ADP TotalPay® Card System Officially Started

The new ADP TotalPay® Card system has officially begun. Most pay and reimbursements are now being made via Direct Deposit or the TotalPay® Card system. Please read on for some important news and reminders.

Change to Off-Cycle Payment (Manual Check) Process

Starting this fall, off-cycle payments (commonly called “manual checks”) will also be processed via Direct Deposit or the TotalPay® Card system. Faculty, staff and students will no longer need to walk to the Payroll Office to pick up a paper check, and the pay information will be available more quickly on the U@Penn portal (“My Pay” in the Payroll and Tax section).

If an individual has Direct Deposit, the off-cycle payments will be deposited to that account. Otherwise, the payments will either go to the individual’s existing TotalPay® Card account, or a new TotalPay® Card account will be established.

New Hires and Re-Hires

It’s important for new hires and re-hires to understand that they won’t be receiving paper checks. Please be sure to explain the new pay and reimbursement process to any new hires or re-hires in your area. The sample offer letters on the Human Resources website have been updated to include information about TotalPay® Cards. Please discard any old versions you have and begin using the new versions immediately.

VP of Finance & Treasurer Service Hours

Accounts Payable
Mon – Fri .......................... 10:00 a.m. – 2:00 p.m.

Cashier
Mon, Wed - Fri ......................... 9:00 a.m. – 4:30 p.m.
Tues ........................................ 10:00 a.m. – 4:30 p.m.

Payroll

Phone:
Mon – Fri .......................... 8:00 a.m. – 5:00 p.m.

Window:
Mon – Fri .......................... 10:00 a.m. – 2:00 p.m.

Student Registration & Financial Services
Mon, Wed, Thur & Fri ........... 9:00 a.m. – 4:45 p.m.
Tues ........................................ 10:00 a.m. – 4:45 p.m.

Postdoctoral Tax Withholding Aug ‘11

Post Docs with a visa type of H1, O1, E3 or TN will have FICA and Medicare withheld, starting with the August monthly payroll. To implement this, each responsible Payroll Administrator moved them to a new Job Class, 217503, using Object Code 5047 (or 1523 for interfund) and Earnings Type RMO. Upon review, the tax office may change this to earnings type NAO depending on the individual’s situation, country, and tax treaty.

Your department will be charged part time EB for the amount in Object Code(s) 5047/1523. Note that this Job Class and Object Code can be used with any funding source: research grants, non-federal training grants and non-grants are all allowed. (Note that Federal training grants are not appropriate, given the federal rules).

Since no FICA/Medicare was withheld for the first 7 months of the year, the individual’s share of FICA/Medicare will be taken out of their paycheck retroactively and this will be spread over the remaining 4 months of the year. Although the University’s share of FICA/Medicare will also be paid retroactively, there is no need for you to reallocate their pay for the first 7 months of the year.

Please note: FICA/Medicare will be withheld in August for the current monthly pay. The retroactive withholdings (for January 2011 through July 2011 earnings) will be withheld beginning in September’s thru December 2011.

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Direct Deposit
Faculty, staff and students can choose Direct Deposit at any time. Please direct them to the U@Penn portal ("Update Direct Deposit" in the Payroll and Tax section) to enroll. Note: They must have an email address in the University of Pennsylvania online directory prior to enrolling in direct deposit. Email addresses can be updated in the online directory by clicking on “Update directory listings”.

If individuals change or cancel their Direct Deposit, they’ll receive TotalPay® Cards. When they change their Direct Deposit banking information, they’ll be paid via TotalPay® Card until their new Direct Deposit accounts become active.

A number of improvements have been made to the Update Direct Deposit system:
1) Individuals can now view their bank number and name, as well as the last four digits of their account number.
2) If a Direct Deposit account has been requested but isn’t active yet, a message will appear stating the account is pending verification.
3) Individuals who have TotalPay® Card accounts can view their TotalPay® Card bank number, as well as the last four digits of their account number.

Questions?
For more information on these payroll options, visit Payroll’s website at: www.finance.upenn.edu/comptroller/payroll/receiving_your_pay.shtml.
If you have any questions or concerns, please contact Payroll at payroll@exchange.upenn.edu or 215-898-6301.

POSTDOCTORAL TAX WITHHOLDING AUG ’11  Continued from page 1

A Business Objects X13 (Webi) report has been written (Post Doc FY2012 Changes) and is available for each School and Center to identify which Post Docs fall into this category. Changes to these individuals must be made by August 18th to allow the tax office time to apply treaty benefits (where applicable) and to prevent the payments from going into suspense.

