

A Quarterly Newsletter
from the Division of Finance.
The University of Pennsylvania

ACCOUNTS PAYABLE REQUIREMENTS



As of July 21, 1997, Accounts Payable and Travel have reinstated a more intensive review of object code usage as an integral part of the C-form auditing process. This review was temporarily halted, except for serious errors in coding, early in fiscal year 97. During the past year, we have encountered a significant number of forms that have used object codes that did not appropriately categorize the transaction. The backup information on the form indicated that there was a better object code choice for the transaction that was being processed.

Please review the object code list that the Comptroller's Office has prepared and make every effort to code your transactions in accordance with that listing. Some of the codes are fairly specific and care should be exercised in determining which object code to use. The appropriate code should be based upon the details of the transaction.

Accounts Payable and Travel will use the object code list (expense object codes can be found on the Comptroller's home page) and the Commodity Matrix (the Matrix can be found on the Purchasing Department's home page) as the basis for their review of object codes. Through the end of August, corrections were made in Accounts Payable with a notification sent to the individual who prepared the document for future reference. Beginning in September, changes will be made without formal notification to the preparer of the document.



WEB SITINGS

Comptroller's Office Homepage

<http://www.upenn.edu/comptroller>

Comptroller's Office - Travel Program

<http://www.upenn.edu/comptroller/travel/>

Project Cornerstone (FinMIS)

<http://www.umis.upenn.edu/cornerstone>

Treasurer's Office - Cashier & Cash Management

<http://www.upenn.edu/treasurer/cashinfo/>

Cornerstone support information home page:

<http://www.umis.upenn.edu/cornerstone/hotline>

Information Systems & Computing

<http://www.upenn.edu/isc/>

Purchasing (Acquisition Services)

<http://www.upenn.edu/purchasing/>

Student Financial Services

<http://www.upenn.edu/sfs/>

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FinMIS Tip

Have you seen this message on your screen after you've entered inaccurate data or decided you wanted to revise your search?

"Please wait....."

To stop the search and revise or enter a new search criteria, simply press:

[CTRL] C

This will cancel your query immediately.

PURCHASING DOCUMENT SECURITY REMOVED

All FinMIS Purchasing users are reminded that document security has been removed. In order to comply with University guidelines (i.e., "it is inappropriate to access, review or alter in any way purchase orders that are not directly related to one's organizational unit"), it will now be necessary to specifically limit all on-line queries and report requests to avoid viewing data belonging to other organizations.

Examples of limited searches:

- To finish "Incomplete" orders listed on your Notification screen:
 - Navigate to Enter Purchase Orders
 - Press F3
 - Enter enough of Buyer Name to insure uniqueness (Smith, QU%)
 - Press F2 to return your own documents
 - DO NOT perform blind queries (F2 only) on this form
- To find a departmental order to (eg. Staples) without knowing the Buyer Name:
 - Navigate to View Purchase Orders
 - Enter Ship-to Location and Vendor as search criteria
 - Scroll through search results to identify order
 - If unsuccessful, repeat search with other possible ship-to's
- To review open orders created by multiple buyers for a particular ORG:
 - Navigate to Run Reports
 - Select "Open Purchase Orders Report" by Cost Center
 - Supply CNAC and/or ORG parameters
 - DO NOT run "Open PO's by Buyer" without Buyer parameter

Limited searches in this way will provide maximum efficiency and avoid accidental review of orders belonging to another organizational unit.



DID YOU KNOW?...

. . . Effective September 8, 1997 BOB ALLISON is the new MANAGER of GENERAL ACCOUNTING. Welcome Bob!

. . . ADDITIONAL PAYS for employees must be processed on an ADDITIONAL PAY FORM. Additional pays MUST NOT be processed on-line using the PAYROLL DATABASE. Authorizing signatures are required on the Additional Pay Form and are mandatory for all additional pay requests.

. . . The BATCH NAMING CONVENTION for all manual journal entries is XXXX.ZZZ.DD.MM.xx where XXXX is your ORGANIZATION and ZZZ are your initials. It is MANDATORY that you place the appropriate ORG NUMBER (NO ALPHA) at the beginning of the Batch Name as this identifies the department creating the transaction.

. . . The NAME in the Batch Zone of the Enter Journals screen SHOULD BE TYPED EXACTLY as the NAME in the JOURNAL ENTRY ZONE. This becomes critically important when requesting reversing journal entries. The reversing journal uses the NAME from the JOURNAL ENTRY ZONE, therefore if it's different from the NAME typed in the BATCH ZONE you WILL NOT be able to successfully query your entries.

Quarterly Quote

*The surest way to fail is
to try to please
everyone.*

- Unknown

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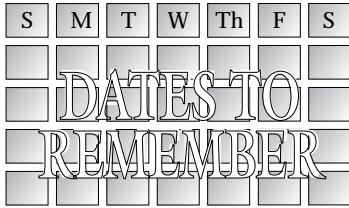
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FINMIS JOURNAL ENTRY SOURCES

