

PennWorks Glossary – as of 05/07/2010

Term	Definition
Academic Base Salary	<p>Academic Base Salary is salary paid for regular, full-time academic duties of standing faculty (teaching, research, service) as derived by each school.</p> <p>As described in the <i>Handbook for Faculty and Academic Administrators</i> (section II .E.11), the Academic Base Salary cannot be decreased except for by express agreement or financial exigency. It does not include extra salary for administrative appointments, overload teaching, summer research, summer teaching and summer administrative appointments, and performance incentives or bonuses. While normally paid for a 9-month academic year, paid out in 12 equal amounts in a monthly paycheck, some schools pay an annualized base for regular academic duties performed over a 12-month period.</p> <p>Note: Standing faculty, including Lecturer C and Clinician Educators, have an Academic Base Salary; non-standing faculty do not have an Academic Base Salary.</p> <p>**See also Faculty Compensation entry.</p>
Academic Rank	Categorization of faculty by job levels/titles, such as Professor, Associate Professor, Assistant Professor, Instructor, or Lecturer.
Additional Compensation	<p>Additional pay, other than incentives and bonuses, which is treated as compensation. Includes extra services, non-exempt acting rates, honoraria, awards, or allowances.</p> <p>Note: Non-exempt acting rates are not included in Additional Compensation calculations for Faculty Compensation reporting in the data warehouse.</p>
Administrative Stipend	Salary paid for administrative appointments beyond regular teaching, research and service responsibilities. May include duties performed on an interim basis. This is not a component of Additional Compensation .

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Affiliation Code	This field is used by the School of Medicine to track affiliation of doctors with other hospitals and medical centers. Valid values are found in the drop-down list or contact the School of Medicine Faculty Affairs Office for a list of codes and their explanations.
Annual Salary	<p>This field must be entered for monthly and weekly salaried employees. Leave this field blank for hourly paid employees.</p> <ul style="list-style-type: none"> • For someone hired mid-year, enter the full amount as if earned all year. Annual salary should NOT be entered at half the amount. • For someone promoted mid-year, , annual salary should reflect the new higher rate as if earned all year. Annual salary should NOT be an average of the old and new amounts (actual pay) • For someone who is 80% FTE annual salary should reflect how much they are earning at 80% (NOT the full time equivalent).
B/C Budgetary Control	The budgetary control character that represents the level at which funds checking occurs. B/C is the third segment of the chart of accounts number/COA. Budgetary Control is sometimes referred to as "Budget Check." Funds checking is the procedure by which BEN Financials checks whether sufficient funds are available before processing a transaction. If sufficient funds are not available, the user receives an advisory warning message.
Bargaining Unit	Indicates whether the employee's position is represented by a Bargaining Unit (Union). If the position is in the Union, then the Seniority Date field should also be entered, though it is not mandatory. Leave blank for non-union positions.
Base Salary Supplement	Salary in excess of Academic Base or Faculty Salary that is guaranteed for a defined term. This pay is often necessary for recruitment and retention but may be reduced or eliminated at the schools discretion, or in accordance with any written agreement between the school and the faculty member. The Base Salary Supplement does not include extra

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	<p>salary for administrative appointments, overload teaching, summer research, summer teaching and summer administrative appointments, and performance incentives or bonuses. The Base Salary Supplement is not included in calculations of summer ninths for summer research stipends, summer teaching stipends and overload teaching stipends.</p> <p>Note: Only individuals with Academic Base Salary or Faculty Salary may have a Base Salary Supplement.</p> <p>Usage Note: If a person is being paid a salary on their professor role that is above and beyond the amount guaranteed by tenure, then enter the guaranteed amount under "Academic Base Salary" and the balance (for recruitment/retention) under "Base Salary Supplement".</p>
Benefit Stipend	<p>Compensation to make up benefit differences. The Benefit Stipend does not include one-time payments (e.g. moving expenses) or allowances.</p> <p>Note: This is calculated by reporting from the data warehouse, not through PennWorks.</p>
Benefits Base	<p>Benefits Base Salary is the amount used to calculate an employee's basic and supplemental life insurance. Benefits Base includes the salary paid to the employee for the primary appointment at the University, including pre-tax retirement, health care and spending account contributions but excludes any bonus or overtime payments. If the employee is a faculty member with a full-time administrative appointment, Benefits Base means the annual salary paid for the primary appointment, including pre-tax contributions plus the salary for any administrative appointments. Benefits Base is determined prior to open enrollment (typically in March) and remains in effect for the entire upcoming plan year. It does not take into account pay received for services performed for CPUP. Benefits base is calculated once a year, usually in March, and upon new hire.</p> <p>Since there are several variables in calculating Benefits Base, any questions by Business Administrators should be referred</p>

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	to HR Benefits.
Bonus	<p>Usually a one-time payment that is discretionary and not part of an incentive plan. It is paid to faculty to reward, retain or recruit. It is paid to staff to reward special effort or high performance on projects or special assignments. It must be approved by the President, Provost, or EVP.</p> <p>Note: Bonus information is reported from the data warehouse only currently.</p>
CNAC Center Net Asset Class	<p>The 3-number Center Net Asset Class of the Chart of Accounts (COA). The first two numbers of the CNAC identify the School or Center. It identifies the existence or absence of externally-imposed restrictions. The last number identifies the Net Asset Class: 0 (Unrestricted); 1 (Temporarily Restricted); 2 (Permanently Restricted). CNAC is the first segment of the COA.</p>
COA Chart of Accounts	<p>The 26-digit account number from the present General Ledger accounting structure (in use at Penn since July 1, 1996) indicating the source of a specific payroll distribution for the employee.</p>
CREF -- Center Reference Code	<p>This is a 4-number identifier uniquely defined by each School or Center. It is used to record information that is important to a school or center. CREF is the seventh and last segment of the COA.</p>
Citizenship	<p>This field indicates whether the employee is a US Citizen, a Permanent Resident/Green Card Holder, or a Foreign National. <u>This field is required for new hires and rehires, and optional but strongly recommended for biographical updates to existing employees.</u></p> <p>If Foreign National is selected, the user will be required to enter Visa information (immigration status, country, and immigration status end date). 'Citizenship' and its related fields are newly introduced in PennWorks.</p>
Class Entry -- Job Class Entry Date	<p>Indicates the date when a Job Class Code is entered or changed.</p>

