**Human Capital Management Transformation Initiative Update**

The Human Capital Management (HCM) Transformation Initiative, which was launched University-wide in July, aims to improve the processes and systems used to manage Penn’s people resources and support core functions. These include recruitment and hiring, personnel administration, benefits, compensation, payroll, time management, faculty administration, and talent management.

This high-level implementation timeline shows milestones for HCM’s Workday@Penn and Service Desk:

![Timeline Diagram](image)

Workday@Penn encompasses implementation of Workday, the cloud-based HCM software that Penn has selected. System functionality will be implemented in two waves, with Wave 1 projected to go live in January 2019, and Wave 2 in January 2020.

To ensure the new Workday system is aligned with the most current processes, please keep the project team updated on any planned upgrades, modifications, or new systems. You can notify the team by emailing hcm-announcement@upenn.edu.

The HCM Service Delivery Model, which includes the Service Desk, is the vision for how people, processes, and technology will be integrated and organized to deliver HCM-related services to the University community. Some Service Desk Services are expected to be available by January 2018 (referenced above as “Service Desk 1.0”).

Updates will be shared regularly going forward. Visit [www.hr.upenn.edu/hcm](http://www.hr.upenn.edu/hcm) anytime to find the latest HCM information, or send questions to hcm-announcements@upenn.edu.

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**25 Year Club Celebration**

**The Division of Human Resources**

Invites members of the University Community with 25 or more years of service to their annual celebration.

**Thursday, October 5, 2017**

5 – 7 p.m.

Join us for conversation, companionship and dinner!

Registration is required for attendance by Friday September 22nd, 2017

Please contact [25yearclub@hr.upenn.edu](mailto:25yearclub@hr.upenn.edu) or 215-898-3463 with any questions.

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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 2017 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 2017 payroll, employees must visit the Tax Office, 3451 Walnut St, Room 310, by Friday, September 22, 2017. 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 2017 deadline. The individual can claim the exemption when filing their 2017 tax return. Please call the Tax Office at 215-898-6291 with any questions or concerns or submit a Tax Help Desk Inquiry at: https://www.finance.upenn.edu:44301/apps/TaxHelpDesk/

Avoid Identity Theft and Mail Delays - Receive W-2 Electronically!

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.

Follow these instructions to log-in to ADP W-2 services:

1. On the U@Penn Portal for Faculty and Staff, click on My Tax Info in the My Pay section
2. Login with your PennKey and Password
3. Enter your birthdate and last 4 digits of your SSN; click [Continue].
4. After reviewing text, click [Continue]
5. At the bottom, click on the link Click here for W-2 information for tax years 2013 and later. This will take you to the ADP site.
6. This first page will be the ADP Dashboard.
7. In the upper right hand corner, hover over your name and select Settings.
8. Click the slider to agree to Receive paperless statements and to be notified by email when your W-2 is ready. This will open a new window, where you must check the box to Receive Paperless Annual Tax Statements and click on [I agree].

- While logged in, make sure your email address is correct in the Contact Preferences box. Click [Edit] to change.
- Remember to close ALL browser windows when finished updating to protect your personal information.

You have until December 31, 2017 to select this option for your 2017 W-2. Once you opt out of having your W-2 mailed, you will continue to receive them electronically each year until you elect to receive a paper W-2 once more.

As a reminder, W2 forms for tax year 2012 and prior will remain on the U@Penn portal under “My Tax Info”. Tax forms for the current and prior two years are available on the ADP site.

Daylight Savings Time
November 5, 2017

The Bottom Line September 2017
Work Location Field in PennWorks/Personnel/Payroll System Record

To ensure appropriate taxation of individuals, the proper residence address and work address must be entered into the Personnel/Payroll system. Individuals are responsible for updating their residence addresses in “My Profile”. Payroll Administrators are responsible for entering work locations into PennWorks for new employees.

