Clinical Practices of the University of Pennsylvania (CPUP) Payroll User Guide

Document Last Updated November 26, 2003
Table of Contents

Overview ............................................................................................................................................. 4
Important URL Addresses .................................................................................................................. 5
Glossary of Terms ............................................................................................................................... 7
Documentation for Adding/Updating CPUP Clinical Appointments .............................................. 13
  Sample Provost Staff Conference Minutes .................................................................................. 14
  Sample Offer Letter Standing Faculty -- Tenure Track Assistant Professor/Associate or Full Professor .......................................................................................................................... 15
  Sample Compensation Statement Standing Faculty -- Tenure Track With Clinical Compensation ................................................................................................................................. 18
  Assistant Professor/Associate or Full Professor ........................................................................ 18
Inquiry on an Existing CPUP Job Screen ......................................................................................... 19
  003 Personnel Action Data ........................................................................................................ 20
Adding a CPUP Job ........................................................................................................................... 22
Variable Pay and Administrative Pay ............................................................................................... 24
  Variable Pay and Administrative Pay for Prior Pay Period .......................................................... 24
Additional CPUP Scenarios ............................................................................................................... 25
  Minimum University Flow Through/Academic Base > Grant Support ...................................... 25
  Minimum University Flow Through w/Grant; Total Salary < NIH Cap (e.g. $171,900).................. 26
  Minimum University Flow Through w/Grant; Total Salary > NIH Cap (e.g. $171,900).............. 27
  CHOPPA Employee .................................................................................................................. 28
  VA Employee w/o CPUP ............................................................................................................ 29
  VA Employee with CPUP .......................................................................................................... 30
  CPUP Bonus and Allowance ....................................................................................................... 31
  CPUP Pension Adjustment ........................................................................................................ 31
  CPUP Tax Adjustment .............................................................................................................. 31
CPUP Salary Changes .......................................................................................................................... 32
  Annual Salary Increases (SALINC) ........................................................................................... 32
  Salary Increase/Decreases ........................................................................................................ 32
Overpayments ................................................................................................................................... 33
Late Pays ........................................................................................................................................... 34
Stop Payment and Stale Dated Checks ............................................................................................. 36
  Stop Payments ........................................................................................................................ 36
  Stale Dated Checks .................................................................................................................. 36
Reports ............................................................................................................................................... 37
  Payroll/Personnel System ........................................................................................................ 37
  Salary Management – BEN Reports ....................................................................................... 37
  Salary Management Data in the Warehouse ............................................................................ 38
Benefits ............................................................................................................................................... 39
  Tuition Benefits ........................................................................................................................ 39
  Retirement Processing .............................................................................................................. 39
  Life and Disability/Imputed Income ......................................................................................... 39
  Individual Long Term Disability (Special Processing) ............................................................. 39
SERP Processing .................................................................................................................. 40

**Appendix A: Benefit Plan Descriptions** ..................................................................... 41
- Tax Deferred Retirement Plan ......................................................................................... 41
- Supplemental Executive Retirement Plan (SERP) .......................................................... 42
- CPUP Life and Disability Insurance Program ................................................................. 42

**Appendix B: CPUP Earnings Types & Object Codes** ........................................ 46

**Appendix C: Background: Health System Physician** ............................................. 47
1. Introduction.................................................................................................................... 47
2. Responsibilities of the Health System Physician............................................................. 47
3. Employment/Appointment Process ............................................................................ 47
4. Terms of Employment/Appointment ........................................................................... 48
5. Salary ........................................................................................................................... 48
6. Benefits........................................................................................................................ 49
7. Termination................................................................................................................... 49
8. Evaluation of Position/Policy Guidelines .................................................................... 49

**Appendix D: Forms** ................................................................................................ 50
Overview

Historically, prior to January 1, 2004, the Clinical Practices of the University of Pennsylvania (CPUP) and Children’s Hospital of Philadelphia Practice Association (CHOPPA) faculty were compensated separately for services at the University of Pennsylvania and the University of Pennsylvania Health System and Children’s Hospital. The University check, providing for their academic and research work, was processed through the University Payroll/Personnel system, while the other check, providing their clinical compensation was processed by the CPUP Payroll system which utilized ADP as a vendor. Both payments were distributed monthly.