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Compa Ratio	Compa-ratio is the ratio of an actual pay rate to the midpoint of the pay range. It is used primarily to measure and monitor an individual's actual rate of pay to the midpoint of their grade in the pay range. This field is automatically calculated by the system.
Compensation	Compensation is the total remuneration received by an employee in exchange for services performed for an organization. It can include both direct pay (salary and wages) and indirect pay (benefits programs). Currently the Compensation tab is only used for Standing and Associated Faculty and Health System Clinicians and only visible for users with appropriate access permissions.
Disable / Delete	<p>To indicate data that is past history, you may DISABLE a role, distribution, or compensation item in PennWorks. This feature serves three purposes:</p> <ol style="list-style-type: none">1. to remove extraneous information you no longer wish to view2. to hide past history from the new organization when an employee's Home ORG is transferred3. to "free up a spot" for a new role, if the employee's current roles are at a maximum <p>DISABLE makes an item invisible to all parts of the application and all users. This can be particularly useful when a person's Home ORG is transferred, so that the new Home ORG can't see old role data, compensation data, distributions etc. All distributions under the role will be disabled as well.</p> <p>DISABLING and DELETING perform the same functions in PennWorks, however DISABLE is reserved for use with historical (no longer active) roles, and DELETE is reserved for use in eliminating erroneously entered current (active) roles. The DELETE option will only show up for a role if it has no active distributions. If a role needs to be deleted, the distributions should be removed first.</p> <p>The historical data can be extracted from the data</p>

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	warehouse via reports.
Distributions	This is the schema used to keep track of monies 'distributed' through Payroll. Each Distribution consists of a Chart of Account number (CNAC, ORG, B/C, FUND, OBJ, PGM, and CREF) in addition to an Earnings Type, Start and end/stop dates, Pay Period Amount and an indication of the status of the Distribution (Projected or Final).
ERN -- Earnings Type (part of Distribution)	<p>A 3-character (letters and numbers) code indicating the type of earnings, which reflects how the employee's pay will be taxed. Examples: RMO (regular monthly pay); OTP (Overtime @ 1.5T time).</p> <p>A full list of earning types and their descriptions can be found here: http://www.upenn.edu/computing/da/dw/salmgt/employee_distribution.e.html#elmt19</p>
Education Level	The highest level of education achieved by the employee. Degree information (if available) from the Faculty Information System (FIS) will be displayed in PennWorks for faculty members. The user will get a drop down menu with the information from FIS and be able to choose one of the (often several) FIS degrees to be stored in PennWorks as the highest degree. For non-faculty people, education level should be entered based on the individual's vitae, or employment application. This is a new functionality in PennWorks.
Education Level Year	The year in which the highest level of education was achieved by the employee. Degree year information from the Faculty Information System (FIS) will be displayed in PennWorks for faculty, so that the user may choose a particular year as the highest Education Level Year to be stored in PennWorks. For non-faculty people, education level year should be entered based on the individual's vitae, or employment application. This is a new functionality in PennWorks.
Emergency Contact	The individual to be contacted if an emergency arises.

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Employee Type	<p>Employees at the University of Pennsylvania are classified by type for the purpose of census reporting. This field will be automatically updated once the Job Class Code has been updated. This is a 1-character numeric field. Valid codes for this field are:</p> <p>1 - Exempt salaried - professional, administrative and faculty (monthly)</p> <p>2 - Non-exempt salaried - support staff (weekly paid)</p> <p>3 - Non-exempt hourly - part-time, temporary, and occasional workers and full-time members of certain bargaining units.</p> <p>4 - Exempt salaried student (monthly paid)</p> <p>5 - Non-exempt hourly student (weekly paid)</p> <p>8 - Education Fellowship recipient - no employer-employee relationship (monthly paid)</p> <p>9 - No employer-employee relationship - retired or disabled personnel, post-doctoral trainees, etc. (monthly paid)</p>
Employment Date	<p>The most recent date of hire. Use the MM/DD/YY format.</p> <p>For example: Donovan McNabb became an active employee on September 13, 1996, therefore, the Employment Date was 09/13/96.</p>
Employment Status	<p>Identifies the relationship between the employee and the University of Pennsylvania. Valid options for this field are found in the drop-down list and are also below:</p> <ul style="list-style-type: none"> • Active • Leave of Absence Without Pay • Leave of Absence With Pay • Separated or Terminated
Employment Status Date	<p>Shows the date on which the current employment status became effective. This date should only be changed when the employment status changes. Use the MM/DD/YY</p>

