

Changes to Franklin Building Document Drop-offs and Pick-ups

March 2nd, 2009 begins a new procedure for how the offices of Accounts Payable, Payroll, the Individual Disbursement Services Office (“IDS”) which includes Travel, Cash Management, Gifts Processing and Financial Training will receive and distribute key documents such as invoices, forms, and checks. (One exception is requests for ‘Will Call’ checks; see details below). This change in procedure is prompted by the extensive repairs for the Franklin Building elevators that will take place between March and September of 2009.

Drop-offs can be made in the Depository Slot on the wall to the right of the Cashier’s Office or at the Cashier’s Window, both **located in the lobby of the Franklin Building**. Pick-ups can be made at the Cashier’s Window. The Cashier’s Window will be open from 9:00am to 4:30pm Monday through Friday. Please note the Payroll deadlines remain in place. The Payroll Office will make the final pick up from the Cashier’s Window at 4:05pm each day to ensure that all deadlines for payroll data are met. Drop-offs made in the Depository Slot after the 4:00pm deadline will be handled the next business day.

Franklin Building lobby level Cashier’s Office drop-offs and pickups:

Accounts Payable

- Drop-off for invoices and C Forms for corporate suppliers normally delivered to the 4th floor AP Office mail slot or the AP Office front desk
- ‘Will Call’ check pick up and receipt signature log (requests for will call checks still need to be hand delivered to the AP Office and approved by AP senior personnel)

Payroll

- Drop off for payroll forms normally performed at the 3rd floor Payroll Office mail slot. (The Payroll Office will make the final pick up from the cashier’s window at 4:05 each day to ensure that all deadlines for payroll data is met)
- Pickups for manual payroll checks
- Pickups for weekly and Monthly early pull checks

IDS

- Drop-off for invoices and IDS C Forms normally performed at the 3rd floor IDS Office mail slot
- Drop-off for Travel reimbursements Forms normally performed at the 3rd floor Travel mail slot
- Pickups for IDS ‘Will Call’ check

*****Please note that those individuals picking up any of the above Payroll or IDS checks will be required to show the proper Penn ID and sign the appropriate log*** There will be no exceptions to this policy*****

Cash Management

- Drop-off for wire transfer requests; including those needing a signature. All wires are processed the next business day, which is current practice.

Financial Training

- Drop-off for access forms

Gifts Accounting and Administration

- Drop-off for all gift and pledge activity (Please clearly mark all envelopes “GIFTS”)

Please appropriately label all items for drop-off

See below for more detailed instructions and contact information.

ACCOUNTS PAYABLE OFFICE

The following Accounts Payable Office activities are to be performed through the Cashier's Window located on the first floor lobby of the Franklin Building during the FB elevator repairs:

- Intramural mail drop off for invoices and C Forms normally performed at the 4th floor AP Office mail slot **or the AP Office front desk**
- 'Will Call' check pick up and receipt signature log

The AP Office will pick up mail received in the Cashier's Window twice each day at 11:30am and 4:00pm.

Requests for 'Will Call' checks will still need to be hand delivered to the AP Office and approved by AP Senior Personnel (Lisa Smith, Yvonne Allen, Joyce Renee Smith or Jason Freedman). All 'Will Call' requests must be received and approved in the AP Office by 10:30am each day, to be available for pick on the third working day after 2:00pm in the Cashier's Office. (Example: Received on Monday by 10:30am; ready for pick up Thursday after 2:00pm)

The AP Office will have new 'open' hours from 10:00am to 2:00pm for receiving 'Will Call' requests. All Final Close Requests and general AP questions should be addressed to the following email address:
Accounts Payable: APSUP@exchange.upenn.edu (215) 898-2626

All questions regarding these new operating procedures can be directed to:

Joyce Renee Smith

Asst. Mgr. – Accounts Payable

215-898-3611

joycers@upenn.edu

or

Jason Freedman

Manager – Accounts Payable

215-898-1465

jdfreed@upenn.edu

PAYROLL AND IDS OFFICE

During the upcoming FB elevator repairs the following services will be handled at the cashier's window located on the first floor lobby of the Franklin Building.

- Intramural mail drop off for invoices and IDS C Forms normally performed at the 3rd floor IDS Office mail slot.
- Drop-off for Travel reimbursements Forms normally performed at the 3rd floor Travel mail slot
- Intramural mail drop off for payroll forms normally performed at the 3rd floor Payroll Office mail slot. (The Payroll Office will make the final pick up from the Cashier drop off box at 4:05 each day to ensure that all deadlines for payroll data is met)

During this period please note that all checks must be picked up from the cashier's window. **Please note that those individuals picking up any of the below checks will be required to show the proper Penn ID and sign the appropriate log**

- IDS 'Will Call' checks

- Manual payroll checks
- Weekly and Monthly early pull checks

In addition, in order to reduce traffic in the Franklin Building the Payroll Window and the Travel/IDS Window will reduce its 'open' hours to Monday through Friday from 10:00 to 2:00. All transactions that must be handled at the Payroll or Travel/IDS window must be made during these hours (this include all Payroll, IDS and Travel inquiries and Travel advance requests). Please note that inquiries may be addressed to the following phone number or email addresses throughout the day:

Payroll inquiries	(215) 898-6301	Payroll@exchange.upenn.edu
IDS C-form inquiries	(215) 573-3039	IDS@exchange.upenn.edu
Travel Inquiries	(215) 898-3307	IDS@exchange.upenn.edu

All questions regarding these new operating procedures can be directed to:

Payroll Issues

Maureen Abbott
215-898-6013
mabbott@upenn.edu

IDS Issues

Kathy Hewitt
215-898-1543
khewitt@upenn.edu

CASH MANAGEMENT OFFICE

Beginning March 2, 2009 all wire transfer requests must be dropped off to the Cashier's Window on the first floor lobby of the Franklin Building. Cash Management will work closely with the Cashier's Window in order to ensure that all wire requests are processed in a timely manner. Any forms dropped off by 4:30pm can be left in the Depository Slot on the wall to the right of the Cashier's Office; and will be processed the following day. When transfers are payable to a foreign bank they require additional time for the Corporate Tax Office to review the payment. Transfers reviewed and approved by Corporate Tax are processed the day following delivery by the Corporate Tax Office. Any questions can be directed to cash@exchange.upenn.edu or 215-898-7256.

GIFT ACCOUNTING AND ADMINISTRATION

Beginning March 2, 2009 all Gift and Pledge transmittals must be dropped off to the cashier's window on the first floor lobby of the Franklin Building. The Gifts Office will work closely with the Cashier's Office in order to ensure timely and regular pick-up of all mail. The Gifts Office will maintain our normal working hours for retrieving batch files, inquiries as well as any documents which must be stamped in the presence of a Gift Representative. All questions regarding these new operating procedures during this time can be directed to:

Maria Perkins
Director, Gifts Accounting & Administration
215-898-8687
mariak@upenn.edu