JE Source	Description	Comment
ARCHIVES	Archives	feeder
BOOKSTORE	Business Services: Bookstore	feeder
BULK_LABOR	Internal Mail Svcs: Bulk Labor	feeder
BULK_MAIL	Internal Mail Svcs: Bulk Mail	feeder
Budget Journal	Budget Journal	online budget je
COMPUTER_CONN	Business Services Computer Connection	feeder
Conversion	Historical Data Conversion	initial conversion process
DAILY_POSTAGE	Internal Mail Svcs: Daily Postage	feeder
DHL	Internal Mail Svcs: DHL	feeder
DINING	DINING	feeder
Encumbrance	Manual Encumbrance Entry	online encumbrance je
FACULTY_CLUB	FACULTY CLUB	feeder
FED_EX_DOM	Internal Mail Svcs: Fed Express Domestic	feeder
FED_EX_INTL	Internal Mail Svcs: Fed Express Int'l	feeder
GIFT_CASH	Gift Cash/Receipts	feeder
GIFT_CREDITCD	Gift Credit Card	feeder
GIFT_PLEDGES	Gift Pledges	feeder
GIFT_RECLASS	Gift Reclassification	feeder
GIFT_SECURITIES	Gift Securities	feeder
GRANTOH	Grant & Contract Overhead	custom process
GRANTRA	Grant & Contract Revenue Accrual	custom process
GRANTREV	Grant & contract Revenue Recognition	custom process
INTL_MAIL	Internal Mail Svcs: International Mail	feeder
Invest	Investment Accounting Process	custom process; income distribution
LRSM1	LRSM Feeder, format 1	feeder
MAIL_LABOR	Internal Mail Svcs: Mail Labor	feeder
MAP_FIXER	Mapping Correction Process	special one-time mapping adjustments
MED_CELL_CENTER	MED Cell Center	feeder
MED_COMPUTING	MED_COMPUTING	feeder
MED_COPY_CENTER	Med Copy Center	feeder
Manual	Manual Journal Entry	online journal entry
MassAllocation	Mass Allocation	mass allocation
PENNCARD	PENNCARD	feeder
PENN_NET	DCCS Network Charges	feeder
PHYSICAL_PLANT	Physical Plant	feeder

FINMIS JOURNAL ENTRY SOURCES (cont.)

JE Source	Description	Comment
PILLAR	Pillar Budget	Pillar budget upload
POSTAGE_DUE	Internal Mail Svcs: Postage Due	feeder
PRL_ENCUMBER	Payroll Encumbrances	feeder
PRL_PAYROLL	Payroll Transactions	feeder
PRL_REVCUMBER	Payroll Encumbrance Reversal	feeder
PROCARD_CREDITS	Procard Credits	feeder
PROCARD_DEBITS	Procard Debits	feeder
PUBLICATIONS	Publications	feeder
Payables	Accounts Payable System	payables transactions
Purchasing	Purchasing System	purchasing transactions
RADIATN_SAFETY	Radiation Safety	feeder
RESIDENT_MNT	Residential Maintenance	feeder
Reclass_Capexp	Revenue Reclass, Capital Expenditure	custom process
Reclass_Endow	Revenue Reclass, Endowments	custom process
Reclass_Expense	Revenue Reclass, Expense	custom process
Reclass_Gift	Revenue Reclass, Gift	custom process
Reclass_Overhead	Revenue Reclass, Overhead Endow/Gifts	custom process
Reclass_Rule	Revenue Reclass, Spending Rule Value Reclass	custom process
Reclass_School	Revenue Reclass, School Designated Book Value	custom process
Recurring	Recurring Journal Entry	recurring journal entry
SAS_CHEMISTRY	SAS Chemistry	feeder
SAS_PHYSICS	SAS Physics	feeder
SFS_AFSA	Student Financial Services: AFSA	feeder
SFS_BRS	Student Financial Services: BRS	feeder
SFS_COLLECTIONS	Student Financial Services: Collections	feeder
SPECIAL_RUN	Special Processing	special one-time adjustments
TELECOMM	Telecommunications	feeder
ULAR_PERDIEM	ULAR Per Diem	feeder
ULAR_PROCUREMENT	ULAR Animal Procurement	feeder
UMIS_CHARGES	Umis Chargeback	feeder
WH_AUDIOVISUAL	Wharton Audiovisual	feeder
WH_REPROGRAPH	Wharton Reprographics	feeder
XPRESS	Internal Mail Svcs: Xpress	feeder



O F F I C E S

Payroll Department • General Accounting
• Office of Research Administration

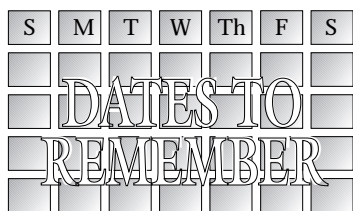
PAYROLL WEEKLY CLOSING AND PAYDATES

Pay Period	Weekly Pay Dated	Time Reporting Data Entry for Positive/Exception Employees by Monday 3:00 p.m.	Supporting Documents For New Appointments Must Reach Personnel Records by 5:00 p.m.	Database On-Line Changes to Existing Employees Must be Made Before 5:00 p.m.	Vacation Advance & Add'l Pay Forms Due in Payroll by 5:00 p.m
09/01-09/07	09/12/97	09/08/97	09/02/97	09/08/97	09/05/97
09/08-09/14	09/19/97	09/15/97	09/09/97	09/15/97	09/12/97
09/15-09/21	09/26/97	09/22/97	09/16/97	09/22/97	09/19/97
09/22-09/28	10/03/97	09/29/97	09/23/97	09/29/97	09/26/97
09/29-10/05	10/10/97	10/06/97	09/30/97	10/06/97	10/03/97
10/06-10/12	10/17/97	10/13/97	10/07/97	10/13/97	10/10/97
10/13-10/19	10/24/97	10/20/97	10/14/97	10/20/97	10/17/97
10/20-10/26	10/31/97	10/27/97	10/21/97	10/27/97	10/24/97
10/27-11/02	11/07/97	11/03/97	10/28/97	11/03/97	10/31/97
11/03-11/09	11/14/97	11/10/97	11/04/97	11/10/97	11/07/97
11/10-11/16	11/21/97	11/17/97	11/11/97	11/17/97	11/14/97
11/17-11/23	11/26/97	11/24/97*	11/18/97*	11/24/97	11/21/97
11/24-11/30	12/05/97	12/01/97	11/25/97	12/01/97	11/28/97
12/01-12/07	12/12/97	12/08/97	12/02/97	12/08/97	12/05/97

* Cut off dates are earlier due to the Thanksgiving Holiday.