Additional Update Sent on August 30th, 2011
Due to recent feedback regarding the need for further clarification regarding the changes to Post Docs who are currently in the United States on employment related VISAs, the following is a more detailed explanation of the changes. Please ensure that this information is disseminated to the applicable Post Docs in your Schools and Centers as it will impact their August through December Payroll.

FICA Implications
The University is responsible to withhold FICA tax of 5.65% broken down as follows: 4.2% for Social Security plus 1.45% for Medicare. In addition, the University also contributes 7.65% on your behalf broken down as follows: 6.2% for Social Security plus 1.45% for Medicare.

Starting with the August 2011 monthly payroll (pay date Aug 31, 2011) Post Docs with a VISA type of H1, O1, E3, or TN will have FICA withheld. Additionally, as FICA was not withheld for the first 7 months of the year, retroactive withholdings (based on January 2011 through July 2011 earnings) will be withheld beginning in September and spread over the remaining 4 months of the year. Therefore, in order to determine the approximate retroactive effect of taxes withheld, the calculations can be done as follows:
Total January through July 2011 gross pay X 5.65% / 4 months (Example: $10,000 x 5.65% = 565/4 = $141.25 per month additional deduction)

Federal Implications
The University is responsible to withhold Federal taxes based upon the individuals W-4 data unless a treaty benefit is applicable. Beginning with the August 2011 payroll, Federal Taxes will be withheld from the current month’s wages for the period August to December. Please note: Although all 2011 Federal Wages will be reported on your W-2 and/or 1042S, no retroactive deductions for January through July will be withheld. Please consult your personal tax advisor for guidance related to these tax obligations. If you believe that you are eligible for a tax treaty, please visit the tax office as soon as possible.

All other tax withholdings (State and/or Local) remain in effect as previously withheld. If you have any questions please contact one of the following:
Victor Adams at 898-6573 or at adamsv@upenn.edu
Kathy Hewitt at 898-1543 or at khewitt@upenn.edu
Ingrid Oslan at 898-7792 or at ioslan@upenn.edu

The Bottom Line  September 2011  2
Effective September 1, 2011, the Comptroller’s Office is reorganizing to realign its existing resources in response to changing internal and external customer requirements in the accounting, external financial reporting, disbursements and tax areas including increasing international activity related requirements. The significant changes are as follows:

MaryAnn Piccolo will assume the position of Associate Comptroller- Taxes and International. Beth Knaul will report to MaryAnn and assume the position Director-Taxes and International. Kathy Hewitt will report to Beth Knaul and assume the position Manager-Taxes and International. Kathy’s previous duties in her role as manager for Payroll Taxes will remain; however, her duties as Manager of IDS will be transitioned as described below. This group will focus on Penn’s increasing tax requirements as well as providing planning and support for international related accounting, external reporting, payroll, disbursements and tax matters.

Tom Slavinski will assume the position of Associate Comptroller- Disbursements. Terri Pineiro will report to Tom Slavinski and assume the role of Director of Disbursements.

The Individual Disbursements Group (IDS) will report to Renee Smith- Assistant Manager Accounts Payable and IDS. Payroll will continue to report to Maureen Abbott. Renee will have a dual reporting relationship with Terri Pineiro and Jason Freedman. This group will focus on continuously improving Penn’s processes and related customer service for payments to vendors and individuals along with payroll and reimbursement payments to faculty, staff and students. The Property Management Group will continue to report to Tom Slavinski, but will ultimately transition to report to Russell DiLeo by July 1, 2012.

Russell will assume the position of Assoc. Comptroller- Financial Reporting and Accounting Operations. Mark Copeland and Courtney Vogt will continue in their current positions, but will report to Russell DiLeo.

Although the reorganization reporting relationships are effective Sept. 1, 2011 the transition of various roles and responsibilities varies by functional area and are expected to take up to June 30, 2012 to complete.

The Office of the Comptroller

Office of Audit, Compliance & Privacy & Information Systems & Computing

**Top 10’s on Security & Privacy:**

Are you feeling overwhelmed by the risks you hear about when it comes to safe and secure computing? You're not alone. For every risk, there seems to be an endless stream of advice. So let’s keep it simple:

**On Facebook:** Visit the Privacy website to find a Top 10 list and video on how to protect yourself when using Facebook. Did you know that you can create separate lists of friends on Facebook to control who can see what? And that you can limit who can tag you in photos or "check you in" to places?