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	<p>format.</p> <p>For example:</p> <ul style="list-style-type: none"> • Alan Iverson became an active employee on September 13, 2003; therefore, the Status Date will be 09/13/03. • Alan Iverson goes out on a leave of absence without pay on June 1, 2007; therefore, the Status Date will now be 06/01/2007.
Ethnicity	<p>The U.S. Department of Education (DOE) has issued final guidelines for how institutions will be required to collect and maintain race and ethnicity data for students and employees, and how those data will be aggregated for reporting to the IPEDS (Integrated Postsecondary Education Data System).</p> <p>Penn will be required to collect and report race and ethnicity data according to the new DOE specification or risk losing eligibility for federal student loans and research grants.</p> <p>By federal mandate, race and ethnicity data will be collected using a new two-part question format, which will allow the selection of more than one race. This change allows individuals to more accurately reflect their racial and ethnic background by not limiting them to only one racial or ethnic category.</p>
Exempt/Non-Exempt	<p>Under federal law, employees are classified as either Exempt or Non-exempt under the Fair Labor Standards Act wage and hour regulations. Monthly-paid staff are Exempt, and weekly-paid staff are Non-exempt. Non-exempt employees are paid for all hours worked and overtime premium at a rate of one and one half times their hourly salary for all hours worked over 40 in any given week.</p>
External Distribution	<p>External Distribution is a payment to an employee from a source other than University of Pennsylvania Payroll. This payment offsets Penn's compensation commitment.</p> <p>For example, Penn may commit to annual compensation of</p>

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\$100,000 for a Clinician. The Clinician may be paid \$20,000 of that commitment via the VA Hospital and the remaining \$80,000 via Penn's Payroll. The VA payments would be recorded under external distributions.

This functionality was designed so that it can be applied to all employees of the university but currently is only used with School of Medicine and Dental Medicine faculty.

Faculty Administrative Roles

Faculty administrative pay was historically maintained on the HR/Payroll system in several ways. It was entered under

- Job Class Code 140010: FACULTY ADMIN APPTMT(A-1),
- Job Class Code 315071: CPUP Clinical Position, or
- the faculty member's primary professor job.

Stipend amounts for several different administrative positions may have been lumped together by the BA due to the four-job limit.

In PennWorks, you may define a separate role for each specific type of administrative position (Department Chair, Program Director, Grad Group Chair, etc.). These roles are mapped to a Job Class Code (either 140010 or 315071) and the data will be sent to the HR/Payroll system. This is a new feature in PennWorks.

For the administrative role under 315071, users will be required to use earnings type 'CST' on all distributions.

Faculty Compensation

Compensation categories that represent a faculty member's salary agreement. In addition to *Academic Base*, users may track prospective faculty compensation amounts including *Base Salary Supplement*, *Faculty Salary*, *Administrative Stipends* and *Staff Salary*. Other irregularly or seasonally paid components (such as summer teaching or summer research) of faculty compensation such as Bonuses and Honoraria, will be tracked only via actual payments.

**Italicized terms above are defined elsewhere in this

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	<p>Glossary.**</p> <p>**For more information about how to work with faculty compensation in Pennworks, please refer to the several FAQ items found by searching for "compensation".**</p>
Faculty Salary	<p>Salary normally paid for academic duties of non-standing faculty.</p> <p>It does not include extra salary for administrative appointments, overload teaching, summer research, summer teaching and summer administrative appointments, and performance incentives or bonuses.</p> <p>**See also Faculty Compensation.**</p>
Fund	<p>A self-balancing accounting entity and the 6-number fund code. A fund is the unique identifier for a specific set of financial resources that needs tracking or management. Fund is the fourth segment of the COA. It identifies restricted resources provided by donors or sponsors and permits aggregation of budget and financial information required to fulfill donor/sponsor fiscal reporting requirements</p>
Future Dated Terminations	<p>Users can now mark a person as 'terminated' at a future date but continue to edit the person's record until that termination date actually arrives. They no longer have to worry about being locked out of the record from that point.</p>
Home ORG	<p>The Home ORG is responsible for the employee's overall relationship with the University (i.e. Active, Leave, etc.) and for overall maintenance of the employee record. Each ORG has a unique four-digit identifying number. The Home ORG has authorization to view and update all personnel records and roles associated with their employees.</p>
Home ORG Transfer	<p>In PennWorks, the 'Home ORG' user may now update the organizations and distributions tied to any role. Often the process of a Home ORG Transfer requires the adjustment of other roles and distributions. (Previously, during a Home ORG Transfer, a user could only update the ORG of the first</p>

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	<p>job, which was usually in the 'Home ORG'.)</p> <hr/> <p>The 'Home ORG' user is first presented in Step 1 with the option of reviewing each of the individual's roles and its distributions and making any desired changes or disabling the roles/distributions individually. After this review/revision of roles, this user is presented in Step 2 with a 'Finalize' screen on which the new Home ORG information can be entered as well as the new Mail Code and work phone numbers.</p> <p>The 'Home ORG' user should coordinate any changes with the role organizations. Typically, the Home ORG should disable all but one role (this hides the old role information from the new Home ORG). However, at least one role must remain active.</p>
Home School/Center	This is the School/Center in which the Home ORG resides. It is represented by a 2-digit number and shown in a drop down menu with its descriptions.
Hours	<p>Hours are required for</p> <ul style="list-style-type: none"> • Monthly paid, exempt salaried employees (Employee Type 1), excluding faculty • Weekly paid, non-exempt salaried support staff (Employee Type 2) <p>Users are required to enter Percent FTE and Hours for exempt monthly paid employees (Employee Type 1), unless the role is in a Faculty job class (grade = FAC).</p>
Immigration Status	The Immigration Status indicates the Visa type held by the employee. This information is required for those identified as Foreign Nationals in the earlier 'Citizenship' field. This is part of a new set of functionality in PennWorks.
Immigration Status End Date	The date when a Foreign National employee's Visa expires.
Institutional Base Salary	The amount of salary that may be charged to grants, based on effort expended and subject to Sponsor cap (NIH). It is