PAYROLL MONTHLY CLOSING AND PAYDATES

Monthly Payroll Paydate	Time Reporting Date Entry for Late Pay, Reduction in Pay & Late Pay Approval by Thurs, 4:00 PM	Supporting Documents for New Appointments Must Reach Personnel Records by 5:00 PM	DataBase On-Line Changes to Existing Employees Must be Made by 5:00 PM	Additional PayForms Due in P/R by 4:00 PM
09/30/97	09/18/97	09/12/97	09/19/97	09/15/97
10/31/97	10/23/97	10/17/97	10/24/97	10/20/97
11/26/97	11/19/97	11/13/97	11/20/97	11/14/97



OFFICES

Payroll Department
 General Accounting
 Office of Research Administration

SPONSORED PROGRAM HOMEPAGE ADDRESSES



FASTLANE allows PI's to check on the status of their NSF proposals, prepare electronic proposals to NSF, submit the final report of their NSF grant:

<http://www.fastlane.nsf.gov/>

Information on foundations, their offerings and regulations:

<http://www.philanthropy-journal.org/plhome/plhome.htm>

The NCURA page is a good resource for Federal agency information.

<http://nhse.cs.rice.edu:80/ncura/>

The Library of Congress is good for federal regulations.

<http://lcweb.loc.gov/homepage/lchp.html>

FEDIX provides information on Federal Resources. It has a free service to inform faculty when agencies are seeking proposals in their areas.

<http://web.fie.com/>

Penn subscribes to SPIN, through which faculty can search for sources of support.

<http://spin.infoed.org/>

University policies on Research Administration are on the VP for Research homepage:

<http://www.upenn.edu/VPR/VPRHP.html>

Tech Transfer maintains the patent policies and related documents at:

<http://www.restech.upenn.edu/>

FinMIS ACCOUNTING SYSTEM CLOSING SCHEDULE

<u>Period</u>	<u>Begin Date</u>	<u>End Date</u>
Sept 97	08/30/97	09/30/97
Oct 97	10/01/97	10/31/97
Nov 97	11/01/97	11/26/97

The cut-off dates for significant business processes are as follows:

<u>Transaction Type</u>	<u>Cut-Off Date for Receipt by Central Office</u>
Cash Receipts	Next to last business day of the period, 12:00 p.m.
Central Gifts Receipts	Next to last business day of the period, 4:00 p.m.
On-Line Journals	Last Day of the period, 6:00 p.m.
ProCard Journals*	Last Friday of the period, 6:00 p.m.
Collections	Last Monday of the period, 5:00 p.m.

* Note that ProCard Journals are imported every Friday and remain unposted for one week to allow ProCard holders to revise the account distribution on-line in FinMIS.

OFFICE OF RESEARCH ADMINISTRATION

National Institutes of Health (NIH) Deadlines

- Oct 1, 1997 - New Research Grant, Conference, FIRST and Career Development Awards. ALL Program Project* and Center Grants*
- Nov 1, 1997 - Competing Continuation, Supplemental, and Revised Grants
- Dec 5, 1997 - Individual National Research Service Award

* For these specialized grant applications, consult with the appropriate PHS awarding component prior to the preparation of an application, particularly if

GRADUATE STUDENT AND POST-DOCTORAL APPOINTMENTS AT THE UNIVERSITY OF PENNSYLVANIA

This document defines *Graduate Student and Post-Doctoral Appointments* at the University of Pennsylvania and is a guide for business administrators on the current taxability of payments to the student or researcher. All individuals appointed in the job classes listed on this document must receive letters of appointment that define the length of the appointment, the level of funding, and the services expected.

Graduate Student Appointments

The following appointments are limited to persons registered for full time study in the graduate or professional programs of the University of Pennsylvania. Service-related appointments are for one year or less; however, they may be renewed if the renewal is consistent with limits placed on the length of service for the rank. Service-related appointments do not on average require more than 20 hours of teaching or research services per week.

Teaching Assistant - A Teaching Assistant is a full-time graduate student enrolled in a degree program who teaches or guides students under the direction of a faculty member. The teaching assistant's **duties are not a requirement for the degree.**

The stipend is subject to Federal income tax and Pennsylvania personal income tax. One-half of the stipend is also subject to City of Philadelphia wage tax. In addition, as a full-time graduate student, a Teaching Assistant's stipend is exempt from FICA/Medicare tax.

The following information should be entered into the Personnel/Payroll System for Teaching Assistants:

Job Class:.....21700421700²
 U.S. Earnings Type:GF5..... GF1
 Nonresident alien
 Earnings Type!: For Tax Office use only!
 Object Code/Sub Code: 5040/1325049/146

¹Due to the complexity of U.S. tax laws concerning Nonresident Aliens, the earnings type must be entered by tax office personnel.
²For summer teaching/research assistant appointments only! (For students that are not enrolled in summer courses). This job class will be subject to FICA/Medicare tax and a part-time EB rate will be charged. (See footnote 5!)

Teaching Fellow - A Teaching Fellow is a full-time graduate student appointed to provide teaching or guidance of students directly related to the area in which his or her degree is to be conferred, and in which **equivalent teaching is required of all candidates as a condition for receiving such a degree.**

The stipend is subject to Federal income tax, but not Pennsylvania personal income tax. One-half of the stipend is also subject to City of Philadelphia wage tax. In addition, as a "full-time" graduate student a Teaching Fellow's stipend is exempt from FICA/Medicare tax.

The following information should be entered into the Personnel/Payroll System for Teaching Fellows:

Job Class:.....217003
 U.S. Earnings Type:GF6
 Nonresident alien
 Earnings Type!: For Tax Office use only!
 Object Code/Sub Code: 5048/140

Research Assistant - A Research Assistant is a full-time graduate student engaged to aid the research of an investigator or a member of the faculty. The work, even if carried out in the home department, **is not** a requirement for the degree. A Research Assistant's stipend is subject to Federal income tax and Pennsylvania personal income tax. One-half of the stipend is subject to City of Philadelphia wage tax. In addition, as a full-time graduate student a Research Assistant's stipend is exempt from FICA/Medicare tax.

