ADJUSTMENT TO PAYROLL CLOSING SCHEDULE FOR NOVEMBER AND DECEMBER

Prior to the electronic payment of compensation, pay was predominantly made by check and the checks were then manually distributed across campus. To ensure timely check distributions before Thanksgiving and the Special Winter Vacation a special process was developed to issue checks earlier than the normal schedule. A recent review of this special process indicated that it often required substantial subsequent adjustments because the pay was estimated. This often created confusion for employees.

In our current process, the use of direct deposit and pay cards in lieu of checks has eliminated the risk of untimely payment distribution.

Moving forward, the University will follow the normal payment schedule in the weeks before Thanksgiving and the Special Winter Vacation.

Timing and Awareness

While the actual dates are a minimal change, we understand that any adjustment to the timing of your pay may impact you and your household. Penn is communicating this change now so you can plan in advance.

- For weekly paid staff, the Thanksgiving week and the fourth pay in December both move from Wednesday to Friday
- For monthly paid faculty and staff the pay moves to December 30th

For full details on payroll dates, please see Payroll Closing Schedules. Please note: You will need your PennKey and Password to view as of September 2016

Additional Benefits of Payment Schedule

You will now receive regular, steady payments based on your actual work, week-to-week or month-to-month, regardless of the season. This payment schedule eliminates the two- or six-week gap in paycheck payments.

LATE FALL AND WINTER COMPENSATION PAYMENT SCHEDULE 2016*

<table>
<thead>
<tr>
<th>Month</th>
<th>Weekly Paid Staff</th>
<th>Monthly Paid Faculty and Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>Thanksgiving week payment date: Friday, November 25, 2016, the day after Thanksgiving</td>
<td>Payment date: November 30, 2016</td>
</tr>
<tr>
<td>December</td>
<td>Weekly payments on Fridays from December 2 to December 30, 2016</td>
<td>Payment date: December 30, 2016</td>
</tr>
<tr>
<td>January</td>
<td>Weekly payments on Fridays starting January 6, 2017</td>
<td>Payment date: January 31, 2016</td>
</tr>
</tbody>
</table>

This change to the payment schedule is grounded in thorough research and attentive discussions with Business Administrators and others across the University Schools and Centers.

If you have any questions, please contact the Payroll help desk at:

215-898-6301 or payroll@exchange.upenn.edu

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Treaty Exemptions

As the new semester is approaching and new students/scholars begin their educational journeys or appointments, please advise any foreign students/scholars they may be eligible for exemption from U.S. Federal taxes under 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 2016 tax year. They should also bring their most current immigration document with them. The University is unable to provide treaty benefits to weekly paid individuals.

In order to meet the deadline for the September 2016 payroll, employees must visit the Tax Office, 3451 Walnut St, Room 308, by Tuesday, September 22, 2016. 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 2016 deadline. The individual can claim the exemption when filing their 2016 tax return. Please call the Tax Office at 215-898-6291 or email doftaxoper@pobox.upenn.edu with any questions or concerns.

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, 2016 to select this option for your 2016 W-2.

Additional W-2 Services Available

- Ability to upload payroll tax information directly into tax software such as TurboTax.
- Access to your W-2 much earlier than mailings.
- 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.

As a reminder, W-2 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.
To improve compliance with State and Local payroll tax withholding and reporting requirements, the University is in the process of implementing tax software which will determine the proper taxing authority and calculate the proper payroll tax withholding for its employees. The BSI software looks at both residence address and work address in determining the state and locality in which the employee should be taxed. For proper tax calculations, we need to ensure that the addresses provided to BSI are both valid and accurate. Implementation of Clean Address software to validate residence addresses and the implementation of a Work Location field in PennWorks last year were required steps on the path to the BSI implementation.

The Work Location field requires either a mail code be entered (for on-campus addresses) or a custom address be entered (for off-campus locations that do not have a mail code). Only one of either the mail code or custom address is required, not both. When the Work Location field was originally implemented in July, 2015, the work address entered for each employee was based on their Mail Code in PennWorks at that time. For those individuals for whom Payroll/Payroll Tax had an off-campus location, the custom address for those individuals was entered instead of the mail code.