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	<p>the Base Salary for the fiscal year including any administrative stipends. This definition is provided by Vice Provost and General Counsel and is required by NIH guidelines. (Academic Base+ Base Salary Supplement + Administrative Stipends)</p>
Interim	<p>Currently only Faculty Administrative Roles can be designated as "Interim" via a check-box. For all other roles the check-box is greyed out or read-only. The administrative role information, which maps to Job Class 140010: FACULTY ADMIN APPTMT(A-1) or to Role Type 32: CPUP Administration, will be stored on the HR/Payroll system, but only PennWorks will store the Interim flag. This is a new feature in PennWorks.</p>
Job Class Code	<p>The 6-character numeric Job Class Code is used for classification purposes. Every job title has its own unique Job Class Code. These codes are created and maintained by the Compensation Department. The numbers are assigned based upon the job level, types of responsibilities and exemption status. Once you have entered the Job Class Code, the system will automatically update the employee type, pay cycle, rate code, hourly rate, and time reporting code.</p> <p>If the Job Class Code has only one Role associated with it, the Role Description field will be automatically populated. If a Job Class Code has several Roles associated with it, such as 140010 (FACULTY ADMIN APPTMT(A-1)), a drop-down menu will be presented to the user with the various Roles corresponding to that specific Job Class Code. The user can then select the appropriate Role.</p> <p>**See Role also.**</p>
Job Grade	<p>Jobs of the same or similar value are grouped for compensation purposes into job grades. Penn has two salary structures. The regular salary structure is a modified broadband and the Information Technology structure is a full broadband. Broadbands are pay structures characterized by a relatively small number of grades that have broader ranges between the minimum and maximum of the salary</p>

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	range. Penn's regular salary structure contains 12 grades numbered from 21 to 32 . The Information Technology Broadband structure has 8 bands lettered A to H. University exempt (monthly-paid) and non-exempt (weekly-paid) staff positions are classified within both salary structure. Faculty have a separate grade.
Job Title	<p>This is a descriptive name for the total collection of tasks, duties and responsibilities assigned to a position. Each title corresponds to an individual Job Class Code. Some Job Titles have become almost generic (i.e., A-1 Academician (now renamed to FACULTY ADMIN APPTMT(A-1)) or CPUP Clinical Position) and the creation of the Role system seeks to clarify the exact functions of the job/role.</p> <p>**See Role Titles.**</p>
LOA Reason	<p>Leave of Absence Reason. Valid options for this field are listed in the drop-down list and also at the web page listed below:</p> <p>http://www.upenn.edu/computing/da/dw/salmgt/employee.e.html#elmt21</p>
LOA Return	<p>Date of return from Leave Of Absence to active work. This is an 8-character numeric field. The format is MM/DD/YY. The Payroll/Personnel system stores Leave of Absence Return Date as month and year. PennWorks will collect this data as a full date (MM/DD/YY) and pass it to Payroll as MM/YYYY. This will facilitate proactive notifications.</p>
Last Action Date	<p>Identifies the last update made to the employee record. Once a personnel action is completed, this field will automatically be updated; no input is necessary in this field. For example, if you just completed a Home ORG Transfer, today's date would appear.</p>
Leave of Absence	<p>Leave Of Absence Without Pay (staff) - supervisor approved unpaid leave from work granted to a staff member for up to 1 calendar year without loss of University service credit and position.</p> <p>Leave Of Absence With Pay (staff) - paid leave from work</p>

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	<p>granted to a staff member. For example, a Leave Of Absence With Pay for up to 90 calendar days per fiscal year (effective through 2/28/2010) is normally granted to a staff member called to military duty.</p> <p>Note: Faculty may also be granted leaves with pay, e.g., Scholarly Leaves With Salary. Such leaves are outlined in the <i>Faculty Handbook</i> and definitions for faculty leaves with pay should be provided by the Provost Office.</p>
Local Address	<p>You are required to completely fill out either a Permanent or a Local Address for tax purposes. (Filling out both is optional, but strongly recommended, if they are different.) For example, a student may be residing in Philadelphia to attend school. His Local Address would be a Philadelphia address.</p>
Mail Code	<p>The employee's intramural mail code. This field is a 4-character numeric field (descriptions included in drop-down menu). This must be a valid Mail Code, and should correspond to the Home ORG.</p>
Marital Status	<p>Also referred to as TRUE MARITAL ST (True Marital Status) in some documentation -- This field identifies employee's marital status and is used to determine benefits enrollment. Options for this field are listed in the drop-down list and also at the web page listed below:</p> <p>http://www.upenn.edu/computing/da/dw/salmgt/employee.e.html#elmt23</p>
Minimum Record	<p>Indicates that the minimum amount of data for an employee record has been entered into the system. This is a 2-character alpha field. Only the Payroll and Tax offices can update this field. Valid codes for this field are:</p> <ul style="list-style-type: none">• NO -Indicates that insufficient data has been supplied by the user.• TX -Minimum data has been supplied by the user. All necessary forms must be submitted to the Human Resources Information Management/Records Office. W-4s go to the Payroll Office.

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- OK -Minimum record is satisfied, all necessary forms were submitted and approved, and the employee can be paid.

Notifications

Users will be able to view notifications whenever an employee record within their jurisdiction is modified.

When a Home ORG Transfer is completed, both the old and new Home ORGs will be notified. Users will be able to filter notifications based on any combination of date range, center, organization, name/Penn ID, employee type, and action code (e.g. rehire, promotion).

