PAYROLL TAX TREATY EXEMPTIONS

As the new semester is approaching and new students/scholars begin their educational journeys or appointments, there are tax agreements between the US and some foreign countries. Tax Treaty exemptions are granted on a calendar year basis for certain types of payments such as scholarship/fellowships and employment income. Please advise all monthly paid individuals who believe they are entitled to an exemption from Federal taxes to report to the Tax Office. These individuals must bring their Penn ID to confirm their eligibility and sign the appropriate Tax Treaty documents for the 2014 tax year. They should also bring their most current immigration document with them. Please note that we are unable to provide treaty benefits to weekly paid individuals.

In order to meet the deadline for the September 2014 payroll, employees must visit the Tax Office, 3451 Walnut St, Room 308, by Tuesday, September 23, 2014. If they do not meet the September deadline they may still apply for the exemption, however the treaty benefits will not take effect until October. Please note that Payroll will not refund the Federal Withholding Tax for individuals who missed the September 2014 deadline. The individual can claim the exemption when filing their 2014 tax return. Please call the Tax Office at 215-898-6291 or email tax@exchange.upenn.edu with any questions or concerns.

NEED CONCUR TRAINING?

Wednesday, September 17th 2:00 – 4:00 p.m. or Tuesday, September 23rd 10:00 a.m. – Noon
3401 Walnut St.
Suite 440A, Room 470

Who is invited?
New employees, employees with new roles, or anyone who could use a refresher on creating an expense report and/or booking travel in Concur.

What is the agenda?
- Creating an Expense Report – step by step
- What does it mean to be a Delegate?
- Booking Travel in Concur
- An overview of travel reimbursement policies
- Questions and answers

Go to the following website for this and future training:
http://cms.business-services.upenn.edu/penntravel/

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PHILADELPHIA WAGE TAX RATES
The Philadelphia Wage Tax rates have changed effective July, 2014. The Philadelphia Resident rate changed from 3.924% to 3.92%. The Philadelphia Non Resident rate changed from 3.495% to 3.4915%.
### Foreign Account Tax Compliance Act (FATCA)

**What is FATCA?**
- The Foreign Account Tax Compliance Act (FATCA) is a United States statute that requires U.S. entities that make payments to non-U.S. persons/entities, directly or indirectly, to withhold tax on most types of U.S. source income when the applicable documentation and reporting requirements are not met.

**When did FATCA become effective?**
- FATCA became effective as of January 1, 2013 with withholding requirements beginning July 1, 2014.

**How does FATCA impact the University?**
- This impacts all US entities as they may now be required to withhold a 30% tax on that income paid to a non-U.S. person/entity that is U.S. sourced (meaning earned while working or performing business in the U.S.). This will require U.S. entities to maintain documentation on those non-U.S. persons/entities, such as collecting W-8’s.

**What do we do as a University for Compliance?**
- Know who you are paying. (U.S. or Non-U.S. person/entity)
- What are you paying?
- Was the work performed in the U.S. or abroad?
- Are you documenting your Foreign and U.S. vendors correctly?
- Foreign persons/entities are required to complete Form W-8 series, which is used to certify their foreign status and also may be used to claim tax treaty exemption. U.S. persons/entities are required to complete Form W-9. Without proper documentation, a payment may be presumed made to a U.S. person, and thus potentially subject to Form 1099 reporting and backup withholding. Alternatively, the payee may be presumed foreign, and subject to Non Resident Alien withholding and Form 1042-S reporting. Improper classification could cause reporting issues for the payee while filing taxes in the U.S. and home taxing country.
- If you need any assistance to help determine the nature and source of payments, please contact Tax and International Operations are 215-898-6291 or helpdesk at tax@exchange.upenn.edu.

### Paperless W-2s

**Did you know that you can elect not to have your W-2 printed and mailed to you?**
ADP, our W-2 provider, offers individuals the option to suppress the printing of their W-2 and allows you to securely view and print your W-2 from your personal computer. By going paperless, you avoid delays or errors in receiving your W-2 caused by mailing.

Simply log-in to ADP W-2 services through the Penn Portal using your PennKey and password and click on “Paperless Options” on the “Myself” tab and check the “Access my W-2s and 1099s online only” box, then follow the remaining instructions to go paperless. You will also need to enter/update your e-mail address under “My Profile” on the “Myself” tab to ensure you receive notification when your W-2 is available.