At this time, we request Payroll Administrators to review the work addresses for their employees and update the Work Location where appropriate. A Business Objects report, “Employee Work Addresses by Home Center/ORG” which is located in the Payroll/Salary Management folder in InfoView, was created to facilitate this review. If the employee works at more than one location, the location where the employee spends the majority of his/her time should be entered as the Work Location.

Changes to Work Location

Moving from one work location to another may also impact an employee’s tax withholding and the University’s responsibility to report and remit taxes in the new locality, state or country. Changes to an employee’s Work Location should be made in PennWorks whenever there is a permanent change to work location. Additionally, changes to Work Location should be made when there is a temporary change to an employee’s work location if:

- The employee’s work location moves from one locality to another or from one state to another for more than 30 days, or
- The employee’s work location moves from the United States to another country, from another country to the United States or from one foreign country to another for more than 90 days. Contact the Office of Global Support and/or the Office of Tax and International Operations prior to having an employee relocate outside the US to ensure compliance with all US and in-country requirements.

If you encounter problems or have questions, please call PennWorks at 6-HELP (215-746-4357), choose Option 5 for PennWorks, and enter your 2-digit School/Center code (the first 2 digits of your CNAC).

NEW FEDERAL AGREEMENT FOR FY17 EMPLOYEE BENEFIT RATES FOR SPONSORED PROGRAMS

The proposed employee benefits rates for use on sponsored programs during FY17 and for all new proposals have been accepted by the federal government:

- FY17 Employee Benefit Rate for Full-Time Employees: 31.2%
- FY17 Employee Benefit Rate for Part-Time Employees: 9.7% (no change from prior year)

The new agreement and updated rate information can be found in the Penn Data for Proposals section of the Research Services website:

http://www.upenn.edu/researchservices/penndata.html

Daylight Savings Time
November 6, 2016

The Bottom Line September 2016
The Treasurer’s Office is pleased to announce that the list of available currencies for outgoing international wire transfers has been expanded from 31 currencies to 131 currencies. The extended list is available here and can be found on the Cash Management website:

http://www.finance.upenn.edu/treasurer/cashman/wiretrans.shtml

Note that currencies shaded in gray on the list have a minimum requirement of $1,000 USD equivalent. Currencies shaded in green have no minimum requirements. All international wire transfers require a full beneficiary name and address, along with the specific purpose of the payment (invoice specifying purpose, etc.). Please refer to the currency list for further requirements applicable to specific currencies, and include all necessary information on the PDA-W form to avoid a delay in payment.

Additionally, please attach an invoice from the beneficiary confirming payment instructions. If the invoice does not include payment instructions, please attach a letter signed by the beneficiary confirming payment instructions.

Please note that when processing international payments, the University elects to pay all wire and intermediary bank fees to allow for certainty in the amount received by beneficiaries. If you encounter issues with beneficiaries not receiving the expected amount of transfer, please contact Cash Management (dofcashmgmt@pobox.upenn.edu) to investigate. The Treasurer’s Office charges a fee of $25 per wire to the School/Center requesting the transfer for all outgoing international wire transfers.

If you have any questions, please contact Cash Management at 215-898-7256 or dofcashmgmt@pobox.upenn.edu.

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BusinessObjects Web Intelligence and the Data Warehouse Office Hours September – December

The latest in the series of Warehouse/Business Objects Office Hours sessions has been scheduled for the next few months, and all are now available for signup for KnowledgeLink http://knowledgelink.upenn.edu. To find and enroll in any of these session, enter the word ‘freestylin’ in the ‘Find Learning’ search field after logging into KnowledgeLink. Sessions are open to users of all data collections, and listed in Knowledge Links as follows:

Data Warehouse BusinessObjects Office Hours – Freestylin’-Open Lab

<table>
<thead>
<tr>
<th>Monday</th>
<th>Thursday</th>
<th>Wednesday</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 12th</td>
<td>October 6th</td>
<td>November 16th</td>
<td>December 14th</td>
</tr>
<tr>
<td>1:00 - 3:00 p.m.</td>
<td>10:00 a.m. – 12:00 p.m.</td>
<td>10:00 a.m. – 12:00 p.m.</td>
<td>1:00 – 3:00 p.m.</td>
</tr>
</tbody>
</table>