In addition to the current change-based notifications, users will be able to view proactive notifications within PennWorks when:

- an employee is scheduled to return from leave of absence in 2 weeks
- the Start Date for PROJECTED roles and distributions is approaching; please finalize them
- no distributions are in effect in the upcoming pay period for an employee
- no distributions are in effect for the role with the highest salary

Notification emails will be generated

- to the person who entered the PROJECTED distribution, to remind them to update it
- to the appropriate FIS coordinator, when a Penn ID is generated in PennWorks for a faculty member

OBJ -- Object

The 4-number Object Code identifies the asset, liability, revenue, or expense. Object is the fifth segment of the COA.

A listing of the current fiscal year's GL object codes may be found on the Comptroller's website

<http://www.finance.upenn.edu/comptroller/accounting/gloc/>

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ORG	The 4-number code that identifies an Organization. An ORG is a subdivision of the University created for management purposes. An ORG belongs to only one responsibility center, and its ORG code is unique. That is, no two ORGs will have the same values for COA. ORG is the second segment of the COA. It defines the WHO in a transaction/distribution.
Original Hire Date	<p>The employee's original date of hire with the University of Pennsylvania. This is a date field whose format is MM/DD/YY. This date can be the same as or different from the Employment Date.</p> <p>For example (1) LeBron James was employed as a Secretary III on January 1, 1995; therefore, the Original Hire Date will be 01/01/95 and the Employment Date is 01/01/95; (2) LeBron became a student worker on February 1, 2001. On January 1 of the following year, he became a full-time Business Administrator; therefore, LeBron's Original Hire Date will be 02/01/01 and the Employment Date will be 01/01/02.</p> <p>Once the Original Hire Date has been entered it cannot be changed except by HRIM/Records.</p>
PGM -- Program	The 4-character program code. A program is an activity or work process commonly defined across the University for tracking the specified program's activity across schools and centers (or across organizations within a school or center). It identifies the WHY of a transaction/distribution. Program is the sixth segment of the COA.
PROJECTED Roles and Distributions	Historically, the Web-Enabled Salary Distribution (WESD) system allowed users to enter 'placeholder' distributions to reflect the full expected payment amount on an employee's record. PennWorks will allow users to enter PROJECTED distributions as placeholders. The user may enter partial account information, as desired. Validation is performed only when the distribution state is upgraded to FINAL. These distributions are not sent to the Payroll/Personnel system until they are set as FINAL. Users will receive a notification if a PROJECTED distribution's Start Date is approaching (usually 2 weeks before) and the distribution has not yet been

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finalized.

Similarly, PROJECTED roles may be entered as placeholders. They will not be validated or sent to the HR/Payroll system until they are deemed FINAL.

Partner ORG(s)

Currently this functionality is being piloted only for faculty members with joint or Penn Integrates Knowledge (PIK) appointments. One organization is designated as the administering organization, and therefore assigned as the Home ORG, with full capability to update the faculty member's PennWorks record. The other organization(s) involved in the joint appointment may be designated as Partner ORG(s), and will receive read-only access to the faculty member's PennWorks record. Some user guidelines follow:

- **The user will be able to specify a Partner ORG in PennWorks if a draft or approved 'Joint Appointment' or 'PIK Appointment' type action exists in the Faculty Information System (FIS).**
- This information should be entered on the person's Professor role (not an admin or other role).
- If the Partner ORG is also specified as a Role ORG, they will be able to continue to update that specific role.

Partner ORG access will also be available for Student Employment on all work-study roles. In PennWorks, whenever a student is assigned a work-study role, the Student Employment Office will automatically receive Partner ORG (view-only) access to the student's record.

Pay Cycle

The schedule of payments for the job. The University of Pennsylvania has two payroll cycles, monthly (M1) and weekly (W1). This is a 2-character alpha-numeric field. This field is automatically updated once the Job Class Code has been entered. Valid codes for this field are:

- M1 - Monthly Paid (Type 1, 4, 6, 8, or 9 employees)

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- W1 - Weekly Paid (Type 2,3, or 5 employees)

Pay Period Amount (weekly salaried and monthly)

In the past, the user entered an annual salary, pay term, and pay period amount for each job. **In PennWorks, in order to improve data quality, for monthly and weekly salaried employees, the pay period amount is calculated based on the annual salary, term, and role start and end dates.**

For monthly paid employees:

- If Pay term = 12 months, Pay period amount = Annual salary / 12
- If Pay term = 9 months, Pay period amount = Annual salary / 9
- If Pay term = 10 months, Pay period amount = Annual salary / 10
- If Pay Term = Summer faculty salary, Pay period amount = Annual salary / (# months or partial months based on start date minus end date.
- If Pay Term = Other, Pay period amount does NOT calculate automatically. It is updateable by the user.

For weekly paid salaried employees:

- If Pay term = 12 months, Pay period amount = Annual Salary / 52
- If Pay Term = Other, Pay period amount does NOT calculate automatically. It is updateable by the user.

For roles where the Job Grade = Faculty (FAC), CPUP (CPU), Student (STU), Ungraded (UNG), CPU (CPUP), or null, the pay period amount is calculated but update-able by the user. Employees with these types of jobs may have irregular period amounts. The user will receive a warning message if they overwrite the amount, asking them to certify the data. For all other Job Grades, the period amount will be calculated and not updateable. This is a new feature in PennWorks.