You have until **December 31, 2014** to select this option for your 2014 W-2.

**Additional services offered through ADP include:**
- Ability to upload payroll tax information directly into tax software such as TurboTax
- Access to your W2 much earlier
- Ability to access your information from anywhere via a secure location
- Online Help and FAQ
- Access to W-2 forms 24 hours per day, 7 days a week for both Active and Terminated individuals
- Employee Friendly Registration Process

As a reminder, W2 forms for tax year 2012 and prior will remain on the U@Penn portal under “My Tax Info” http://www.upenn.edu/u@penn. Tax forms from 2013 and later are or will be available on the ADP site.

For further information on this ADP W-2 services please go to:
A new Guest Travel Reimbursement (GTR) worksheet was introduced effective July 2014 and now eliminates the C-1 T&E form. Also provided below is guidance for non-affiliate reimbursements.

A. **GTR Worksheet** - see on the Comptroller website: [http://www.finance.upenn.edu/comptroller/Forms/#Accounts_Payable](http://www.finance.upenn.edu/comptroller/Forms/#Accounts_Payable)

This worksheet is to be used to support travel expense reimbursement for non-compensated Penn guests (governed by Penn’s accountable plan/policy), and must be attached to a PDA-NA or PDA-F form. Although the T&E is not tax reportable, Penn guests receiving an honoraria or award (both tax reportable and reported on the PDA form) would also use this worksheet for any T&E reimbursements. Object codes 5206 Non-employee domestic travel and 5207 Non-employee foreign travel should be used for guests’ domestic and foreign travel reimbursements, respectively.

Invoice numbering/dating on the PDA form for guest travel reimbursement will remain the same, invoice # = date of beginning the trip, invoice date = date of end of trip (e.g., 070114 and 070714).

**As of July 2014 C-1 forms have been phased out. Please note: After September 30th C-1 forms will no longer be accepted.**

B. Payments to compensated individuals other than employees (i.e., independent contractors) for “reimbursements” from Penn in connection with services provided should not use the GTR worksheet for any agreed upon expense reimbursement. These should be reflected within their fee structure. All such payments should be coded to the appropriate tax reportable object codes (see below, all to be reported on their 1099).

Travel expense or other reimbursements to individuals other than guests, employees and students (i.e., independent contractor) are not governed by Penn’s accountable plan/policy. Accordingly this worksheet cannot be used to support these payments.

**Independent Contractors**

As a general rule independent contractors are non-affiliates. Employees/students may also be independent contractors if they perform non-employment related services such as paid disc jockey services at a Penn event or earn royalty fees.

Reimbursements to independent contractors are tax reportable as a component of fees paid for services performed.

*Continued on the next page*
Proper use of object codes is necessary to ensure proper tax reporting for independent contractors. These following codes should be used where applicable.

**MISC1**
- 5250 – External Rentals/leases of facilities
- 5252 – Rentals/leases of computer and peripherals
- 5254 – Rentals/leases of other capital equipment

**MISC2**
- 4910 – Royalties from Technology Transfer
- 4918 – Royalty Internal Distribution
- 4919 – Royalty External Distribution

**MISC3**
- 5314 – Honorarium
- 5316 – Human Subject Payments
- 5344 – Prizes & Awards
- 5345 – Expense Reimbursement – Non-accountable plan

**MISC6**
- 5325 – Benefit Carrier Payments

**MISC7**
- 5275 – Photographic & Illustrative Services
- 5300 – Accounting & Audit Services
- 5301 – Legal Services
- 5302 – Management Consulting Services
- 5303 – Training & Staff Development Services
- 5306 – Computer Consulting Services
- 5313 – Lecture Fees
- 5319 – Other Professional Services
- 5339 – Other Services
- 1930 – Architectural/Engineering Fees
- 1931 – Architect/Construction Contingency
- 1933 – Consultants
- 1934 – Consultants – Landscape Allowance
- 1935 – Consultants

**MISC14**
- 5315 – Legal Settlement Fees

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**Non-Affiliate Reimbursements**

The following information is to assist with properly identifying non-affiliate procurement and related payments and the processes to be followed.

**Is the Reimbursement for a Valid Business Purpose?**
- Does it support Penn’s core missions:
  - Education
  - Research
  - Patient Care
  - Public Service
- Does the University benefit?
- Does it enable the University to meet its operating goals and objectives and/or support the generation of revenues or meeting related service obligations?