Please refer to Knowledge Link for detailed course descriptions and enrollment links. Minimum registration for each session is 6 people; insufficient registration may cause the course to be cancelled.
**Concur – Upcoming Classes**

*New User of Concur – Travel and Concur Expense Training*

Booking, Expense Report Submission & Approval Flow for New Users  
**September 21, 2016 10:00 AM - noon**

- This class is for those new to the University or those with new roles that require Concur travel booking and expense report knowledge
- [Click Here to Register](#) or search in Knowledge Link for Concur/TEM: Booking, Expense Report Submission & Approval for New Users

*Default Reviewer and Approvers in Concur - Q&A Open House*

If you review and approve expense reports for faculty, staff and students, this is the session for you!  
**September 13, 2016 1:00 PM - 2:30 PM**

- This is an Open House for Default Reviewers and Approvers
- [Click Here to Register](#) or search in Knowledge Link for Concur/TEM Expense Report Approvers: Q&A Open House

*EXPERIENCED USERS of Concur - Q&A Open House*

Bring your questions, problems, suggestions to an open forum. We will work together and learn from each other.  
**September 15, 2016 1:00 PM - 3:00 PM**

- Bring your questions, problems and suggestions to this open forum. Learn from others as we work to resolve issues together
- [Click Here to Register](#) or search in Knowledge Link for Concur/TEM: Q&A Open House

To join the listserv for News and Notes on Concur Travel and Expense,  
Email: listserv@lists.upenn.edu  
Enter in the body of the email: Join Concurinfo (Leave subject line empty)

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**Reminder to All Users of UMIS Regarding Passwords**

You are no longer required to physically go to ISC’s Customer Service area (3401 Walnut Street, B Suite) to obtain a mainframe password reset. Streamlined personal verification mechanisms are being utilized to allow Infrastructure Operations to perform this service remotely and securely.

Should you require your mainframe password to be reset, note the following change:

- **Between the weekday hours of 8:00 a.m. to 4:00 p.m. please contact Angela Henry (8-5031) or Maria Roberts-Reyes (8-8057).**
- **Once your identity is verified, you will receive your temporary password via Secure Share.**

Additionally, there is no change to the weekday process for password violation resets, where you have exceeded the number of attempts to enter your password. However, for weekend and off hours support for this activity please contact our Operations partner, Blue Hill Data Services at 1-845-627-8450.

Should you have any questions, please contact Paul Gentile at 8-9926.

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**Quarterly Quote**

“*It takes many good deeds to build a good reputation, and only one bad one to lose it.*

Benjamin Franklin
After a lengthy and competitive RFP process led by a cross-functional work group of School and Center representatives, the University of Pennsylvania is has named AppleOne Employment Services part of the ACT•1 Group, as its preferred temporary staffing service provider. AppleOne has been filling the University’s temporary staffing needs since July 1, 2016.

The ACT•1 Group, which was founded in 1964, is the largest woman and minority owned staffing agency in North America. The University will benefit from AppleOne’s premier technology and reporting, community outreach and recruiting practices, customer service focus, standardized pre-assignment screening process, and on-site location.

Beginning July 1, 2016, all new Purchase Order requests for administrative temporary staffing services must be processed to AppleOne via Penn Purchase Order (PO). In setting up the PO, use the Services bill by quantity Item Type and include the time period, i.e. # of hours, in the Quantity field and the hourly rate in the Rate per Unit field.

We understand that continuity of service is important to you. At the start of the transition from Unique Advantage to AppleOne, AppleOne sent communications to hiring managers for existing UniqueAdvantage associates, along with instructions for requesting temporary associates in the future. Each temporary associate currently on assignment at the University through UniqueAdvantage has been contacted by AppleOne. UniqueAdvantage associates whose assignments at the University are expected to extend beyond July 1, 2016 were invited to stay on assignment at the University by successfully completing AppleOne’s application process and becoming AppleOne employees. If those temporary associates chose not to apply for employment with AppleOne, their current University assignment will end based on the P. O. end date or exhaustion of allotted dollar amount for the particular assignment.