The following information should be entered into the Personnel/Payroll System for Research Assistants:

Job Class:.....20606020606¹
 U.S. Earnings Type:GF5GF1
 Nonresident alien
 Earnings Type!: For Tax Office use only!
 Object Code/Sub Code: 5041/1335042/147

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GRADUATE STUDENT AND POST-DOCTORAL APPOINTMENTS AT THE UNIVERSITY OF PENNSYLVANIA

CONTINUED

Research Fellow - A Research Fellow is a full-time graduate student appointed for research directly related to the area in which his or her degree is to be conferred and in which **equivalent research is required of all candidates as a condition for receiving such a degree**. The stipend is subject to Federal income tax, but not Pennsylvania personal income tax. One-half of the stipend is also subject to City of Philadelphia wage tax. In addition, as a full-time graduate student a Research Fellow's stipend is exempt from FICA/Medicare tax.

The following information should be entered into the Personnel/Payroll System for Research Fellows:

Job Class:.....217303
 U.S. Earnings Type:GF6
 Nonresident alien
 Earnings Type¹: For Tax Office use only!
 Object Code/Sub Code: 5044/136

Educational Fellowship Recipient - An Educational Fellow is a full-time graduate student enrolled in a degree program. An Educational Fellow receives a fellowship that is normally paid from University of Pennsylvania funds, such as a dean's account or the University Fellowship fund, that requires no service of the student for the term of the appointment. Amounts paid to such students are to aid them in the pursuit of their studies, the primary purpose of which is to further the students' education and training. Since an Educational Fellow **is not** required to perform services, the University is not currently required to withhold Federal income tax, FICA/Medicare tax, Pennsylvania personal income tax, or City of Philadelphia wage tax or report any payments on IRS Form W-2³.

The following information should be entered into the Personnel/Payroll System for Educational Fellowship Recipients:

Job Class:.....217401
 U.S. Earnings Type:GF2
 Nonresident alien
 Earnings Type: For Tax Office use only!
 Object Code/Sub Code: 5046/139

Pre-Doctoral Trainee - A Pre-Doctoral Trainee is a full-time graduate student enrolled in a degree program, who participates in training programs directly related to his/her degree. A pre-doctoral trainee receives a fellowship that is paid from external grants but that requires no service of the student for the term of the appointment. The normal source of funding is a **U.S. government training grant** (i.e. an N.R.S.A. institutional or individual grant). A Pre-Doctoral Trainee **does not** perform services for the University, but may engage in research to further his or her personal and professional development. Since no services are required by the individual, the University **is not** currently obligated to withhold Federal income tax, FICA/Medicare tax, Pennsylvania personal income tax, or City of Philadelphia wage tax or report such payments on IRS Form W-2³.

The following information should be entered into the Personnel/Payroll System for Pre-Doctoral Trainees:

Job Class:.....217801
 U.S. Earnings Type:GF2
 Nonresident alien
 Earnings Type: See footnote⁴!
 Object Code/Sub Code: 5047/141

³Although no reporting or withholding is required for U.S. students, the students must report and pay federal income tax on any payments in excess of tuition, fees, books, and certain other expenses. Further, there are special rules for international students. All Educational Fellowship grants to international students must be reported on IRS Form 1042S. If the student is **not** from a tax treaty country, then federal income tax must be withheld from the stipend allowance at 14%. Those students from a tax treaty countries that have a provision for scholarships and fellowships, may claim exemption from withholding by completing Form C-100I. for more information on international students, please consult the **Foreign Student Tax Guide**.

⁴Foreign individuals on temporary or student visas are not eligible for N.R.S. A. institutional or individual awards under U.S. Department of Health and Human Services guidelines.

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GRADUATE STUDENT AND POST-DOCTORAL APPOINTMENTS AT THE UNIVERSITY OF PENNSYLVANIA

CONTINUED

Post-Doctoral Appointments

Post-Doctoral Researcher - A Post-Doctoral Researcher is an individual who comes to the University for the principal purpose of furthering his/her personal development by engaging in research programs. A post-doctoral researcher holds a post-baccalaureate degree, normally the highest degree earned in the field. The normal source of funding is a **research** grant. Since research services are required, the Post-Doctoral Researcher's stipend is subject to Federal, FICA/Medicare, State, and City of Philadelphia taxes. A part-time EB rate will be charged for this position.⁵

The following information should be entered into the Personnel/Payroll System for Post-Doctoral Researchers:

Job Class:.....217500
 U.S. Earnings Type:.....PD4
 Nonresident alien
 Earnings Type:..... For Tax Office use only!
 Object Code/Sub Code:..... 5047/141

Post-Doctoral Fellow⁶ - A Post-Doctoral Fellow is an individual who comes to the University for the principal purpose of furthering his/her personal development through participation in advanced training programs. The post-doctoral fellow holds a post-baccalaureate degree, normally the highest degree earned in the field. Funding is provided by a private foundation or non-profit charitable organization such as the American Heart Association, American Cancer Society, and similar type organizations exempt from federal income tax under section 501(a) of the Internal Revenue Code. A Post-Doctoral Fellow's stipend may not be supplemented by funding from a research grant. A Post-Doctoral Fellow's stipend is subject to Federal income tax, and City of Philadelphia wage tax. In order to be exempt from Pennsylvania personal income tax and FICA/Medicare tax, there **can not** be any quid pro quo in connection with the award.

The following information should be entered into the Personnel/Payroll System for Post-Doctoral Fellows:

Job Class:.....217603
 U.S. Earnings Type:.....PD3
 Nonresident alien
 Earnings Type:..... N/A
 Object Code/Sub Code:..... 5043/135

N.R.S.A. Post-Doctoral Fellow - N.R.S.A. Post-Doctoral Fellows are individuals who come to the University for the principal purpose of furthering their personal development through participation in advanced training programs. They hold post-baccalaureate degrees, normally the highest degree earned in the field. The source of funding is an individual or institutional National Research Service Award from the federal government to support the individual's training. An N.R.S.A. Post-Doctoral Fellow's stipend is subject to Federal income tax, and City of Philadelphia wage tax, but is currently exempt from Pennsylvania personal income tax and FICA/Medicare tax.