Facebook’s greatest feature - the ability to connect you with many people in an instant - is also the source of its greatest peril. Make sure and check this list often, as Facebook terms and services are known to change regularly!

[http://www.upenn.edu/privacy](http://www.upenn.edu/privacy)

**Safe Computing:** You know that computer breaches happen every day. But did you know that most can be prevented by following the most basic precautions? Our Top 10 Tips for Faculty and Top 10 Tips for Staff will get you quickly through the most critical topics – firewalls, passwords, wireless, phishing, attachments and more. Read them all here:

[http://www.upenn.edu/computing/security/checklists/Top10](http://www.upenn.edu/computing/security/checklists/Top10)
Data Administration has been working on new individualized data collection training as well as new documentation to support the upgraded query tool, Business Objects XI3 (InfoView and Webi).

The data collection materials include quick reference guides as well as online modules in Knowledge Link. These modules will orient you to the individual data collections in the Warehouse, their organization, and refresh cycles as well as help you to use SAP Business Objects XI3 (InfoView & Webi) to:

- Modify the available corporate (or "canned") reports by correctly using filters and prompts
- Create your own queries/reports using variables, filters, etc. to control the data
- Select the correct detail tables (classes) and objects (data elements) to include in your own specific queries

Each module contains step-by-step instructions on building 5 different queries/reports and the decisions involved in that process. The modules are optional, but recommended for those getting started using the various data collection, or even as a refresher for veteran users.

- Currently available quick reference guides are the following:
  - General Ledger Data Collection Quick Reference Guide (PDF)
  - Salary Management Data Collection Quick Reference Guide (PDF)
  - PennERA Proposals Data Collection Quick Reference Guide (PDF)
  - Student Data Collection Quick Reference Guide (PDF)

- Currently available in Knowledge Link are
  - Introduction to the General Ledger Data Collection and Using the FINQUERY Universe at Penn (optional)
  - Introduction to the Salary Management Data Collection and Using the RSALMGT Universe at Penn (optional)
  - Introduction to the PennERA Proposals Data Collection and Using the PennERA Proposals Universe (optional) – coming in September
  - Using the Student Data Collection in the Data Warehouse (required for data access!)

Documentation includes 50 heavily illustrated FAQs as well as 20 “How To’s” in easy PDF format for online reading or printing. The searchable FAQs include such general topics as “Help! The browser doesn’t seem to be working right! (Non-responsive, times out often, doesn’t save ...)” to specific ones like “How can I see the order of the report breaks or sorts, and how can I change them?.”

- Tips and FAQs
  [http://www.upenn.edu/computing/da/bo/webi/faq_tips.html](http://www.upenn.edu/computing/da/bo/webi/faq_tips.html)
- How To’s
  [http://www.upenn.edu/computing/da/bo/webi/how_to.html](http://www.upenn.edu/computing/da/bo/webi/how_to.html)

The Bottom Line  September 2011
Reduce Your Monthly Telephone Bill – Audit Your Traditional Telephone Services!

ISC continues to work with the campus community to remove telephone services that are no longer needed. This program has provided a savings of $500,000 to our clients! ISC will provide a detailed audit of the number of telephone lines and voice mail boxes billed to your department. This report will include a review of your department’s telephone lines that have not had local or long distance calls placed from them during the past 12 months. Departments may use the review to identify telephone lines and voice mail boxes that may be disconnected, potentially reducing monthly telephone charges.

Getting Started

Contact the ISC Networking and Telecommunications Service Desk at (215) 746-6000 or service-requests@isc.upenn.edu and request an audit of your department.

ISC will assign a project manager to work with you to review the report and identify telephone services that may be disconnected as well as to identify potential telephones to convert to PennNet Phone; Penn’s VoIP replacement for the traditional phone. Additional information is available at:

www.upenn.edu/computing/voice/

Did You Know...

...the Department of Health and Human Services issued a new negotiation agreement dated June 16, 2011. The only change to the previous agreement is the approval of the full time employee benefit rate of 31.80% for FY 2012. A copy of this agreement can be found on the Office of Research Services website by clicking on Penn Data for Proposals.