**Who is a Guest Under our Accountable Plan?**
- They are visiting the University by invitation
- They are not here to provide a service or a product
- There is no contract or agreement in place
- This is not their main line of business
- A guest may receive a honoraria or award
- Guests include recruits, conference speaker or participant, potential donor

**Process for Guest Travel Reimbursements / Receipts**
- The general rule is that Penn should pay for these expenses directly
- For a guest to be reimbursed attach a GTR worksheet to a PDA-NA or PDA-F form
- Attach receipts, supporting the GTR worksheet (prefer copies of original receipts), Schools and Centers may require originals
- Guests should be held responsible for submitting their expenses accurately and following Penn’s travel policies (accountable plan)
- Reimbursement payments should be coded to travel object codes 5206 (domestic) or 5207 (foreign)
- Honoraria and awards should be coded to service object codes 5314 and 5344, respectively, these should not be reported on

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the GTR worksheet (guest travel reimbursements only) but added to the PDA form
– Invoice numbering/dating on the PDA form for guest travel reimbursement will remain the same, invoice # = date of beginning the trip, invoice date = date of end of trip (e.g., 070114 and 070714)

Benefits
– Form/receipt images will be available in BEN
– GTR worksheet can be filled out electronically or manually by guest with signature or email confirmation
– Typing not required on the GTR worksheet
– Original receipts not required/desired, scanned copies are fine
– GTR worksheet assists with coding
– PDA form (typed) can be scanned and OCR’d, reduces keying errors, rework
– Quicker supplier setup using the Markview work flow
– Process is consistent with existing PDA process

Who is an Independent Contractor?
– Not a guest
– Is paid by Penn for a service or product (not normally performed by an employee)
– Can be an individual or small company

Process for Independent Contractor
– PO (coming soon)
– Supports contractor classification
– Adds other procurement controls
– PDA-NA or PDA-F form
– Any reimbursements should be specified in the work agreement/contract and be included in their fee structure
  – Contract should communicate how often reimbursements should be paid
– Reimbursements can be limited by a % of the service fee
– Receipts not required but should be made available upon request
– All payments should be coded to a service object code (e.g. 5319, see previous list)

What Changes for a Non-Resident Alien/Foreign National?
– PDA-F form
– W-8BEN
– Foreign National Information form
– Foreign Visitors Honoraria Certification form
– Copy of visa, passport and I94 card
– Up to a 30% withholding (treaty countries - must submit form 8233 / applicable statement under IRS Procedure 87-9 to ensure that U.S. income tax will not be withheld)

Non-Affiliate Reimbursements Decision Tree

The Bottom Line  September 2014
Office of the Comptroller

Organizational Changes – Accounting Operations

Please join me in congratulating Doug Magee on his retirement. Doug was a significant contributor to Penn even before he became an employee. Doug was instrumental in building Penn’s foundation for the accurate and timely reporting of Penn’s moveable equipment as part of an outsourced arrangement with Hirons & Associates. He then built on that foundation and reduced Penn’s cost when he became an employee and took charge of Penn’s Property Management Group. Doug’s last day will be October 31, 2014.

After careful study, it was determined that Penn’s Property Management Group would be merged into the Accounting Operations Group to improve the efficiency and effectiveness of both groups. The integration of the two groups will facilitate staff engagement, including cross training and improved utilization of the professional staff.

Please also join me in congratulating Jim Breen. Jim has been selected to lead this new group as Director-Accounting Operations. Jim is a CPA with years of successful technical accounting, financial analysis and internal control experience. Jim also has been successfully assisting Doug over the past year or so with property management accounting and inventory operations. Jim has already identified numerous opportunities for staff growth and development, improved workflows, and improved measurement and control. Jim’s focus will be different from Doug’s as he assumes the technical accounting, control, and analysis roles previously performed by the Associate Comptroller, retains Doug’s strategic, planning and relationship roles and integrates many of Doug’s activities into the other positions in the combined group.