The Work Location field in PennWorks 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). Either the mail code or custom address is required, not both.

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:

1. The employee’s work location moves from one locality to another or from one state to another for more than 30 days, or
2. 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 foreign 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).

**HOW TO HANDLE HOLIDAY PAY IN eTIMESHEETS**

Weekly-paid staff members who are required to work on a University-recognized holiday may either:

- Receive their regular pay for the holiday plus a premium equal to one-and-one-half times their regular hourly rate for all hours worked on the holiday, or
- Receive their regular pay for the holiday plus compensatory time at the rate of one and a half hours off for each hour worked on the holiday. Compensatory time cannot be substituted for time worked in excess of 40 hours (refer to Overtime Compensation and/or Compensatory Time Policy 302).

This should NOT be coded to Overtime as that will cause issues with YTD and additional Overtime Calculations.

To properly code this within eTimeSheets (https://timereporting.apps.upenn.edu/)

1. Record the **Regular hours** that the Employee worked
   - DO NOT record this as Overtime within eTimeSheets
2. Add a **TX Transaction** within UMIS for the hours that the Employee worked on the holiday
3. Use the Earnings Type of **SHV** which will prompt to add the Variable Rate
4. The Variable Rate should be **1.5X** their normal rate

The Bottom Line  September 2017
The administration of Penn faculty and staff Health Care and Dependent Care Flexible Spending Accounts (FSAs) was transferred from ADP to WageWorks, Inc. providing a seamless transition is a top priority for ADP, WageWorks, Inc., and the University.

FSA participants will begin to see WageWorks, Inc. branding on spending account communications, documentation, forms and websites. However, at this time, there will be no change in how you access your spending account information, submit claims, or contact customer service.

You can continue to manage your FSA through www.pennbenefits.upenn.edu, Penn’s secure benefit enrollment and management website. You can also contact the Penn Benefits Center at 1-888-736-6236. Benefit Representatives are available 8:00 a.m. - 6:00 p.m. EST.
In an effort to improve monitoring, tracking and compliance of sponsored program cost transfers Penn’s Cost Transfer Policy #2113 has been revised. The BEN Financials Journal Entry Responsibility Journal Entry – G&C Cost Transfers for Expense is revised to align with the policy changes and is available in BEN Financials starting September 1, 2017. Existing users with the Journal Entry – G&C Cost Transfers for Expense responsibility are required to complete a web-based training course to maintain access to the revised responsibility.

**REVISED POLICY**

The revised policy introduces a new Category and all Grant & Contract cost transfers processed within the Journal Entry – G&C Cost Transfers for Expense responsibility will fall under one of three categories:

- **14 ADJUST** is for adjustments under $1,000 and within 90 days of the month end of the original transaction date. Also, 14 ADJUST can be used for certain adjustments greater than $1,000 and/or over 90 days that are not categorized as cost transfers. Note: G&C Cost Transfer journals in this category will post nightly.

- **15 G&C UN90** is for cost transfers that are within 90 days of the month end of the original transaction date. Note: G&C Cost Transfer journals in this category will post nightly.

Training for this revised responsibility was made available in Knowledge Link on August 14, 2017. If the training was completed by August 31, 2017, an existing user with Journal Entry – G&C Cost Transfer user automatically retained access to the revised responsibility on September 1, 2017. If, however, training was not completed by this date, the existing user will no longer have access to the G&C Cost Transfer responsibility. To regain access to the responsibility users will be required to complete both the on-line training and submit a BEN Financials eForm. New users will need to complete the BEN Balances - Manual Journal Entry training and complete a BEN Financials eForm.

If you any questions pertaining to the revised policy, please contact Kim Garrison at kimmg@upenn.edu. If you have any questions pertaining to the user list or training, please contact the Financial Training Department at doftraining@pobox.upenn.edu.