AppleOne's campus office is located at 3440 Market Street, 4th Floor, Philadelphia, PA 19104.

The Office Manager, Rachel Nelson, can be reached at 610-265-8215 or rnelson@appleone.com.

We appreciate the valuable contributions Unique Advantage has made at the University of Pennsylvania as well as their continued assistance with the transition to AppleOne.

As we look to the future, we are excited about the new relationship with AppleOne and the services and support it will provide to the University.

If you have questions, please contact your School or Center’s for more information:

Human Resources Representative
https://www.hr.upenn.edu/myhr/resources/hiringofficer/contacts

The Bottom Line  September 2016
The University of Pennsylvania urges Penn faculty and staff to be aware of fraudulent email messages or telephone scams seeking your personal information. Several attempts have impacted our community recently. Your awareness is key in protecting yourself from fraud.

**Payroll Advice and Salary Increase Email Scams**

Fraudulent emails have been circulating throughout the Schools and Centers disguised as official Penn Human Resources or Payroll office communications on salary increases or on-line pay advices. These emails contain links requesting that you provide your personal information such as Social Security number, or PennKey and password.

*If you receive this type of email, please disregard it and delete it immediately.* This email *did not* come from Human Resources or the Payroll Department. It is a “phishing” email designed to steal your personal information. Penn will never ask for your Social Security number in an email.

While these recent “phishing” emails have focused on salary increase and payroll advice, fraudulent emails can take many forms. Here are some steps to help protect yourself:

- Be wary of emails with strong warnings or threats that create a sense of urgency or alarm, or sound too good to be true.

- If you are unsure whether an email is legitimate, do not click a link, open an attachment, or respond. Contact your Local Support Provider (LSP) for assistance. LSP contact information at:

  [https://www.isc.upenn.edu/get-it-help](https://www.isc.upenn.edu/get-it-help)

If you believe you have mistakenly clicked a malicious link or otherwise disclosed private information, immediately change your email and PennKey passwords, contact your LSP and notify Penn’s Office of Information Security by emailing [security@isc.upenn.edu](mailto:security@isc.upenn.edu).

**IRS Phone Scam**

Some students and staff, predominantly nonresident aliens, have received threatening phone calls from people claiming to work for the IRS. These people may demand money and try to trick you into sharing private information. *These phone calls are scams. Hang up on these callers immediately.*

The IRS will never:

- Call to demand immediate payment or call about taxes owed without first having mailed you a bill or giving you the opportunity to question or appeal the amount they say you owe.

- Require you to use a specific payment method for your taxes, such as a prepaid debit card.

- Ask for credit or debit card numbers over the phone.

- Threaten to contact the police or other law enforcement to have you arrested for not paying.

For more information about these scams, visit:

[https://www.consumer.ftc.gov/blog/another-tax-scam-irs-imposters](https://www.consumer.ftc.gov/blog/another-tax-scam-irs-imposters)

If you have any questions or concerns, please contact the Tax and International Operations office at: doftaxoper@pobox.upenn.edu
RETIREMENT SAVINGS REFRESHER

Remember what you learned about Penn’s retirement savings benefits during your orientation? Do you know which selections you made when you enrolled? If those memories are a bit hazy, here’s a quick refresher.

CHECKING YOUR PLANS

Log on to Penn’s Retirement web portal to enroll in plans, view a summary of your contribution choices, or make changes online at any time or contact Penn’s Retirement Call Center at 1-877-736-6738 Monday–Friday, 8am to 5pm.

Saving for Retirement Video

Now there’s an online video version of the Saving for Retirement presentation from Penn’s New Staff Orientation program. Watch it for a brief overview of Penn’s plans.

THE BASIC PLAN

Under the Basic Plan, the University automatically makes a contribution to a retirement savings account on your behalf as soon as you are eligible. Once you’re eligible, you don’t have to do anything to receive these contributions.

THE MATCHING PLAN

Penn’s popular Matching Plan lets eligible employees save up to 5% of their standard gross pay. The University matches contributions to this plan dollar-for-dollar (after you complete the one-year waiting period).

If you haven’t enrolled in the Matching Plan, do it now! Don’t miss out on serious money.

