

**HR/Payroll/PennWorks  
Web Expedition**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

All of the following answers can be found by searching on the **U@Penn** website. We've given you a hint for where the information can specifically be found, but see if you can do all from the U@Penn website. **Please answer the following prior to attending training:**

[http://medley.isc-seo.upenn.edu/penn\\_portal/u@penn.php](http://medley.isc-seo.upenn.edu/penn_portal/u@penn.php)

1. From **U@Penn**, what are the five tabs listed at the top of the screen?  
\_\_\_\_\_  
\_\_\_\_\_
2. Under which tab can I find the link for PennWorks? \_\_\_\_\_

**Payroll** (*Hint: Under Office of the Comptroller*)

3. From the **Closing Schedules**, what is the deadline for a weekly paid new hire employee's paperwork to be sent to Human Resources to ensure they are paid by June 30<sup>th</sup>? \_\_\_\_\_
4. From the **Guide to Graduate Student & Post-Doctoral Appointment** please complete the following for a Post-Doctoral Researcher  
Job Class: \_\_\_\_\_ U.S. Earnings Type: \_\_\_\_\_ Object Code/Subcode: \_\_\_\_\_

**Recruitment** (*Hint: Under Human Resource*)

5. Click on 'Forms' at the top of the HR Homepage. Click on 'Recruitment and Staffing Forms' (Note you will be taken to the Document/Forms Library hosted by the Comptrollers Office). Name two forms of identification required for completion of the **I-9 Form**. (*Hint: Go to page 2 of this form.*)  
1) \_\_\_\_\_ 2) \_\_\_\_\_

**Hiring Officer Services** (*Hint: Under Human Resources*)

6. How many steps are listed on the 'Hiring Process Flow Chart'? \_\_\_\_\_
7. In the 'On-line Hiring Handbook' (need PennKey and Password to access), under the section 'Hiring Your Preferred Candidate, list the paperwork required to be sent to your school's designated personnel contact :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Who is your Compliance Officer: \_\_\_\_\_

**Unique Advantage Partnership** (Hint: Under Human Resources)

9. What is the phone number of the company the University uses to provide "professional and support level talent"? \_\_\_\_\_

**Penn Postdocs** (Hint: Under School of Medicine–Biomedical Postdoctoral Programs (BPP))

10. Under The Appointment Process, what is the minimum stipend level for the current fiscal year if you have 3 years of experience? \_\_\_\_\_

**International Students & Scholars** (Hint: Under Office of International Program)

11. Under 'International Students and Scholars Services', click on 'Information for Penn Departments'. Prior to a scholar's arrival, name two things a hosting department should do:
- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

**Risk Management and Insurance** (Hint: Under Vice President for Finance)

12. Risk Management is the first point of contact regarding the following: (check all that apply)

- 1) Life Insurance \_\_\_\_\_
- 2) Worker's Compensation \_\_\_\_\_
- 3) Property Insurance \_\_\_\_\_
- 4) Gaming Strategy \_\_\_\_\_

13. Under the Worker's Compensation FAQs, what should be done (describe briefly) with the payroll record of an employee on a Workers' Compensation Leave of Absence for whom a regular, on-going replacement has been hired--or who will otherwise **not be returning to their original department**?

\_\_\_\_\_

\_\_\_\_\_

**HR/Payroll/PennWorks System Access** (Hint: Under Comptrollers Office)

14. Where can I find the logon access form for HR/Payroll/PennWorks?

\_\_\_\_\_

***Thank you for taking the time to do this pre-requisite for Hr/Payroll/PennWorks training.***

***Please bring the completed 'Expedition' to the training session.***

***If you have any questions, please contact Financial Training Department at***

***[training@exchange.upenn.edu](mailto:training@exchange.upenn.edu).***