**NEW FEDERAL AGREEMENT FOR FY18 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:

- ***FY18 Employee Benefit Rate for Full-Time Employees: 31.7%***
- ***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

ISC is pleased to announce that effective today, Friday, August 25, 2017, the Penn+Box service team has changed the disk quotas to unlimited for all existing Penn+Box users, and has turned on unlimited storage for all new eligible users going forward.

ISC’s next project for Penn+Box is to eliminate accounts for people who no longer have an active Penn affiliation that have no files stored in Penn+Box. Details about this ‘deprovisioning’ project will be announced in a future update.

**ISC Client Care**
What Category Should I Use When Moving Research Related Charges FROM or TO Research Accounts?

Is the transaction from a sponsored-research account to a non-sponsored research account?  

**YES** Use Category 14

**NO**

Is transaction within the same project?

Examples of such transactions include but are not limited to:
- Corrections to BEN CNAC, ORG, OBJC, PROG or CREF account code combinations within the same sponsored project fund account
- Reassignment of expenses from a prime to subaccount fund for the same sponsored project
- Reassignment of expenses from the current project to the subsequent year fund of the same project
- Reassignment of suspense charges from the intended fund to the subsequent year fund of the same project

**YES** Use Category 14

**NO**

Is the transaction <$1000 and <90 days from the month end of the original transaction?

**YES** Use Category 14

**NO**

Is the transaction associated with obvious Fund transposition errors (e.g. 564758 instead of 564578) or Graduate Student medical coverage resulting from reassignment of a graduate student from any account to a sponsored project, where the Effort Reporting period is open, AND transaction is within 90 days of the month end of the original transaction date?

**YES** Use Category 14

**NO**

Is there a documented business reason that the original transaction was not charged to the grant AND transaction is within 90 days of the month end of the original transaction date?

Examples of such transactions include but are not limited to:
- Routine allocation of shared services or service center charges from the default account to the sponsored project account
- Initial PCARD allocations from the default fund to the sponsored project fund

**YES** Use Category 14

**NO**

Is the transaction within 90 days from the month end of the original transaction date?

**YES** Use Category 15

**NO**

Does the sponsoring agency require approval in advance for transactions made later than 90 days of month end of the original transaction date?

**YES** Use Category 16 w/attachment

**NO**

Use Category 16
Purchasing, Financial Services and ISC are pleased to announce the official launch of a campus-wide effort to provide the University of Pennsylvania and its supplier community with an enhanced Penn Marketplace. By introducing a web-based supplier management solution, one that will bring direct benefit to our Schools and Centers, this initiative will improve administrative efficiencies related to supplier onboarding, supplier self-service, electronic PO invoice processing, and the Non PO Request Form (current PDA) process.

The impetus for implementing these enhancements was driven in part by feedback from the field and Penn’s Procure-to-Pay (P2P) Champions regarding ways to improve the overall P2P processes. During the “Supplier Portal Initiative,’’ the effort that preceded this implementation, the Steering Committee and over 85 workshop participants in the Schools and Centers provided guidance on process improvements that the solution should address. Now the initiative will move forward with Jaggaer (formerly known as SciQuest) as the company offering this portal technology and Navigate Corporation, which will provide program management and change management support.

This initiative outlines meaningful objectives for Penn and its suppliers including:

- **Providing greater visibility** into the status of onboarding, invoicing, and payment transactions for end users and suppliers;
- **Improving efficiencies** through automation and supplier self-service; and,
- **Enhancing Penn’s controls** through improved, electronic procure-to-pay workflows.

We anticipate the Enhanced Penn Marketplace will launch in the third quarter of FY2018. Closer to that time, you will receive important information about what it means for you and the suppliers with whom you work. In the meantime, you can contact the project team at PennMarketplace@upenn.edu to offer feedback or ask questions.