Throughout this document, references to CPUP faculty will include CHOPPA faculty.

Note: Both the University of Pennsylvania and the University of Pennsylvania Health System work under a single federal employer identification number (FEIN). During the year, coordination is needed to ensure that social security tax (FICA) and retirement limits are maintained.
Important URL Addresses

University Payroll Closing Schedule
http://www.finance.upenn.edu/comptroller/accounting/closingsch/payroll

University Payroll/ Personnel Procedures Manual
http://www.finance.upenn.edu/comptroller/payroll/manual/

Payroll Forms
http://www.finance.upenn.edu/comptroller/forms/

Human Resources
http://www.hr.upenn.edu/

Required Forms for Foreign National Students/ Scholars
www.finance.upenn.edu/comptroller/tax/forms

Handbook for Faculty and Academic Administrators
http://www.upenn.edu/assoc-provost/handbook/

U@Penn - Faculty and Staff Individual Payroll Information
https://sentry.isc.upenn.edu/uatpenn/

School of Medicine - Faculty Affairs Homepage
http://www.med.upenn.edu/facaffrs/index2.html

School of Medicine - Faculty Affairs Forms
http://www.med.upenn.edu/facaffrs/fac_coords/forms/index.html#flow_charts

School of Medicine - Faculty Affairs Appointment Process Flow Chart
http://www.med.upenn.edu/facaffrs/fac_coords/forms/index.html#flow_charts

School of Medicine - Faculty Affairs Offer Letter Compensation Statements
http://www.med.upenn.edu/facaffrs/fac_coords/forms/index.html#offer_letters
Contacts

University of Pennsylvania
Payroll Department
310 Franklin Building
3451 Walnut Street
Philadelphia PA 19104-6284
payroll@pobox.upenn.edu
215-898-6301 (phone)
215-573-2554 (fax)

University of Pennsylvania
Human Resources
3401 Walnut Street
Philadelphia PA 19104-6228
http://www.hr.upenn.edu/

CPUP Human Resources
Benefits Specialists
3001 Market Street, Suite 320
Philadelphia PA 19104
Gail Dorn
215-349-5435
Elizabeth Berwick
215-349-5789

Penn Benefits Center
1-888-736-6236

Retirement Call Center
1-877-736-6738
Glossary of Terms

AP
Accounts Payable

Administrative Stipend
Salary for administrative work performed

BA
Business Administrator or appropriate designee

CHOPPA
Children’s Hospital of Philadelphia Practice Association

City Wage Tax Refund Requests
Process by which employees who are not Philadelphia residents (and who work a portion of time outside of the city of Philadelphia) receive a percentage rebate of the local city tax deducted from the payroll

CPUP
Clinical Practices of the University of Pennsylvania

CPUP Clinical Position
Job Title for CPUP Job Class 315071

CPUP Job Class
The number assigned for all CPUP positions is 315071

CPUP HR
CPUP Human Resources Department

FEIN
Federal Employer Identification Number

FICA
Federal Insurance Contributions Act; Social Security and Medicare Taxes

Health System Clinician or Health System Physician
University job classification used for physicians who are primary clinical and not part of the University’s standing faculty or Clinician-Educator tracks

HR
University of Pennsylvania Human Resources

IRS
Internal Revenue Service

Job Screen
Computer screen on University of Pennsylvania Payroll System

Minimum Base
The minimum academic base salary allowed by the University for a faculty rank. Current limits: Assistant Professor = $49,000; Associate Professor = $61,250; Professor = $76,563. Exceptions apply for faculty below the rank of Assistant Professor, and for employees paid by the VA (if they have no CPUP salary)
**MIP Bonus**
The UPHS Management Incentive Plan; only eligible to Physician Chairs and certain Physician program directors; payment is made in the Fall related to the Prior Fiscal Year