THE SUPPLEMENTAL PLAN

If you’re already contributing the maximum 5% to the Matching Plan, you can make additional monthly contributions to the Supplemental Plan. The Supplemental Plan is also available for those who are ineligible for the Matching Plan.

PLAN DETAILS

More information, including details about plan eligibility, is available at Penn’s Retirement Plans website.

Each plan allows you to choose from investment funds at TIAA and Vanguard. Make contributions to the Matching or Supplemental Plan via payroll deduction, and your saving will automatically be deposited in your TIAA or Vanguard account.

ON-CAMPUS RETIREMENT COUNSELING SESSIONS

For personalized guidance, TIAA and Vanguard offer free counseling sessions on campus to help you with your investment choices. You can schedule an appointment online or by phone at:

TIAA
www.tiaa.org/moc 800-732-8353

Vanguard
www.meetvanguard.com 800-662-0106 ext. 14500

WELLNESS NEWS IS NOW IN myHR

Find all your Human Resources news and information in one place. Whether you’re looking for wellness, work-life support, benefits, professional development, or general HR information, you'll find it here, in myHR.

View the PennWellness newsletter archives.
## Hold Resolution Grid

<table>
<thead>
<tr>
<th>Hold Type</th>
<th>Approve Invoice</th>
<th>Cancel Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity Ordered Hold (Qty Ord)</td>
<td>Click on ‘Resolve Holds’. <strong>Please do not type anything in the Comments box.</strong></td>
<td></td>
</tr>
<tr>
<td>Maximum Shipment Hold (Max Ship Amount)</td>
<td>Click on ‘Resolve Holds’. <strong>Please do not type anything in the Comments box.</strong></td>
<td>Click on ‘Return to Accounts Payable’ with the reason for cancellation in the comment box</td>
</tr>
<tr>
<td>Quantity Receipt Hold (Qty Rec)</td>
<td>Log on to BEN Financials and process receipts via Requisitioner or PO Manager Responsibility. <strong>Please do not use ‘Holds Resolved’ or ‘Route to Accounts Payable’ to indicate ‘OK to pay’. These will not remove the Hold.</strong></td>
<td>Important! Please do not click on ‘Resolve Holds’</td>
</tr>
<tr>
<td>Multiple Holds</td>
<td>Click on ‘Resolve Holds’. If one of the holds is a QTY REC Hold, log on to BEN Financials and process receipts via Requisitioner or PO Manager Responsibility</td>
<td></td>
</tr>
<tr>
<td>Request Comment (170_SYSTEMS_HOLD)</td>
<td>Review message sent by Accounts Payable by clicking on Action History. Read the comment by clicking on the ➤. Click on ‘Return To’ with information requested.</td>
<td></td>
</tr>
</tbody>
</table>

## Invitation to Join the Association of Business Administrators (ABA)

The ABA is an organization formed exclusively to exchange of information among those responsible for administration of the University's business and to develop and promote professional standards, improve the interaction between the members of this association, the faculty, and the University administration and to work for improvement of communications, dissemination of information and operating efficiency on a University-wide basis. There is no restriction on membership or attendance requirements. To join, please feel free to contact one of the steering committee members listed below:

### Fiscal Year 2016-17 Association of Business Administrators Steering Committee

- **Chair**: Terri Dziomba  
  Email: dziobmat@upenn.edu  
  Phone: 215-898-8387
- **Co-Chair**: Dawn MacAdams-Mull  
  Email: dawnmac@upenn.edu  
  Phone: 215-746-6369
- **Treasurer**: Lauren Kelly  
  Email: laurenke@upenn.edu  
  Phone: 215-898-5139
- **Secretary**: Paul Weidner  
  Email: weidnerp@upenn.edu  
  Phone: 215-898-1447
- **Registration & Membership**: Erica Kozal  
  Email: kozal@sas.upenn.edu  
  Phone: 215-898-8808
- **Event Coordinator**: Celestine Silverman  
  Email: celes@upenn.edu  
  Phone: 215-898-7593
- **Webmaster**: Donald Brown  
  Email: donaldb@upenn.edu  
  Phone: 215-898-0092

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**The Bottom Line**  
September 2016
ASSIGNMENT REQUEST FORM FOR NIH GRANTS USING FORMS VERSION D

The new form set for NIH grants due after May 25, 2016 (Forms Version D) has some new requirements. One of note is the following:

The cover letter should no longer contain assignment request information. This information should be supplied in the Assignment Request Form, which is selected from Setup Questions in the PennERA record. The assignment request form should not be uploaded with a cover letter on the SF424 R&R form, nor should the cover letter contain any assignment request information.