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**Penn Purchasing Services Awarded a ‘Leadership in Greener Purchasing Award’ from Office DEPOT®**

Penn Purchasing Services was awarded a top honor, receiving Office Depot’s ‘Special Recognition in Greener Spend Analysis’ for the year 2016. This award is a distinguished honor as it is the only special recognition award that was bestowed from all of Office Depot’s customer segments.

While Penn has long been a leader in the higher education sector for greener purchasing, this award recognizes the University’s exemplary efforts specific to analyzing green spend data. At the conclusion of Office Depot’s assessment performed by its sustainable department and corporate leadership, the University of Pennsylvania is the company’s number one customer for requesting and analyzing green spend data.

This award was presented to Penn Purchasing during a recent Eco Reps Meeting.
- Did You Know...

...the verification ID for your Penn Travel Card from Bank of America is comprised of your first four digits of your Penn ID and your zip code used on your travel card application?

Consider adopting the best practice to store the Bank of America customer service support telephone numbers in your cell phone: 888-449-2273 US and 09-353-6656 International

...if your Purchasing Card has been declined, please visit PaymentNet to check the reason it was declined reason. Simply login to PaymentNet (https://www.paymentnet.jpmorgam.com), click on Transactions, then select Authorizations/Declines from the dropdown box. The reason code and description will then be displayed.

...if you need to increase your single limit amount on your Purchasing or Meeting Card, the cardholder should complete the online request at

http://cms.business-services.upenn.edu/purchasing/policies-a-forms/forms/index.php?option=com_form&form_id=4 or

http://cms.business-services.upenn.edu/purchasing/policies-a-forms/forms/index.php?option=com_form&form_id=5
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>Thursday</th>
<th>Wednesday</th>
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<th>Wednesday</th>
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<tr>
<td>September 28th</td>
<td>October 11th</td>
<td>November 13th</td>
<td>December 13th</td>
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<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>
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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.

**INVITATION TO JOIN THE ASSOCIATION OF BUSINESS ADMINISTRATOR (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 2017-18 ASSOCIATION OF BUSINESS ADMINISTRATORS STEERING COMMITTEE**

<table>
<thead>
<tr>
<th>Dawn MacAdams-Mull</th>
<th>Chair</th>
<th><a href="mailto:dawnmac@upenn.edu">dawnmac@upenn.edu</a></th>
<th>215-746-6369</th>
</tr>
</thead>
<tbody>
<tr>
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<td><a href="mailto:crallen@upenn.edu">crallen@upenn.edu</a></td>
<td>215-898-2356</td>
</tr>
<tr>
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<td>Paul Weidner</td>
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<tr>
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<tr>
<td>Greg Dougherty</td>
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<td>215-746-3021</td>
</tr>
</tbody>
</table>

**QUARTERLY QUOTE**

“Without Freedom of Thought, there can be no such thing as Wisdom; and no such thing as public Liberty, without Freedom of Speech.”

Benjamin Franklin

*The Bottom Line*  September 2017
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

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 doftraining@pobox.upenn.edu no later than November 1, 2017

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

Last Quarter’s Winner - Congrats!
Maureen Goldsmith
Administrative Coordinator, ISC

Quarterly Quiz

1. What are the steps to record Holiday Pay?
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. How many days do I wait before I can re-hire an employee in PennWorks?
5. What is the date and time of the Purchasing Services Annual Supplier Show?

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
- Alternate assignments can be used in BEN Financials to designate a delegate approver for invoice holds while the PO Manager is out of the office. Previously, these requests needed to be e-mailed to Financial Systems. However, a form to submit this request electronically is now available on the Purchasing Services website. The form is located under Policies & Forms>Purchasing Forms>Request Vacation Rule (http://cms.business-services.upenn.edu/purchasing/policies-a-forms/purchasing.html). The requester may enter a timeframe for the effective dates as well as selecting if the delegate will be approving requisitions/purchase orders (Vacation rule), invoice holds (Alternate Assignment), or both. The delegation request will automatically expire at the date and time given.

* 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.