For example, effective September 1st, concurrent with anticipated workgroup changes, Mark Copeland will join Sudha Menon as Senior Accountant/Analyst-Accounting Operations. After this date these positions will be considered interchangeable, and Mark and Sudha will gradually be cross trained to perform the various activities (e.g. plant/inventory related, cash related, affiliate billing related, technical accounting, internal control/compliance, and analysis) and may “swap roles” from time to time. We are very fortunate to have Sudha and Mark and the years of experience/expertise and positive work ethic that they bring to this collaborative functional integration as well as staff development opportunity.

Jackie Omowale is now Staff Accountant-Accounting Operations. Jackie will perform activities similar in responsibility and impact to the activities she performs today; however, those activities will gradually span across all accounting operation areas, as needed. Additionally, this position will also have increased involvement in the inventory-related administrative activities. Jackie’s collaborative work style, knowledge and experience are expected to result in a smooth transition.

As noted above, the activities of this group will be evolving, likely throughout the remainder of this fiscal year. Your understanding and support will be greatly appreciated. Please let Jim know if you have any feedback, positive or constructive, as the changes are implemented.

John Horn
Comptroller

Penn Card Eligibility Business Rules

Please be advised: PennCard eligibility and Active Status are based on an employee having one or more active distribution lines in PennWorks or having a distribution line which is future dated. If an employee’s distribution line ends, his or her PennCard will be automatically inactivated by a data feed from the Payroll system. Distribution lines should be kept active and up to date for all currently employed Faculty and Staff members to ensure their PennCards remain active. A lapse in an employee’s active distribution line which results in the PennCard being de-activated will cause the temporary loss of the ability to use the card for access to buildings and departments. The active distribution line status should be monitored carefully to avoid such issues.

Any questions regarding PennCard eligibility and active status should be directed to the Penn Card Center: penncard@exchange.upenn.edu or 215-898-2646.
The following is a portion of the new Home ORG Transfer QRG. For a full QRG, which includes transferring a Weekly to Monthly after Monthly Payroll, Monthly to Weekly on the First Day of the Month and Monthly to Weekly Not on the First Day of the Month, click here.

**Weekly to Weekly - Monday**

*The new role should begin on the first day of a new pay cycle, i.e. Monday. The transfer should occur the day after a pay cycle is completed, i.e. Tuesday, Wednesday, etc.*

- **Old Department:**
  - Old Role End Date: Sun, Oct 6
  - New Role Start Date: Mon, Oct 7
  - Home ORG Transfer: Oct 8 - 14

- **New Department:**
  - Role Start Date: Mon, Oct 7
  - Dist. Start Date: Mon, Oct 7

**Monthly to Monthly – During the Month**

*Typically the new role will begin on a Monday.*

- **Old Department:**
  - Old Role End Date: Sun, Oct 6
  - New Role Start Date: Mon, Oct 7
  - Home ORG Transfer: Oct 7 - 22

- **New Department:**
  - Role Start Date: Mon, Oct 7
  - Dist. Start Date: Mon, Oct 7

**Weekly to Monthly – Prior to Monthly Payroll**

*Begin a new role between the first of a month and before monthly payroll runs.*

- **Old Department:**
  - Old Role End Date: Sun, Oct 20
  - New Role Start Date: Mon, Oct 21
  - Home ORG Transfer: Oct 22 - 23

- **New Department:**
  - Role Start Date: Mon, Oct 21
  - Dist. Start Date: Mon, Oct 21

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**Home ORG Transfer can be performed on these dates.**

### October

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**Please note:** If the new position does not occur on a Monday, please contact Human Resources.
Since 1996, AIF income distribution has been reported to Schools/Centers on an accrued basis with a one month lag. September’s income was posted into October, and so on; with distributions occurring in months August through ADJ periods. Beginning in FY2015 we will be posting the income distribution into the period in which it is earned. Monthly income/and market appreciation will now appear in the month the income has been earned.

This posting will occur approximately 9-10 business days after the close of each period. The closed period will be re-opened in BEN and the processes will be run and posted into this “closed” period.

As an example, around September 12th, August’s month will be opened and the income and gains will be posted back in August 2014. Along with the income posting, investment income overhead, reclasses, and any income transfers transferred into operating funds will occur at this time, i.e. the August 2014 period.

Basically the final month-end closing for endowments will occur approximately 10 days after the actual calendar month end date. Overhead and reclasses will no longer run at month-end for endowment funds. This is very similar to what has occurred over the past 19 years at ADJ year end.