To add this form in the PennERA record:
1. Select the PHS Assignment Request Form from the forms list on Setup Questions.
2. This selection will cause the form to be displayed on the S2S Forms tab.
3. NIH’s instructions for completing this new form can be found in their Version D instructions found at http://grants.nih.gov/grants/how-to-apply-application-guide.htm, beginning on page G-194.
   - NIH’s instructions on G-194 are explicit about not including assignment information in the cover letter location.

Please also check out PennERA’s FORMS-D Quick Reference Guide: http://www.upenn.edu/researchservices/pdfs/Quick%20Ref%20Converting%20to%20Adobe%20D-FORMS.pdf

NIH TRANSITION TO PAYMENT MANAGEMENT SYSTEM SUBACCOUNTS--AWARD SETUP CHANGE DUE PHS-FITS

As many of you know, non-competing NIH awards with a budget period start of 10/01/2015 and later transitioned to a new payment request format, subaccount (NIH project) request. ORS began setting up new awards to accommodate the change. While setting up new awards enabled us to meet NIH’s requirements it creates a challenge with PHS-FITS requirements for the beginning of FY17. PHS-FITS requires certifications to be completed within the same fiscal year as the budget start date. For awards with a budget period start of 07/01/2016, PHS-Fits requires that certify the date be on or after 07/01/2016 (FY17). Per current process a fund will not be created until PHS-Fits is certified, therefore, in order to accommodate PHS-FITS certification re-requirements on awards with a budget period start of 07/01/2016, ORS will continue to set up awards as follows:

For awards that were certified in PHS-FITS in FY16, we will create an advance account for either $1 (for those awards for which the 7/1/16-6/30/17 NOGA has not been received) or the amount stated in the NOGA (if it has been received), but the award will not be processed until PHS-FITS is completed for FY17, on or after 07/01/16.

The Business Administrator should continue to contact ORS when PHS-FITs has been completed. Please contact the Research Integrity Office if you have questions about the FCOI certification process.

This approach will allow expenses such as those charge through feeder systems (such as POLARIS) and payroll to continue being charged to the award while the PHS-FITS requirements are completed.

To check if your department is expecting a non-competing award that would normally retain the fund, please run this report NIH_NON-COMPETES_FFY_by ORGrange. This report is located in the WEBI public folder (Public Folder/Schools and Center/Central Administration/Division of Finance/Office of Research Services (ORS) /SCHOOL AND CENTER REPORTS). This report is run by date range (Federal FY is 10/01/15-09/30/16) and by an ORG range that will return the projects that are due a Non-Competing segment by month.
Browser Support
In order to maintain the security on the PaymentNet application clients are no longer able to perform critical program tasks, such as menu bar navigation, transaction allocation, and account management, on Internet Explorer 8 or earlier versions. Please make sure you have access to one of PaymentNet’s currently supported browsers:

- Microsoft Internet Explorer 9, 10, 11
- Mozilla Firefox 31

Welcome Screen
Two enhancements were made to the “Items Awaiting Your Action” panel on the Welcome screen, as shown in Figure 1.

1. The “Transactions for Review” link indicates the total number of transactions that need to be reviewed across all the accounts within the user’s scope of view.
2. A new password expiration link indicates how soon the user’s password will expire and provide a link for changing it. This message will be displayed 30 days before the expiration date and continues to be displayed until the password is changed. When the password is successfully changed, the confirmation message reminds the user that the new password expires in 90 days.

   Note: The password expiration link is available for all roles.

Cardholder Enhancements
Cardholder Menu Bar. For PaymentNet users who have an UPENNCardholder, the PaymentNet menu bar includes new menus, as shown in Figure 2.

Statements. Cardholders are able to view, download, and print statements for their accounts by clicking the Statements option on the menu bar. With the new release, the Statements option is now removed from the Transactions menu.

