PennWorks/Payroll/Personnel
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

1. From U@Penn, what are the main 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 VP of Finance 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 30th? ______________

4. From the Guide to Post-Doctoral Appointments please complete the following for a Post-Doctoral Researcher
   Job Class:__________ U.S. Earnings Type:_______ Object Code/Subcode:_____

Recruitment and Staffing  (Hint: Under Hiring Officer Resources)

5. Name two forms of identification required for completion of the I-9 Form. (Hint: Go to the last page.)
   1)_________________________ 2)_________________________

Hiring Officer Resources  (Hint: Under Hiring Officer Resources)

6. What is the Applicant Tracking System? __________________________

7. Who is your ‘Recruitment and Staffing Contact?’ __________________________

UA Staffing (formerly Unique Advantage)  (Hint: Under Hiring Officer Resources)

8. What is the phone number of the company the University uses to provide “regular and temporary office support staff”? __________________________

Updated 01/27/14 BAM
International Students and Scholars  *(Hint: Under International Students and Scholars)*

9. Who are likely candidates for J-1 Visiting Scholars:
   1) __________________________________________
   2) __________________________________________
   3) __________________________________________

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

10. 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 _____

11. 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**?

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

12. Where can I find the logon access form for PennWorks/Payroll/Personnel?

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