edu.

ONLINE REQUEST FORMS

To continue to provide best in class customer service and streamline requests, there are a number of new online forms are now available:

- Request to add New BEN Buys Supplier (U.S. Suppliers)
- Request to add New BEN Buys Supplier (Foreign Suppliers)
- Request to update existing BEN Buys Supplier
- Request to add or deactivate a Supplier Ship To location
- Request to Re-Fax Purchase Order
- Request retransmission of PO to EDI suppliers
- Request for tax exemption certificate
- Request for W-9 form

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, 2010.

The Winner will receive a one year University Club Membership

Last Quarter’s Winner – Congrats!

Shara Fox
Office Administrative Assistant
School of Social Policy & Practice

1. Name three features of the Additional Pay function?

2. What is the non-resident City Wage Tax rate effective July 1, 2010?

3. What are the two things required to send a comment to an EDI Supplier?

4. What is the new address for the Property Management Group?

5. What is the minimum order for offices supplies from Telrose/Office Depot?

6. Effective 2011, how often will most Schools/Centers have their assets inventoried?
From the Office of Risk Management and Insurance

The following changes will be made to our Workers’ Compensation Program effective July 1, 2010:

- Broadspire will no longer be managing our claims. Our claims will be managed by:
  PMA Management Corp.
  P.O. Box 25250
  Lehigh Valley, PA 18002-5250

- When an employee gets injured, he/she should report the claim to the appropriate supervisor.

- The supervisor, along with the employee, is to report the claim to PMA. The preferred method of reporting claims is online at www.pmagroup.com.
  
  - Go to www.pmagroup.com
  - Click on [REPORT A CLAIM] on the bottom right of screen
  - The Username is 9127093 and the Password is newclaim
  - Fill out the online claim form and hit [Submit]
  - When the claim is submitted, there will be a confirmation page with a claim number. The employee is to print this confirmation page and take it to Occupational Health/Worknet.

- In the event of an emergency, the injured employee should seek medical treatment in the Emergency Room, and report their claim immediately after.

- Attached is a copy of our current panel. Employees must treat with a panel physician for the first 90 days after their injury.

Monica Lindsay
Workers’ Compensation Manager
University of Pennsylvania
Office of Risk Management and Insurance
3451 Walnut Street
Franklin Building, Suite 421
Philadelphia, PA 19104

(P) 215-898-1338
(F) 215-898-9802
mlindsa@upenn.edu

IN CASE OF AN EMERGENCY INJURY:

If you are faced with a medical emergency, you may secure initial assistance from a hospital, physician or healthcare provider of your choice. You should then seek subsequent treatment from a physician or healthcare provider listed below for the first 90 days from the date of your first treatment.

Providers May Require a Scheduled Appointment

OCCUPATIONAL MEDICINE

University of Pennsylvania
3400 Spruce Street
1st Fl Ravdin Pavilion
Philadelphia, PA 19104
(215) 662-2354

WorkNet @ Hahneman
Dr. Francis Burke
Broad & Vine Streets
Philadelphia, PA 19102
(215) 762-8525
* free van service available

WorkNet
One Reed Street
Philadelphia, PA 19147
(215) 467-5800
* free van service available

WorkNet
100 Diplomat Drive
Lester, PA 19113
(610) 521-6880
* evening & weekend hours

ORTHOPEDIC

University of Pennsylvania
Orthopaedic Group
39th & Market Streets
(215) 662-3340
1-800-789-7366
* multiple locations
1st Floor Weightman Hall
235 South 33rd Street
& 2 Silverstein
3400 Spruce Street
Philadelphia, PA 19104
*Also in Radnor PA, Bucks Co & NJ

Rothman Institute
925 Chestnut Street, 5th Floor
Philadelphia, PA 19107
1-800-321-9999
*multiple locations DE Co, Bucks Co & NE Phila & NJ

The Bottom Line September 2010
**ONBOARDING NEW EMPLOYEES AND PENNCard**

New employees can obtain a PennCard one business day after the payroll record (Biographical, Role, and Distribution information) has been entered into PennWorks. This allows new hires to receive their PennCard on or even before their start date, depending on when their information is entered into the HR/payroll system.

PennCard issuance for employees is not dependent on the minimum record indicator changing from TX to OK. Collection and submission of the appropriate W-4 and I-9 documentation to HR Records, in compliance with standard payroll and HR procedures, is still required in order for employees to get paid.

*Suzanne Bellan, Ed.D., Director bellan@upenn.edu PennCard www.upenn.edu/penncard*

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**New Services at the PennCard Center**

Notary Services
Passport Photo Services

& USPS ‘Forever’ Stamps – currently $8.80
**MARATHON TRAVEL IS CHANGING ITS NAME**

Travel Guard and Chartis, parent company of Marathon Travel, have announced a new relationship and therefore Marathon Travel is changing its name to **Travel Guard Chartis - Business Travel Services**. What a great testament to the strength and quality of the Travel Guard brand and its strong history and partnership with Marathon Travel! Same company. Same great service.

**ONLINE BOOKING PRODUCTS**

In the past we have featured two online booking products. Going forward we will just be supporting one i.e. GetThere. GetThere is a great on-line booking product, affiliated with Travel Guard Chartis (formerly Marathon Travel). Click here to access the site:

Travel Guard Chartis

Purchase your ticket online using your AMEX or personal credit card and submit your itinerary/invoice for reimbursement. The online booking product contains all of Penn’s negotiated discounts plus a reduced service fee compared to using an agent at their travel desk.

**NEW SERVICES FEES FOR AMEX TRAVEL DESK COMMENCING IN SEPTEMBER, 2010**

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<td>AMEX Travel Desk</td>
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<td>Premier Travel Desk</td>
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<td>Travel Guard Chartis (formerly Marathon)</td>
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<tr>
<td>Travel Guard Chartis (formerly Marathon) ONLINE BOOKING TOOL*</td>
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**TRAVEL POLICY CLARIFICATIONS**

**PER DIEM POLICY**

Based upon the Federal Travel Regulations guidelines published by GSA, per diems are adjusted for the first and last day of travel for both domestic and international travel. Those per diem calculations are equivalent to 75% of the full daily per diem. Use these adjusted amounts for the first and last day of travel when the traveler is not in full travel status the entire day.

**SIGNATURES ON TRAVEL REIMBURSEMENT (C-1) FORMS FOR NON-EMPLOYEES**

The signature of the Payee attests that the expenditures are being incurred by the Payee while on official University business, are accurate and that the Payee is not requesting reimbursement from any other source. Penn employees and students are expected to sign their expense reports (or attached worksheets).

When reimbursing non-employees (or others not available for signature on the expense report) a signature on an attached letter or form that accompanies the receipts is acceptable. The letter or email authorizing the reimbursement must contain the trip dates, total amount and destination. In these cases, the preparer may write “see attached” on the signature line. A signature on a W-9 form does not suffice as a signature attesting that the expenditures listed on the form and does not meet the criteria listed above.

**FOR THE LATEST TRAVEL NEWS**

For the latest Travel News, click here: [http://www.purchasing.upenn.edu/travel-news](http://www.purchasing.upenn.edu/travel-news)