...The Closing Schedule from the Payroll Department also includes ‘Paid Time Off’, which provides a list of dates when paid time off accrued each month and the ‘Salary Management Schedule’, which provides the dates when you can run GRPA (Group – COA Segment) and GRPS (Group – School/Home Department) Salary Management Reports in order to match the month’s salary actuals and encumbrances to the month’s General Ledger reports. Note: The GRPA and GRPS reports are the only salary management reports that contain details regarding salary encumbrances. Click here and scroll to the bottom to see this information: http://www.finance.upenn.edu/comptroller/accounting/closingsch/payroll/index.shtml

...If you receive a ‘Rejected’ PO in a subsequent month from when you submitted the PO, i.e. you submit in August and your Default Approver rejects the PO in September, be sure to go to the Distribution form of the PO to change the GL Date to the current ‘open’ accounting period.

...the Knowledge Link course descriptions are very helpful in determining who should attend a course, the pre-requisites and logon access form requirements. Be sure to read through these descriptions prior to completing an on-line course and/or attending a training session.

...an Encumbrance, in accounting, is a transaction that occurs when monies are set aside for a specific purpose, i.e. when Req/PO is created, the money has not yet been spent, but is ‘reserved’ for that purchase, so no one else will spend the money while waiting for the invoice to be processed.

The Bottom Line  September 2011
Important Information Regarding Purchasing Card Upgrade to PaymentNet® 4

Effective Monday, October 17, 2011, the University of Pennsylvania purchasing card management platform will be transitioned from J.P. Morgan’s PaymentNet 3 to the J.P. Morgan PaymentNet® 4 platform.

What to Expect

- All of your current information and 21 months of transaction history will be transitioned from PaymentNet 3 to PaymentNet 4 and will be available to you Monday morning after the transition.
- During the weekend of the transition (Oct. 15-16) you will be unable to access either platform. On Monday morning (Oct. 17) after the transition is complete, you will receive your PaymentNet 4 user ID and password via e-mail from the following e-mail address: noreplies@paymentnet.jpmorgan.com.
- During the transition weekend, you can continue to initiate card transactions as you normally do.
- Security for the PaymentNet 4 logon process has been updated in PaymentNet 4.
  - Please review the ‘Logging On’ Quick Reference Guide (http://www.jpmorgan.com/visit/LogonQRC) for logon instructions.
  - There are other resources available on the Cardholder page to help prepare you for the transition.

Questions?

We will be providing more information as the date nears. In the meantime, if you have questions, please contact the Purchasing Card Administrator at pcardsup@exchange.upenn.edu.

Penn Marketplace

Went Live—Monday, July 25, 2011
University Faculty and Staff can Shop the Penn Marketplace using their PennKey!

Penn faculty and staff (who do not have BEN Buys responsibility) will now be able to directly access the Penn Marketplace for their purchasing needs. While training is not required to access the Penn Marketplace, purchasing activity must be conducted in accordance with Penn’s purchasing policies. To access the Penn Marketplace, Shoppers will authenticate via PennKey by clicking on the Penn Marketplace-For Shopper Only logo found on the Purchasing website and on www.upenn.edu/u@penn.

In the Penn Marketplace, Shoppers will be able to view Penn specific pricing with real time product availability, add their selected items to a cart, and assign the cart to a person (Assignee) who must be a BEN Buys Requisitioner or PO Manager. After being notified via email, the Assignee ’picks up’ the Shopper’s cart in the Penn Marketplace for processing through BEN Buys.

Consult your business office for the utilization of the Shopper feature to assure that you are meeting the business requirements of your department.

For more information and the user guides for both the shopper and assignee visit the Shopper role page at http://www.purchasing.upenn.edu/shopper/

If you have questions about Shopper, please send e-mail to mktplace@exchange.upenn.edu.
Announcing New Travel Agency Relationship:
World Travel, Inc.

Penn Travel Services is pleased to announce that World Travel, Inc. has been designated as a preferred agency for arranging University related reservations such as hotels, flights and ground transportation.