   Please Note: You must still print your “Statement of Account” report which includes the required signature lines on a monthly basis.

My Accounts. Cardholders are able to view a list of their accounts by clicking the My Accounts option on the menu bar. With the new release, the Accounts tab has been removed from the My Profile screen, and the link to the Accounts tab has been removed from the Welcome bar.

Role-Based Help for Cardholders. With the new release, online help is provided that specifically addresses the tasks cardholders can perform in PaymentNet. When users with a UPENNCardholder role select Help > Help Index from the PaymentNet menu bar, they have access to only those topics that are relevant to their role, such as reviewing and managing transactions, running reports, and modifying their profile.

Users who have a non-cardholder role have access to the full PaymentNet Online Help system. Users who have multiple roles in PaymentNet see the version of online help that is appropriate for the role they currently have selected.

PaymentNet Resources Page. To view the new Resources page in PaymentNet, users can open Help > Resources on the PaymentNet menu bar. A new browser window opens with links to useful documents tailored to the user’s current role. Users in other, non-cardholder roles have access to additional resources, such as user guides, training documents, and Quick Reference Cards for administrative tasks.

A link to the Resources page can also appear in the Messages panel on the Welcome screen in PaymentNet, as well as on the Home screen in Commercial Card Online.

Note: When users click the link in Commercial Card Online, they are taken to PaymentNet, and the Resources page that is appropriate for their default role in PaymentNet displays.

The Bottom Line  September 2016
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, 2016. The Winner will receive a gift certificate for two for the University Club.

Last Quarter’s Winner - Congrats!
Hayley Sharpe
Grants Coordinator
Gastroenterology

Quarterly Quiz

1. What Item Type is selected for a PO for AppleOne temporary services?
2. Who is the Registration and Membership contact for the ABA?
3. What is the Employee Benefit Rate for Full-Time Employees for Sponsored Programs?
4. What is the date for ‘EXPERIENCED USERS of Concur - Q&A Open House’?
5. What date will a monthly paid faculty of staff member be paid?
Financial Systems Fast Facts

BEN Knows

http://www.finance.upenn.edu/benknows/

- BEN Financials Access eForms must be filled out by the User. A Supervisor may not submit eForms on User’s behalf.
  - Exceptions are when Employee/Consultant is no longer with Penn (Delete Logon ID), or transferring to another School/Center (Transfer)
- To permanently change your Default Approver for Requisitions only, the BEN Financials eForm is no longer needed; just email the Purchasing Department directly at purchsup@exchange.upenn.edu to request the change. To change a Buyer, a Change Buyer Request Form can be found in Documents/Forms, under the Comptroller’s website at: http://www.finance.upenn.edu/comptroller/forms/#BEN. The form can be e-mail to Purchasing Services at purchsup@exchange.upenn.edu.
- An Alternate Assignment for PO Manager is needed when:
  - PO Manager leaves the University*
  - PO Manager transfers Departments (ORGs) and does NOT retain the PO Manager Responsibility*
- To obtain an Alternate Assignment
  - Send an email with your name (PO Manager name) to benadmin@lists.upenn.edu and indicate who will be the Alternate Assignment and for how long. If the length of time is unknown or long term leave, you can simply say “on leave”
  - Alternate Assignment must have PO Manager Responsibility*

* When PO Manager leaves the University or does not retain PO Manager Responsibility, the Supervisor needs to complete the BEN Financials Access Request eForm and note Remove PO Manager and enter an Alternate Assignment on the eForm.

Financial Training Dept. (FTD) Key Links

http://www.finance.upenn.edu/ftd/

When a new employee arrives at Penn and is in need of financial training, feel free to guide them to our website where you can find a host of useful information to ‘shepherd’ your new person prior upon their arrival to Penn. Some key information that might be useful is as follows:

Calendar

http://www.finance.upenn.edu/ftd/calendar.shtml

Courses

http://www.finance.upenn.edu/ftd/courses.shtml

Documentation

http://www.finance.upenn.edu/ftd/documentation.shtml

Training and Access Requirements Grid


We look forward to seeing your new employee in an upcoming class!

The Financial Training Department

The Bottom Line  September 2016