The following information should be entered into the Personnel/Payroll System for N.R.S.A. Post-Doctoral Fellows:

Job Class:.....217703
 U.S. Earnings Type:.....PD3
 Nonresident alien
 Earnings Type:..... N/A⁴
 Object Code/Sub Code:..... 5043/135

Business administrators should exercise care in assigning students and post-doctoral candidates to these categories. Any questions concerning the taxability of an award should be directed to John Butler or Jake Miller in the Corporate Tax Office (extension 8-8967; or 8-1543 respectively). Questions concerning the guidelines of governmental or private agency post-doctoral awards should be directed to the Office of Research Administration (extension 8-7293). Failure to follow these guidelines could result in the University's facing an unwarranted tax liability for which the school or department shall be held responsible.

The SF-1 Form is now obsolete. The Graduate Student and Postdoctoral Appointment Information Form which is included in this guide, replaces the SF-1 Form. This form will be required for all appointments effective July 1, 1997.

⁶The Post-Doctoral Fellow appointment can not be used, for federal grants and contracts where research services are required under OMB Circular A-21.

⁵The Office of the Comptroller will waive the part-time EB charge for graduate students and Post-Doctoral Researchers for a one year period from July 1st, 1997 to June 30th, 1998. Effective July 1st, 1998 part-time EB rate will be charged on all graduate student and post doctoral appointments that are subject to FICA/Medicare tax.



TRAVEL ADVISORY

Travel Office, 308 FB/6284 898-3307

REMINDERS WHEN PROCESSING TRAVEL-RELATED C-FORMS

COPIES

When to make copies: If paying a Registration, please make sure you attach the **original and one copy** of the completed registration form. The copy stays with the form and is filed; the original accompanies the check.

When **not** to make copies: When processing travel and entertainment reimbursements, please attach original receipts only. It is not necessary to attach duplicate copies of the original receipts as well. The copies are for your files.

ATTACHING RECEIPTS

When attaching receipts, be sure to tape them onto blank pieces of paper so that they can be audited and micro-filmed. Stapling receipts or providing them in envelopes is unacceptable and delays the process.

NEW SAVINGS OPPORTUNITY FOR TRAVEL TO THE ORIENT

Cathay Pacific Airways is offering discounted rates to Universities that use the services of American Express Travel. You can save up to 40% off of published coach fares by making your arrangements through American Express. American Express will seek out the lowest applicable airfare for your itinerary on Cathay Pacific and charge a \$50 transaction fee per ticket.

Cathay Pacific has departures out of New York and Los Angeles and flies into Hong Kong, Taipei, Bangkok, Singapore, Saigon, Manila, Jakarta and more. Cathay Pacific also services China with their sister airline, Dragonair.

If you are planning a trip to Asia and are not restricted to traveling on a U.S. carrier, call American Express at **898-9439** or **1-800-796-7573**. *These fares are applicable for University students, faculty and staff only. A valid Penn ID will be required prior to issuance of a ticket and may be required at the airport as well.*

NEW TAX

With the issuance of the latest tax bill, you will see the following changes with reference to airline ticket tax commencing August 13th for travel on or after October 1st. The domestic ticket tax drops from 10% to 9% and a new \$1 per flight segment fee will be introduced. Over the next three years the tax will drop to 7.5% and the per segment charge will increase to \$3. The international departure tax will increase to \$12 and, for the first time, an arrival tax of \$12 will be assessed as well.

SEAT ASSIGNMENTS . . . REMINDER

United Airlines and other carriers announced on June 1, 1997, that all seat assignments are subject to release and reassignment if a traveler has not checked-in at least 20 minutes prior to a scheduled domestic departure. Just another reason to get to the airport early!

LATE FEES WITH YOUR CORPORATE CREDIT CARD

American Express Corporate Credit Card program recently changed their late fee assessment policy. Until now, they did not assess any late charges until 90 days had transpired on an unpaid balance. Now a late fee will be assessed after a balance remains unpaid for **60 days**. Late fees are assessed at \$15 or 2.75% (whichever is greater).

We urge everyone to request all reimbursements in a timely manner to insure that no late fees are assessed. Account reconciliation and timely payment submission to American Express is the responsibility of each individual cardholder and the University does not reimburse for late fees.

WINDOW HOURS FOR CASH ADVANCES

Please advise anyone seeking a cash advance that cash advances are only processed at the Travel Office window from **11:00 AM to 3:00 PM**.

~ R E M I N D E R ~

The University now has negotiated fares with
AMERICAN AIRLINES

You can save up to 15% when you purchase an American Airlines ticket, if you make your arrangements with:

AMERICAN EXPRESS TRAVEL
898-9439 or 1-800-796-7573

Book with American Express Travel, the preferred agency with the University . . . and save.

A similar savings opportunity is available on

US Airways

as well, so be sure to make your arrangements with American Express!

OFFICE OF STUDENT FINANCIAL SERVICES

Below are the dates when SFS will be producing Bills, the due dates, and system input deadlines.

TERM	PRODUCE BILLS	BILL DUE DATE	ADDRESS USED	AUTOMATED FEEDER FILE UPDATE TO BRS	INPUT DEADLINE TO STUDENT ACCOUNT ADJUSTMENTS(SAJ)	INPUT DEADLINE TO SAM - DEPT GRANTS RA/TA/RF'S
Fall '97	Sep 03, 1997	Sep 29, 1997	L	Sep 01, 1997	Sep 03, 1997	Aug 29, 1997
	Oct 03, 1997	Oct 29, 1997	L	Oct 01, 1997	Oct 03, 1997	Sep 26, 1997
	Nov 03, 1997	Nov 25, 1997	L	Oct 30, 1997	Nov 03, 1997	Oct 31, 1997

ADDRESS OPTIONS:

- P = Permanent
- L = Local
- G = UGrad to Home Grad to Local

Note: Address option always selects the Billing address first.