Benefits Include:

- **Dedicated support:** 24-hour reservation center and a toll-free number dedicated exclusively to Penn travelers.
- **Advantageous pricing:** Assistance with locating lower fares, both domestic and international.
- **Preferential bookings:** Preferred seat assignments; class-of-service upgrades; and a host of other services through an automated review system customized for Penn.
- **Significant cost-savings and fee-avoidance:** Changes to travel are accommodated by E-Checker, a system that tracks electronic tickets and refunds the traveler for 100% of the cost of an unused refundable ticket; allows up to 24 hours to void non-refundable tickets (avoiding the airline $150+ re-issue fee); and tracks those tickets to apply costs to future trips.
- **Itinerary management:** The ability to download itineraries, up-to-the minute security briefings, travel alerts, and emergency information to your PDA or Blackberry.
- **Three booking options:** The ability to make your reservations online (www.upenn.edu/worldtravel), by email (uofpenn@worldtravelinc.com) or to speak directly with an account representative (888-641-9112).
- **Direct billing:** You still have the ability to direct bill to your budget code through World Travel, Inc.

Helpful Information for using the World Travel Website

To help you navigate the new site, Travel Services has provided three short, simple web tutorials that will walk you through specific tasks:

- **Logging in**
- **Updating your travel profile**
- **Making a booking**

In addition, you can access helpful FAQs and a Quick Reference Tutorial on the Purchasing website.

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New Print & Interactive Communications Website Has Resources to Help with All Your Publication Needs

The new Print & Interactive Communications website was launched on June 30, 2011. The website is designed to be a valuable source for members of the Penn community to find designers, printers, lettershop and media specialists for all their communication projects. The information and resources that had formerly been facilitated by Penn Publication Services are now available through an easy-to-use online venue.

The site provides access to Penn’s preferred and strategic providers who can assist with everything needed to create brochures, annual reports, magazines, newsletters, websites and more including Penn’s new media planning and placement provider, Singularity.

In addition, the website provides:

- Options of prequalified providers with dedicated Penn account reps
- A wide selection of professionally produced campus photographs - free of charge
- Environmentally friendly paper and printing options
- Easy access to information about the Penn logo or printing Penn business cards and stationery

Visit the website at: [http://www.upenn.edu/purchasing/publications](http://www.upenn.edu/purchasing/publications)

If you have questions, please contact Denise McShea, Vendor Relationship Manager, Print & Interactive Communications, Penn Purchasing Services, 215.898.7796 or dmcshea@upenn.edu.
New Commuting Options Available to Penn Employees

As part of the Sustainable Transportation Initiative, Penn Transportation and Parking has developed several new commuting options employees may want to consider to make their daily travel more economical and less stressful.

Penn has joined with ADP Commuter Services, which currently manages Penn’s health benefits, and developed an on-line commuter benefits program employees will use for SEPTA TransPasses and TrailPasses, PATCO Freedom Cards, TransitCheks or N.J. Transit commuter passes.

For employees using these public transportation options, benefits will be sent directly to their home. The University is also expanding the discount it provides for commuters who use public transit. Penn currently provides employees who commute via SEPTA a 5 percent discount on their monthly passes (which is matched by SEPTA for a total discount of 10 percent). Penn now extends its 5 percent discount to riders of N.J. Transit, PATCO and to purchase TransitCheks. Discounts are available to full-time faculty and staff not participating in the parking permit program and payments are made pre-tax up to $230 per month. The new program allows for direct purchase from N.J. Transit and PATCO as well as 10-trip tickets for SEPTA so participants no longer need to purchase TransitCheks to acquire these passes. Only Amtrak riders, SEPTA token and weekly pass users need to order TransitCheks.

All employees receiving pre-tax commuter benefits were required to enroll in the new online system by August, 20, 2011 in order to receive their October commuter benefit. We have extended a one-month courtesy to existing commuter patrons who were unable to enroll online by August 20, to pick up October commuter benefits that employees regularly receive at the Parking Office and the cost will be retroactively charged to the participants via payroll deduction. However, to receive the November benefit, participants must enroll by September 20, 2011. Anyone not enrolling by that date will be discontinued from the program, although they can re-enroll at any time. Enroll at www.upenn.edu/parking.

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, 2011

The Winner will receive a one year University Club Membership

Last Quarter’s Winner – Congrats!

Anthony Tiziana, Coordinator
Biostatistics and Epidemiology

1. Name one benefit of World Travel, Inc. as the new preferred travel agency?
2. When was the ‘Shopper Role’ available?
3. Name a Top Ten Security Tip for Penn Staff?
4. Where can I change the GL date if my default approver rejects my PO in a subsequent accounting period from when I created the PO?
5. List one Business Object Tip?
6. How do I obtain a TotalPay® Card?

Hint: You may need to click on a link listed in The Bottom Line for your answer(s).