No pay period amount is required for hourly employees. If

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	employee type is 3 or 5, no annual salary is required.
Pay Status	Employees of the University of Pennsylvania are paid on an hourly or salaried basis and this is their Pay Status. Salaried employees are paid either monthly or weekly. Hourly employees are paid weekly.
Penn ID	<p>The 8-digit identification number assigned to an individual by Penn Community. When a user adds a new person to PennWorks, the system will communicate with Penn Community in real-time to add/find the unique Penn ID assigned to each member of the Penn Community. If there is a data entry error or conflict with an existing record, the user will have the opportunity to re-enter the required data.</p> <p>PennCard can be issued one business day AFTER the person has been added into PennWorks.</p>
Percent (part of Distribution)	<p>For hourly employees, the percentage of standard hours to be paid from the distribution line. The percentage is used in Time Reporting to calculate the number of hours to print on the Time Report Transactions.</p> <p>When a job appointment has more than one distribution line, a percentage must be listed on each line. The sum of the entries in Distribution Percent must equal 100% for this appointment</p>
Percent FTE	Percent Full-Time Equivalent. This figure should be estimated as closely as possible based on the number of hours the employee is expected to work in a standard work week (35, 37.5, or 40 hours). Users will be required to enter Percent FTE (e.g. 100.00) and Hours for exempt monthly paid employees (Employee Type 1), unless the role is under a Faculty Job Class Code.
Performance Incentive	<p>For faculty:</p> <p>A pay plan designed to reward attainment of specific goals. Targets are communicated to faculty members at the beginning of the performance cycle to incent productivity. Payments may be made on an annual, semi-annual, quarterly or monthly basis. PennWorks has a manually set</p>

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flag to indicate eligibility for performance incentives. This flag will be used in reporting, to perform analysis of eligible faculty who did / did not receive actual incentive payments. This feature is new to payroll and introduced via PennWorks.

For staff:

A formal documented plan developed in consultation with the Compensation Office and approved by the Director of Compensation and the Vice President of Human Resources. Incentive payments are based on performance measured against the written goals and objectives of the plan. All plans must be supported the President, Provost, EVP, or CPUP Administration. Plans must be on file in Human Resources/Compensation and reviewed annually.

Period Amount (part of Distribution)

The amount per pay period to be paid to the employee from the distribution line from the distribution start date through the distribution stop date, inclusive. This field is used for salaried employees (Pay Status=S) only.

Permanent Address

You are required to completely fill out either a Permanent or a Local Address for tax purposes. (Filling out both is optional, but strongly recommended, if they are different.)

Use Permanent Address for any staff, faculty, or students whose permanent residence is different than their Local Address, etc. For example, a visiting faculty member may be residing in Philadelphia to teach for a year, but the permanent residence may be in California; therefore, his Local Address would be the Philadelphia address and the Permanent Address would be the California address.

Position Inventory Number

The Position Inventory Number field is a simple sequence number, with no implied relationship between the number and the school or department that owns the position, the Job Class Code, or the relative position within Penn's organizational hierarchy. Every staff position has its own unique position inventory number. Not all University employees are assigned a Position Number. For example, faculty and student workers are not assigned Position Inventory Numbers. Position Inventory is maintained by the

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	Compensation Department.
Professional Name	<p>Typically Professional Name will be the same as payroll name. However, for faculty, this field is automatically populated in PennWorks from the Faculty Information System (FIS) if the information is available. Any edits to Professional Name for faculty must be done in FIS, not in PennWorks.</p> <p>However, for staff, the Professional Name fields are editable in PennWorks.</p>
Publications Mail Code	<p>For faculty of the School of Medicine, the code indicating the location where internal mail for the employee should be delivered. Publications Mail Code is invalid for other employees. Although the documentation for the online Payroll system lists other values, this field is, in practice, used only by the School of Medicine.</p>
Rate Code	<p>Indicates whether the employee is paid hourly or by per pay period amount. This is a 1-letter field. The field is automatically updated once the Job Class Code has been entered. Valid codes for this field are:</p> <ul style="list-style-type: none"> • H - Hourly (Type 3 or 5 employees) • P - Pay Period (Type 1, 2, 4, 8, or 9 employees) <p>See details about the Employee Types at http://www.upenn.edu/computing/da/dw/salmgt/job_class.e.html#jcemptype</p>
Regular/Temporary	<p>Employees of the University of Pennsylvania are hired as Regular or Temporary employees.</p> <ul style="list-style-type: none"> • Regular employees include full-time, part-time and limited service. • Temporary employees include temporary, occasional and student workers. These workers work less than six months or less than 1,000 hours or less in a fiscal year. • Valid codes for this field are found in the drop-down

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	<p>list as well as below:</p> <ul style="list-style-type: none"> ○ R - Regular ○ T - Temporary
Rehire	<p>Any ORG may perform a Rehire if it is performed at least 32 days after termination. Prior role, job, and distribution information is not visible to the new ORG. However, relevant biographical information (address, emergency contact, original hire date) is carried forward.</p> <p>If a Rehire is performed within 31 days of termination, the user must contact the original Home ORG to request that the individual be transferred (Home ORG transfer from the old to the new department). This is a new feature in PennWorks.</p>
Role	<p>Roles describe a person's various appointments within the university for a specified timeframe. (As opposed to Bio information, which describes a person's demographics, and Distributions, which describe from what sources a person is paid.)</p> <p>Roles capture the relevant details for all types of personnel relationships, including administrative/professional, faculty, student, support and temporary staff, unionized staff, and non-employees.</p> <p>PennWorks background logic will determine how Roles and Distributions are recorded on the HR/Payroll System to accommodate its 4 job and 32 distribution limits.</p>
Role Description	<p>Role Description is the explanation of a specific Job Class Code when there is a one-to-one correspondence of Job Class Code to Role. However, numerous Roles are associated with some Job Class Codes, such as Job Class Code 140010 (for example, Department Chair, Director of a center/institute, Graduate Group Chair, Lab Director), and in that case, each Role has its own Role Description.</p>
Role ORG	<p>The ORG in which the employee works. The Role ORG may be different from the Home ORG. This is a 4-number field.</p>