**Payroll Integration**
Name of the project undertaken by the University of Pennsylvania and CPUP to combine their two payroll systems; implemented January 1, 2004

**Payroll/ Personnel Procedures Manual**
Instruction Manual for the University of Pennsylvania Payroll System

**Pension**
See TDR

**Process Flow**
Name assigned to the document used to describe procedural changes required by Payroll Integration

**Retirement Plan**
See TDR

**Sabbatical**
See Scholarly Leave

**SALINC**
University of Pennsylvania Salary Increase Update Program

**Scholarly Leave**
Faculty Leave of Absence for study and/or research

**SERP**
Supplemental Executive Retirement Plan; a non-qualified deferred compensation benefit provided to selected, highly compensated faculty in the University of Pennsylvania Medical School

**Sign On Bonus**
Payment to a new hire as an incentive for accepting a position; not eligible for benefits (except matching FICA tax)

**TDR**
University of Pennsylvania Tax Deferred Retirement Plan: combination of the 401a basic plan and the 403b matching plan

**UPHS**
University of Pennsylvania Health System

**VA**
Veterans Administration Medical Center

**Variable Pay**
Performance or productivity-based pay through CPUP

**403b**
Internal Revenue Code section regulating the University of Pennsylvania’s Tax Deferred Retirement Plan
(the Matching and Supplemental Plans)

**401a**
Internal Revenue Code section regulating the University of Pennsylvania’s Tax Deferred Retirement Plan (the Basic Plan)

**457f**
Internal Revenue Code section regulating the Supplemental Executive Retirement Plan (SERP)
Clinical Practices Agreement

Displayed below is a copy of the Clinical Practices Agreement to explain the relationship between the University of Pennsylvania and the Clinical Practices a.k.a. CPUP.

CLINICAL PRACTICES OF THE UNIVERSITY OF PENNSYLVANIA

DEPARTMENT OF _______________________

MEMBER PRACTICE AGREEMENT

AGREEMENT between the Clinical Practices of the University of Pennsylvania (“CPUP”) of the University of Pennsylvania Medical Center, acting on behalf of the Trustees of the University of Pennsylvania, and ___________________________, M.D. (“Member”).

PURPOSE

The purpose of this Agreement is to set forth, in conjunction with CPUP Bylaws, policies, and other CPUP documents and the policies of the University of Pennsylvania, its Medical Center and School of Medicine, as currently stated and modified in the future, various rights and responsibilities that exist between CPUP and its member physicians. This Agreement is intended to be compatible with Member's employment with the University of Pennsylvania but is in addition to other terms of Member's employment relationships and, subject to overall University policies, takes precedence where they are in conflict. The Agreement is necessary to promote the consistent and uniform operation of CPUP with regard to each of its members, while recognizing the unique needs of CPUP and its members and protecting the interests of both.

CPUP is established as an organizational component of the University of Pennsylvania School of Medicine (SOM) to serve as an association of approved departmental practice plans through which clinically active standing and associated faculty of the University of Pennsylvania provide patient care services at approved sites of clinical practice as described in the CPUP bylaws.

THE AGREEMENT

CPUP and Member, each intending to be legally bound, agree as follows:

1. Duties. Member shall, in conjunction with serving as a teacher for medical students, residents, and others, render professional medical services to patients on behalf of CPUP in accordance with:

   (a) The Bylaws, governing documents, policies, contracts and agreements of CPUP, as established by the CPUP Executive Committee and approved by the Executive Vice President/Dean and under the direction of the Member’s Department Chair;
   
   (b) Applicable policies, documents, contracts, and agreements of the SOM, University of Pennsylvania Medical Center, Health System and University of Pennsylvania;
   
   (c) Applicable laws, regulations, and requirement of accrediting agencies.