SUBJECT TO CHANGE

Note: Any questions related to these schedules should be directed to SFS-Student Accounts at extension 8-4280.

Directions:

1. Feeder File Updates - All transactions from other systems are transferred to the Billing & Receivable System (BRS) prior to each billing run. "Feeder Files" (e.g. Registrar, Residence, Financial Aid(SAM) and other departments) are scheduled to be passed to BRS each week.
2. Student Account Adjustments - Do not post tuition and fee adjustments for the current term until after the financial DROP/ADD time period is over (see automated SRS & Tuition Adjustment Schedule on next page).
3. Automated SRS & Tuition Adjustment Schedule

All entries posted to SRS must be updated prior to 5:00 p.m. on these dates. The final dates to process tuition related adjustments for a given term are indicated in bold.

OFFICE OF STUDENT FINANCIAL SERVICES (cont.)			
TERM	TUITION ADJUSTMENT	INPUT TO SRS	SRS TRANSFER TO BRS
Fall 1997	TUITION CALC DROP/ADD DROP/ADD	JUN 19, 1997 SEP 11, 1997 SEP 19, 1997	JUN 20, 1997 SEP 12, 1997 SEP 19, 1997
<p>4. RT Delete Updates - are run on a daily basis during the TUITION CALC and financial DROP/ADD time periods. These updates will adjust students' accounts that the DROP/ADD process is unable to handle. These adjustments are primarily for students placed on leave, dropped or withdrawn.</p> <p>5. Financial Hold - Tentative Dates Warning letter mailed - October 1, 1997 for Spring 1998 Advance Registration (Begins Nov 3-Nov 16) Actual hold posted/letter mailed - October 17, 1997 for Spring 1998 Advance Registration</p>			

**OFFICE OF
STUDENT
FINANCIAL
SERVICE**

Office Hours:
 Monday through Wednesday
 9:00 a.m. - 4:45 p.m.
 Thursday
 9:00 a.m. - 3:45 p.m.
 Friday
 9:00 a.m. - 4:45 p.m.

**Office of Student
Employment**
*The Federal Work-
Study Program*
 begins
September 1, 1997
 and ends
May 17, 1998.

New Address:
 3927 Walnut Street
 PA 19104/3699
 Federal Work: 898-6966
 Job Referral: 898-7539
 E-Mail: seo@sfs.upenn.edu

Website:
www.upenn.edu/sfs/seo

CASHIER'S OFFICE - FOREIGN CHECK POLICY

Mellon Bank has informed the Treasurer's Office that it will no longer accept foreign checks below \$100 for deposit.

Previously, we were able to deposit foreign checks of \$50 or more. The change is being made because foreign banks have been changing their payment structures and charging larger fees on collection items. Bank fees have increasingly been exceeding the face value of the smaller checks. The fees are imposed regardless of whether payment is made or the checks are returned for various reasons. Most other banks already had imposed a \$100 minimum for foreign checks. The Cashier's Office will, therefore, no longer be able to accept foreign checks below \$100 for deposit. We would encourage schools and departments to advise individuals abroad to make their payment via a U.S. check, an international postal money order, or through VISA/Master Card. If you have any questions concerning the new policy, please call Lynn DePorter, Cashier, at 898-7258. Thank you for your cooperation.



FINANCIAL TRAINING SEMINARS

FinMIS Financial Training Program

The FinMIS Financial Training Programs are designed to provide University financial administrators with hands-on instructions on how to 'Navigate' through the Purchasing and General Ledger business processes. These courses are conducted in 9 half day sessions on a monthly basis. NEW! To register, please complete the following registration form on the next page. This information will assist the FinMIS Trainer in determining the area of fiscal responsibility for each student. In addition, we are requesting that you include your Supervisor's signature on your registration form to assist in the identification of your duties and responsibilities.

Introduction to University Accounting and Business Functions/Chart of Accounts Training

Formerly known as: FinMIS Overview/Chart of Accounts

This program provides an organizational overview of the central offices involved in the University's basic business and accounting functions. The new General Ledger Chart of Accounts will be explained. Also included will be a general discussion of the Financial Training sessions provided by the University as well as how to enroll.

FinMIS Purchasing Training

This hands-on training session introduces the end-user to "Navigation" in FinMIS. In addition, you will learn how to maneuver in FinMIS by entering a standard purchase order through a multi-line, multi-distribution purchase order. You will also be exposed to a variety of types of purchase orders as well as how to submit your PO for approval. A discussion of your log-on access and computer security will also be included in this session.

Pre-requisite: Introduction to University Accounting and Business Functions/Chart of Accounts Training

FinMIS General Ledger Training

These hands-on training sessions will demonstrate how to enter a budget, complete a manual on-line journal and query your Procard transactions to select the appropriate object code for posting. In addition, this session will introduce the end-users to the batch naming conventions for journals, identifying and correcting suspense transactions and navigation for requesting financial reports.

Pre-requisite: FinMIS Purchasing Training

University of Pennsylvania

FinMIS Training Registration

Please complete the following information and return to:
Manager, Field Communications & Training • Room 313 FB/6284
Fax: 898-0817 Phone: 898-1733

Introduction to University Accounting & Business Functions/Chart of Accounts Training	One half-day session _____
FinMIS Navigation/Purchasing	Four half-day sessions _____
FinMIS General Ledger*	Four half-day sessions _____

*Please note: You will be notified via e-mail of the training dates and location for which you are to be scheduled.
 If you are responsible for Purchasing functions only, you are not required to attend the General Ledger sessions.