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	ORG name appears next to the number.
Role School/Center	The School/Center associated with the Role ORG.
Role Title	<p>Users will be able to enter a free-text title for a Role in PennWorks. The Role Title helps clarify the responsibility for which the person is being paid, when a generic pre-defined title is not sufficient. The Role Title will be required only when the user chooses "Other Administrative" from the drop-down list of FACULTY ADMIN APPTMT(A-1)(Job Class Code 140010). Otherwise this field is optional. The Role Title will not be sent to HR/Payroll system or the Online Directory. This is a new feature in PennWorks. For example, a Role Title would be 'Chair of the Philosophy Department' and its Role Description would be 'Department Chair'.</p>
Role merging and cloning	<p>Roles summed and stored as merged jobs on HR/Payroll system</p> <p>If there is space within four jobs to save each role separately, it will be assigned its own job on Payroll. If there is not space (four jobs exceeded) the following merges are performed until four jobs are achieved:</p> <ul style="list-style-type: none"> • Merge roles with no Position Inventory Number and identical Job Class and Role ORG • Merge administrative roles (Job Class = 140010 FACULTY ADMIN APPTMT(A-1)) and set the Job ORG to the employee's Home ORG, regardless of Role ORG • Merge administrative roles' salary under the full-time faculty job • Merge roles with same Job Class and Position Number, and set the Job ORG to the Home ORG regardless of role ORG • Drop any unpaid jobs (do not send to HR/Payroll) <p>If four jobs cannot be achieved, the user will receive an error message.</p>

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Jobs cloned if 8 active distributions exceeded (for monthly paid roles with no Position Inventory Number only)
In PennWorks, if a user enters a single role with 12 distributions active in the same period, it will be represented on the HR/Payroll system as full salary on job 1 with the first 8 distributions, and \$0 salary and the remaining 4 distributions on a second (cloned) job. This is assuming the four job limit on Payroll has not been exceeded.

Salary Increase Eligibility -- General

A **Person** is Salary Increase eligible if they have at least one role that is Salary Increase eligible.

A **Role** is Salary Increase eligible if both the role and person criteria below are met.

****See also Salary Increase Eligibility-Role and Salary Increase Eligibility-Person** in the PennWorks Glossary.

Salary Increase Eligibility -- Person

The rules below occur **in the specified order** to determine a person's eligibility. **All conditions must be satisfied** for the person to be Salary Increase eligible.

1. The person is **not** part of Executive Pay (Home School/Center **not** = 80). The increases for Executive Pay are handled outside of Salary Increase.
2. The person started employment before March 1 of the current year (Employment Date less than March 1 of current fiscal year).
3. The person must be Active or on Paid Leave (Status = Active or On Leave with Pay).
4. The person must **not** be Unsalaries (Salary Key **not** = Unsalaries).
5. The person must **not** be in Home Org General University EB Pool (Home ORG **not** = 0007).

.See also Salary Increase Eligibility-General and Salary Increase Eligibility-Role** in the PennWorks Glossary.

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Salary Increase Eligibility -- Role

The rules below occur **in the specified order** to determine the role eligibility. **All conditions below must be satisfied** for the role to be Salary Increase eligible.

1. Role state must be Final (Role State = Final).
2. Role must **not** be for
 - Acting Rate (Job Class **not** = 899000)
 - Summer appointments (Job Class **not** = 296001 or 296002)
 - Interns (Job Class **not** = 315300)
 - Residents (Job Class **not** = 315305 or 399055)
 - Occasional workers (Job Class **not** = 855100)
 - Faculty Early Retirement, Emeritus, Secondary Appointment, Visiting Faculty (Faculty class **not** = FER, EMF, SEC, VIS)
 - Lecturer B, Evening Teaching, Visiting Scholar (Job class **not** = 206045, 296003, 246040)
3. Role must have term start date before the start of the next fiscal year (e.g. for Salary Increase FY11, term start date < July 1, 2010).
4. Role must have term end date after March 31 of the current fiscal year (e.g. for Salary Increase FY11, term end date > March 31, 2010).
5. Role must have an Employee Type in the list below.
 - 1 (Exempt salaried - professional, administrative and faculty (monthly))
 - 2 (Non-exempt salaried - support staff (weekly paid))
 - 3 (Non-exempt hourly - part-time, temporary, and occasional workers and full-

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	<p style="text-align: right;">time members of certain bargaining units)</p> <ol style="list-style-type: none"> 6. Role must not be Temporary role (Job Grade not = Temporary). 7. Role must not be Union role (Job Grade not = Union). 8. Role must not be for Courtesy appointments (Job Grade not = CRT). 9. Role must not be for Pay Continuance (Job Grade not = CNT). <p>**See also Salary Increase Eligibility-General and Salary Increase Eligibility-Person in the PennWorks Glossary.</p>
Salary Increase Program - Faculty Compensation Export	<p>Faculty Compensation Export will allow Home ORG users to generate Excel spreadsheets to facilitate the collection of information about faculty compensation components. This function replaces the spreadsheets previously distributed by Data Administration and Institutional Research in the fall. Designated faculty coordinators can use this function to download current faculty compensation information for groups of faculty. <u>NOTE: Users will only be able to export the ORG ranges specifically assigned to them.</u></p> <p>Key Features and Benefits of Salary Increase Program Faculty Compensation Export</p> <ul style="list-style-type: none"> • Immediate access to most current information and ability to export most current information at any time • Flexibility in exporting spreadsheets (Schools may choose a single designee or allow individual BAs to export)
Salary Increase Program - Role Export	<p>Role Export allows 'Salary Increase Program Role Export' approved users to generate Excel spreadsheets to facilitate the modeling, routing, and approval of pay changes. This function replaces the spreadsheets previously distributed by the Compensation Office of Human Resources at the beginning of the SALINC process in April. Designated</p>

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School/Center Salary Increase coordinators can use this function to download current role information for groups of employees. NOTE: Users will only be able to export the ORG ranges specifically assigned to them.