The benefits of this change will mean that market values of the University’s endowment balances will be reflected in the actual period when the income has been earned. Report users no longer need to remember that month-end reports show current month expenditures but prior month market values and income distribution balances. However, schools will need to remember that operating balances will not be final until the middle of the following month. We plan to notify BEN Financials users each month once the AIF income distribution has been posted back to the prior period, so that final monthly reports can be run on the prior period.

Please contract Peg Heer at heer@upenn.edu, or Pam Flinn at pflinn@upenn.edu, should you have any questions.

The Bottom Line September 2014
Welcome Susie Won, Director of Cost Analysis

The Office of Research Services would like to extend a warm welcome to one of our newest staff members, Susie Won, Director of Cost Analysis.

A note from Susie to the Penn research community:

Hello! I am very excited to be a part of ORS and the larger Penn research community as the incoming Director of Cost Analysis. As many of you know, Bob McCann retired in August and it is my hope to make as smooth a transition as possible.

This new role marks my return to the field of research administration and costing after an enlightening stint in academic financial administration as the Director of Finance at Drexel University’s College of Computing & Informatics.

Prior to moving to Philadelphia almost three years ago, I lived in the Boston area and worked for nine years in the Office of Sponsored Programs at the Massachusetts Institute of Technology. That marked the beginning of my career in higher education after several years of public accountancy.

I look forward to serving this university and working with many of you. Please don’t hesitate to contact me with any questions you may have about F&A or EB rates, effort reporting, service centers, or sponsored program audits (susiewon@upenn.edu).

Susie Won
Director of Cost Analysis

Bob McCann, Director of Cost Studies, retired on August 27, 2014 after 33 years of service to the University of Pennsylvania. You will be missed Bob! Enjoy every minute of your retirement!

Student Employment
Academic Year Work-Study

The first day a student may begin working is August 25, 2014 and the last day is May 17, 2015. The pay schedule is on the Student Employment website at http://www.sfs.upenn.edu/seo.

Supervisors MUST appoint work-study students online through their SEMS account to an academic year job number.

Once the student is appointed to a job number, the SEMS coordinator will receive a confirmation e-mail that lists all the information required to create or update the student’s bio and role screens on Penn Works. The e-mail will indicate whether the student is Penn/Federal Work-Study or International Student Work-Study as well as the Job Class Code, Object Code, and Earnings Type to be entered on Penn Works.

The matching share is 50% work-study grant and 50% department.

For additional policies and procedures, please click on Faculty & Staff on the Student Employment website. If you have any questions, please send an e-mail to seomail@exchange.upenn.edu.
As part of its Redefinition program, Information Systems & Computing (ISC) will launch Client Care, a new service that will provide the University community a consistent and efficient way to order and request ISC services and support. Client Care will serve as a single point of contact for ISC’s services, and will eventually consolidate over 19 stand-alone service entry points to provide a “best-in-class” experience for faculty, staff, students, and alumni. The pilot will start on October 6, 2014 and is expected to end in January 2015.

What’s happening during the Pilot?
Client Care will offer numerous benefits to the Penn community who use ISC’s services and support. Clients will experience:

- **One-stop ordering for ISC services and support.** One new telephone number and one new email address will provide a single way to order and request ISC services and support, such as new service installations, repairs, technical assistance, and billing questions. A new, easy-to-use website will serve as a portal where needed information, tools, and resources are gathered in one place. The one telephone number and email address will reduce – and eventually eliminate – the many contact points currently needed to order and request services and support.

- **One telephone number for both regular and critical IT-related issues.** When reporting critical IT-related issues, you’ll call the same number used for regular services and support. Calling one telephone number will help Client Care expedite response, since information about all IT-related issues will be handled from a central location.

- **Extended business hours for your convenience.** Regular business hours will be extended to 8 a.m.–6 p.m. on weekdays, allowing Client Care to better accommodate the University’s flexible work environment.

- **Timely communications to keep you informed.** You’ll receive timely emails to update you on the status of your request so you can focus on other tasks and activities.

- **Calls answered live.** Calls will be directed to a Client Care representative during the regular business hours of 8 a.m.–6 p.m. After business hours, you’ll reach a streamlined automated menu system designed to speed up the calling process.

- **A computing referral service.** If you’re not sure who to call about your computing or IT-related question, then call Client Care. We’ll direct you to the right computing resource at Penn.