Personal Data: (Please print or type)

Name: _____ Years at Penn: _____
 SSN: _____ - _____ - _____ Title: _____
 School/Center: _____ Department: _____
 Campus Phone: _____ - _____ E-mail: _____@_____

Education and Training: Circle and complete the appropriate answer

Do you have a business degree? Y N Major: _____ Year earned: _____
 Have you ever taken an Accounting course? Y N Name: _____ Year taken: _____

Computer Experience: Please select the appropriate response

3 - Very familiar				2 - Some familiarity				1 - No familiarity
Lotus or Excel	3	2	1	WWW/Internet	3	2	1	
Word Processing	3	2	1	Mac or PC	3	2	1	
Windows	3	2	1	E-mail	3	2	1	

Financial Responsibilities: Circle or complete the appropriate answer

Process purchase orders	Y	N	Review and adjust Procard transactions	Y	N
Approve purchase orders	Y	N	Manage Unrestricted fund(s)	Y	N
Prepare budget entries	Y	N	Manage Sponsored Program fund(s)	Y	N
Review accounting reports	Y	N	Manage Gift fund(s)	Y	N
Prepare journal entries	Y	N	Manage Endowment fund(s)	Y	N
Clear suspense accounts	Y	N	Other _____		

Familiarity with University financial policies and procedures: Please select the appropriate response

3 - Very familiar				2 - Some familiarity				1 - No familiarity
Accounts Payable	3	2	1	Research Accounting	3	2	1	
Acquisition Services (Purchasing)	3	2	1	Research Administration	3	2	1	
Budget & Management	3	2	1	Travel	3	2	1	
General Accounting	3	2	1	Other: _____	3	2	1	
Payroll	3	2	1					

Name: _____ Date: _____
 Supervisor's Name: (printed) _____ Date: _____
 Supervisor's Signature (required) _____

FINANCIAL TRAINING SEMINARS

The Accounting & Business Certification Program

The Accounting and Business Certification Program is for all University staff members involved in the financial transactions of their department, school and/or center. This Certification program is designed to provide University staff members with the comprehensive financial training needed in order for them to fulfill their fiscal responsibilities with regard to the University's business functions in accordance with internal and external policies, procedures and regulations.

All new Transaction Authorization Cardholders (TAC) are required to attend this program. However, all staff members responsible for all or a portion of their department, school and/or center's financial activities are welcome and encouraged to attend.

We believe you will find the program informative and enlightening and look forward to your participation. Please see how to register on the last page of [The Bottom Line](#)

General Accounting Overview

This session will be an overview of the roles and responsibilities of the General Accounting Department as they relate to the FinMIS business processes. Included will be a general discussion of the chart of accounts, system administration, fund maintenance, journal maintenance, cash transactions and D-slips. Please note this is not a FinMIS hands-on training session.

Purchasing Overview

Includes a delineation of the roles and responsibilities of the Acquisition Services Department, a review of procurement policies and procedures as they relate to FinMIS. Please note this is not a FinMIS hands-on training session.

Accounts Payable Overview

Discusses the roles and responsibilities of the Accounts Payable Department as it relates to the new FinMIS business processes and its End-Users. Included will be an overview of how the Accounts Payable Department is currently organized. A discussion of Accounts Payable transactions including invoice "matched" to a P.O. and invoices "not matched" to a P.O., as well as those requiring receipts, will also be included. This session will display in the handout the Inquiry Screens for determining if an invoice has been paid, the check number and when the check cleared.

Travel Program/Policies and Procedures

Covers the important aspects of University's Travel Program. The seminar will review who are the preferred

travel providers for the University and why it is important to use them. The seminar reviews the Travel and Entertainment Policy and instructs attendees how to properly complete the C-1, C-1A, C-368 and Travel Authorization along with the correct travel object codes.

Payroll/Personnel Overview

Provides a basic understanding of the personnel/payroll system, personnel action processes, appropriate internal and external documents required to effect payment to an employee. Included will be general information regarding the Corporate Tax Department, their role and responsibilities as it relates to payments to University employees.

Office of Research Administration Overview

An introduction to the roles and responsibilities of the Office of Research Administration. Included will be an overview of the steps involved in the preparation and submission of sponsored research proposals and awards. This overview will highlight some of the important facts surrounding sponsored programs and well as illustrate the volume of research performed at each University School/Center.

Research Accounting Overview

An introduction to the roles and responsibilities of the Research Accounting Department. Provided will be an overview of the activity related to the establishment and maintenance of a Sponsored Agreement Account as it relates to FinMIS, its reporting requirements, methods of funding and account termination. A discussion of overdrafts and disallowances, adjusting entries and project closeouts will be conducted. Accessing Fund attributes, PBUD, PBIL, cash and receivable amounts will also be reviewed. In addition, the procedures required for segregating costs which are deemed "unallowable" by public and private sponsors of University research will be reviewed.

Standards for Conducting University Business

The purpose of this session is to outline, promote and reinforce the policies, procedures, and standards governing appropriate business conduct and internal control which all financial administrators are expected to abide by when performing their duties on behalf of the University. The course will use case studies covering transaction situations which may confront a financial administrator such as conflicts of interest; confidentiality; reporting integrity, etc.

FINANCIAL TRAINING SEMINARS

ADDITIONAL TRAINING COURSES

NEW! Gift & Endowment Overview

Prerequisite: FinMIS General Ledger Training

FOR EMPLOYEES RESPONSIBLE FOR FUND GROUPS 4 AND 6, this session will explain the Gift and Endowment process as it relates to FinMIS. The topics included will be defining Gift and Endowments, FASB Requirements, the Life Cycle of a Gift, Managing the Gift, Receipt of the Gift, Recording the Gift, Operating or Capital Budget, Budgeting the Gift and Reports.

Salary Management

Prerequisite: Human Resources Payroll Database Training

FOR EMPLOYEES ASSIGNED TO PAYROLL RESPONSIBILITIES, this session includes a demonstration by the instructor of the Salary Management screens. The processes for inquiring on an individual or an account will be reviewed as well as how to handle payroll reallocations. Salary Management is where the detailed accounting information is housed. The General Ledger contains summary information only.