Key Features and Benefits of the Salary Increase Program Role Export

- Immediate access to most current information and ability to export most current information at any time
- Flexibility in exporting spreadsheets (Schools may choose a single designee or allow individual BAs to export)
- Flexible filtering options for users to export a specific population, including employee group (monthly/weekly), job grade, job class, faculty class, eligibility status, current salary, or members of a bargaining unit
- Ability to apply the same percent or amount increase across an entire group or a set of selected records

Salary Key

The salary status of the employee. Descriptions for options in this field follow:

- **Full-time.** Eligible for benefits.
- **Part-time.** Eligible for certain benefits.
- **Unsalaries.** No benefits, except for Faculty appointments approved by the Provost.
- **Special benefits.** Status for individuals who are not regular Full-time but are eligible for special benefits. Usually for Post-Doctoral Fellows. Non Post-Docs must be approved by the Provost's Office.
- **Long-term disability.** Assigned only by Human Resources/Benefits.
- **Temporary.** No benefits. This designation includes

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all employees with "Temp" in their title and all students except Post-Doctoral fellows. For non-students, this designation may not be used if an individual accumulates more than 1,000 hours in the Fiscal Year. The Fiscal Year at Penn begins July 1 of one calendar year and ends June 30 of the next calendar year.

- **Retired.** When this code is assigned, it should NEVER be changed, even if the employee returns to work on a part-time, temporary, or occasional basis. Retired employees must meet age and service requirements retiree benefits.
- **Worker's Compensation.** Assigned by the Workers Compensation Office only. This field indicates that the employee is receiving workers compensation.

Previously called FULL_PART_TIME

See

<http://www.upenn.edu/computing/da/dw/salmgt/employee.e.html#elmt15>

Seniority Date

The employee's Seniority Date in the bargaining unit. This is a date field that is strongly recommended if the employee is part of a bargaining unit. Use the MM/DD/YY format. Leave blank for non-union positions. Often this is the date of hire into the union position. In some rare cases however, an employee may be hired as a temp, in which case their Seniority Date and Original Hire dates would not match.

Separation Reason

See **Termination Reason** in the Glossary.

Staff Salary

Salary that is normally paid for staff member duties, for those faculty who hold staff positions as their primary job (e.g. Senior Research Investigators and Health System Clinicians).

Standard Hours

The standard number of hours in the work week, either 35 or 37.5 or 40 for all regular employees. This is usually established at the time of appointment.

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Start Date (part of Distribution)	The date on which payments will begin to be charged to the distribution line. The date must be no earlier than the appointment begin date, and no later than the appointment end date.
State (part of Distribution)	<p>FINAL or PROJECTED: Selected by the user to indicate the record is ready to be processed by PennWorks and updated in Payroll.</p> <p>PennWorks allows users to enter PROJECTED distributions as placeholders. The user may enter partial account information, as desired, by utilizing XXXX for unknown elements. These distributions are not sent to the Payroll/Personnel system until they are deemed FINAL. Validation on the account number is performed only when the distribution is upgraded to FINAL. Users will receive a notification if a projected distribution's start date is two weeks away and the distribution has not yet been finalized.</p>
Stop Date (part of Distribution)	The date when payment from this particular distribution line will end. The date must be no earlier than the appointment begin date, and no later than the appointment end date.
Summer Research Stipend	<p>Stipend for research performed by a faculty member during a period other than the 9-month base term.</p> <p>Often paid on monthly basis as 1/9 of academic base salary (summer ninth). Summer Research plus Summer Teaching may not exceed 2/9, unless Dean and funding approval is received for 3/9.</p>
Summer Teaching Stipend	<p>Stipend for teaching performed by a faculty member during a period other than the 9-month base term.</p> <p>Usually paid as a fixed sum per course or credit hour. May be paid on a monthly basis as 1/9 of Academic Base Salary (summer ninth). Summer Research plus Summer Teaching may not exceed 2/9, unless Dean and funding approval is received for 3/9.</p>
Term	The employee's work and pay schedule. Valid options for this field are in the drop-down list as well as below:

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- 12-month employee paid over 12 months (default)
- 9-month employee paid over 9 months
- 9-month employee paid over 12 months
- 10-month employee paid over 10 months
- 3-month summer salary for faculty
- Other

PennWorks uses the Term to calculate the pay period amount for monthly and weekly salaried employees. The Term "Other" has been introduced to accommodate unusual, irregular, or short payment schedules. When "Other" is selected, the pay period amount is editable.

Termination Reason

Used only when the relationship between the employee and the University of Pennsylvania is terminated. This is a 2-character numeric field (descriptions also provided in PennWorks).

- Please note that HR MUST provide authorization to rehire any individual who was separated for one of the reasons listed under "Termination for Cause", Codes 20-24. See <http://www.upenn.edu/computing/da/dw/salmgt/employee.e.html#elmt55> for full descriptions.
- See university policies for Separation and Termination -- <http://www.hr.upenn.edu/Policy/Termination.aspx>)

STAFF REDUCTION

01 - Position discontinued (see Position Discontinuation Policy -- <http://www.hr.upenn.edu/policy/Policies/628.aspx>)