- **“Best-in-Class” service experience.** The Client Care team aims to provide the University community a “best-in-class” service experience. To prepare for the pilot, the team identified and evaluated critical business processes and refined and standardized workflows. Best practices in help desk services were collected from our colleagues at Penn and from various peer institutions and vendors. Findings, plans, and strategies were reviewed and discussed with the Client Care focus group. Comprised of School and Center representatives, the focus group provided valuable feedback, insight, and service recommendations. The Client Care team will continue to work closely with the focus group throughout the pilot. In addition, the team will also conduct surveys to learn what works well and what needs improvement.

Questions?
More information about the Client Care pilot will be provided as we approach the pilot start date. If you have any questions about the Client Care pilot, please contact one of the project managers:

Dawn Augustino at dawn@isc.upenn.edu
Amy Phillips at amyp@isc.upenn.edu

Please contact the overall Redefining ISC Team at RedefiningISC@lists.upenn.edu or visit the website at www.upenn.edu/computing/isc/redefine if you have any questions regarding the overall redefinition process.
ISC Technology Training Services is currently accepting registrations for BusinessObjects Web Intelligence classes to be held on campus October 2 & 3.

Web Intelligence (Webi) is SAP/BusinessObjects’ strategic web-based tool for ad hoc analysis, and is Penn’s primary supported query tool used to provide access to the Data Warehouse. Webi provides extensive query construction and report formatting capabilities, all in a web environment and without the need for desktop client software.

BusinessObjects Introduction class to be held Thursday, October 2, 2014.
BusinessObjects Advanced class to be held Friday, October 3, 2014.

If you plan to attend BusinessObjects classes, please send your name, Penn ID and department, BA’s name and email, and your 26-digit budget code for the $450 tuition for each class to learnit@isc.upenn.edu by Tuesday, September 16, 2014.

Please direct any questions to: learnit@isc.upenn.edu

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NEWS YOU CAN USE FROM PURCHASING SERVICES

- We are pleased to report the Purchasing Card’s PaymentNet application was updated last month with enhanced security protocols. All PaymentNet users are now prompted to re-register their computers. For more information, click here.


- Club Quarters now accepts Purchase Orders. Please use their Supplier Number 197352.

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For a healthy dose of savings visit the research supplier show!

TUESDAY, SEPTEMBER 23 2014 | 10:00 AM TO 2:00 PM

RESEARCH SUPPLIER SHOW/2014

YEAR OF HEALTH!

Over 50 participating suppliers
Door Prizes – Supplier Samples - Lunch

Houston Hall, Hall of Flags
3417 Spruce Street

Penn Purchasing Services

For more information and to preregister for the show visit:
www.purchasing.upenn.edu/researchshow14.php

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The Bottom Line September 2014
Financial Systems Fast Facts

BEN Knows

http://wwwfinance.upenn.edu/benknows/

- Authentication to an U@Penn secured site will expire if there is inactivity for at least 1 hour.

- When an eForm is submitted, the form is assigned a unique Id #. You can click on the Id # to view the entire eForm. It does not allow you to edit any fields; the form is read-only. View any notes which have been added to the eForm.

- When requesting ORG Secured Access in BEN Financials, select an ORG from the list of validated ORGs. For a range of ORGs, use the ‘Note’ section under “Form Routing” to indicate which ORGs should be granted.

- Use the ‘My eForms status’ section to access the list of all eForms you have submitted.

- Use the ‘Action List’ to view any forms you have acted on (or forms awaiting your attention). Use the ‘Outbox’ to view any forms which you have acted on and are approved/completed.

- Click on the ‘Route Log’ to view the eForm Action History – for example, review the action(s) which have been taken on the form, by whom, the date & time of each action.

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, 2014.

The Winner will receive a gift certificate for two for the University Club!

Last Quarter’s Winner – Congrats!
Jim Clavin
Associate Director, Financial Administration
Office of Research Services

1. For a Tax Treaty Exemption, to meet the deadline for Sept 2014 payroll, employees must visit the Tax Office by when?

2. What is the date you have until to decide not to have your 2014 W-2 printed?

3. Who are the new and old Directors of Cost Analysis in Research Services?

4. What happens to an employee’s PennCard if there is no active distribution in PennWorks?

5. What is the date and time of the Research Supplier Show?

Bonus: If a Weekly to Monthly employee transfers after the Monthly Payroll runs, when should the transfer occur?