Procurement Credit Card (Pro-Card)

FOR EMPLOYEES WHO HANDLE PROCUREMENT FOR THEIR DEPARTMENTS, this training session provides an overview for the University's procurement credit card program. Highlighted will be the ordering process, documentation, disputed transactions, ease of use, restricted commodities and card misuse. There will also be a demonstration of the on-line Pro-Card system, including security clearance, browse screens, and updating transactions where the account number to be charged for the purchase can be changed.

On-Line Payroll Time Reporting

Prerequisite: Security Access to On-Line Payroll Time Reporting
Human Resources Payroll Database Training

FOR EMPLOYEES WHO HANDLE PAYROLL TIME REPORTING FOR THEIR DEPARTMENTS, this three-hour workshop covers how to process time reporting "On-Line" for non-exempt and exempt employees. Included will be an overview of the Payroll Time Reporting User Manual, a thorough demonstration of time reporting and hands-on practice exercises by the participants. Covered in this session will be reporting employee time for regular, late, overtime, supplemental pay, shift differential, sick, severance, and vacation pay.

Foreign Student/Scholar Tax Reporting

FOR ADMINISTRATORS WHO EMPLOY AND/OR PAY FOREIGN STUDENTS OR SCHOLARS, this three-hour session will familiarize you with the tax rules, regulations and documentation required by the Internal Revenue Service for payments to foreign students and scholars. You should attend this instructional session if your department employs and/or pays foreign student or scholars through Accounts Payable, Payroll or Student Financial Services.

WORTH REPEATING....

How To Find the Failed Funds Checking Account

Below is a very helpful tip for determining which account of your journal entry has failed funds checking.

This is for "Unposted" journals only. After you've entered all your journal entry lines, return to the header and [Tab] to the Funds Action field. Perform your routine "Check Funds". If you receive an "Advisory Warning" and you want to determine which account caused the warning, press \Other Zoom. This brings you to the "View Budgetary Control Screen"

Transaction Zone

In the "Transaction Zone" you can arrow up and down to review your accounting flexfields. While arrowing, watch the "Result Detail" region change for each line. You will see a message that reads "This detail transaction causes a summary account to fail funds check ". This indicates which line on your journal entry failed funds checking. Please note: The "Status" column (also in this zone, upper right of screen) reads "Passed" for all lines, whether it passes funds checking or not.

Funds Available Detail

Each line of your journal will have a Budgetary Control Template line. If you place your cursor on this template line, you can [Page Down] to see your Budget, Actual, Encumbrance and Available balances for the corresponding account.

Report Zone

From the Funds Available Detail Zone or the Transaction Zone you can [Page Down] to the Report Zone and print a copy of "All transactions" or "Failures and Warnings Only".

University of Pennsylvania

Office of the Comptroller

FINANCIAL TRAINING REGISTRATION

I would like to attend the following:*

*** To qualify for the Accounting & Business Certification Program, you must register for all of the following sessions. If you have previously attended a training session and would like it to count towards your certification, please circle the name of the session(s) below. You may also sign-up for any individual course.**

Accounting & Business Certification Program

- | | | |
|--|------------------------|---------------|
| <input type="checkbox"/> Purchasing Overview | 9:30 a.m. - 12:00 p.m. | Sept 19, 1997 |
| <input type="checkbox"/> Accounts Payable Overview | 9:30 a.m. - 12:00 p.m. | Sept 26, 1997 |
| <input type="checkbox"/> Office of Research Admin Overview | 9:30 a.m. - 12:00 p.m. | Oct 17, 1997 |
| <input type="checkbox"/> Research Accounting Overview | 9:30 a.m. - 12:00 p.m. | Oct 24, 1997 |
| <input type="checkbox"/> General Accounting Overview | 9:30 a.m. - 12:00 p.m. | Oct 31, 1997 |
| <input type="checkbox"/> Standards for Conducting
University Business | 9:30 a.m. - 12:00 p.m. | Nov 5, 1997 |
| <input type="checkbox"/> Personnel/Payroll Overview | 9:30 a.m. - 12:00 p.m. | Nov 12, 1997 |
| <input type="checkbox"/> Travel & Entertainment | 9:30 a.m. - 12:00 p.m. | Nov 21, 1997 |

Additional Training Courses (Not part of the ABC Program)

- | | | |
|---|------------------------|-----------------|
| <input type="checkbox"/> Procurement Credit Card | 9:30 a.m. - 11:30 p.m. | Oct 3, 1997 |
| <input type="checkbox"/> On-Line Payroll Time Reporting | 9:30 a.m. - 12:00 p.m. | Oct 9, 1997 |
| <input type="checkbox"/> Foreign Student/Scholar Tax
Reporting | 9:30 a.m. - 12:00 p.m. | Oct 28, 1997 |
| <input type="checkbox"/> Salary Management | 9:30 a.m. - 12:00 p.m. | Nov 7, 1997 |
| <input type="checkbox"/> Gift & Endowment Overview | 9:30 a.m. - 12:00 p.m. | To be announced |

Social Security Number: ___ ___ ___ - ___ ___ - ___ ___

Name: _____

E-Mail Address: _____ @ _____

Title: _____ Dept. Name: _____

School: _____

Campus Address: _____ Mail Code: _____

Campus Phone Number: ___ ___ ___ - ___ ___ ___ Today's Date: _____

Fax Number: ___ ___ ___ - ___ ___ ___ TAC Cardholder? Yes No

Please send your registration form to:

Barbara Murray, Manager, Field Communications & Training
Room 313 Franklin Building/6284 or FAX: 898-0817

Once we have received your completed registration, you will receive an e-mail confirming your attendance and the location of the training sessions.

Any comments and/or suggestions, please call 898-1733. Thank you for your support!