   Member agrees to devote his/her entire professional clinical effort to CPUP and the University of Pennsylvania Health System and agrees not to conduct any professional patient care activities except under the auspices of CPUP. Member agrees not to teach, conduct research or engage in clinical practice at any facility or in any program not approved by the Executive Vice President/Dean in accordance with the CPUP Bylaws, Medical Center and Health System policies.

2. Fees. All fees for Member's patient care and patient care-related services, performed on behalf of CPUP pursuant to this Agreement, whether billed under such Member's name or provider number or ________________* Department provider number, or in some other appropriate manner, shall be assigned by Member to CPUP and shall be the exclusive property of the University of Pennsylvania.
Pennsylvania. Revenues and accounts receivable shall be deposited upon collection in the appropriate CPUP account and shall be administered by the Department. For purposes of this Agreement, where the activities have been approved in accordance with University, departmental and CPUP policy, monies received from the following sources shall remain the property of Member and shall not be assigned to CPUP:

(a) Honoraria
(b) Royalties from publications such as books or articles (other royalties are addressed in the University's Patent and Tangible Research Property Policies and Procedures)
(c) Consulting not involving direct patient care
(d) Fees, salaries, or other payments made to Member or Member's Department by the Veteran's Administration Hospital or Howard Hughes Medical Institute

By signing this Member Practice Agreement, the Member acknowledges and accepts this assignment.¹

3. **Compensation.** Member shall receive compensation for academic, clinical, and research activities and services, subject to the terms and conditions specified in the CPUP Bylaws and by the University of Pennsylvania, as follows:

(a) A salary to be established from time to time by Member's Department Chair and subject to the approval of the Executive Vice President/Dean. Initially, such salary shall be that amount described in Member's appointment letter from the appropriate Department Chair.

(b) An additional sum to be computed in accordance with the approved incentive distribution plan in effect, if any, and, as amended from time to time, for Member's Department as described in the CPUP Bylaws.

4. **Term.** This agreement shall commence on the date hereof and shall continue for an initial term ending on ______________. Thereafter, this Agreement shall continue to renew for subsequent one year intervals, unless terminated sooner by mutual agreement of Member and CPUP, or when Member becomes ineligible for CPUP membership under the terms of the CPUP bylaws and/or this Agreement. These terms include maintenance of an academic appointment at the SOM and appropriate staff privileges at HUP or other approved Health System facilities and conformance with all University policies, including conflict of interest and intellectual property policies as they exist from time to time. Terms are coexistent with appointment to the standing or associated faculty and Health System Physician.

5. **Academic Appointment.** Member's Department Chair shall recommend Member for an academic appointment at the SOM. This appointment is subject to the standard University of Pennsylvania academic review process as it may exist from time to time. Approval and maintenance of this appointment will be conditioned upon Member's continued ability to meet the requirements of the designated position as described in the Handbook for Faculty and Academic Administrators, along with applicable University, SOM and CPUP policies. Failure to maintain an academic appointment with the SOM will result in the loss of CPUP membership and termination of this Agreement.

6. **Medical Staff Appointment.** Member is required to maintain an appropriate appointment to the medical staff at HUP or other approved Health System facilities. Member's Department Chair shall recommend Member for initial appointment. It will be the responsibility of the Member to meet and maintain the criteria for appointment and reappointment, which include an academic appointment at the SOM, the maintenance of a valid Pennsylvania license to practice medicine and DEA licensure. Additionally, Member will comply with the Medical Staff Bylaws, the Principles of Practice and the Pennsylvania Patients’ Bill of Rights, as well as the practices, policies, and procedures of HUP, including HUP risk management and quality assurance programs. Failure to maintain an appropriate staff

---

¹ Adapted from CPUP Accounts Receivable and Sick Pay Policy, 1986.
appointment at HUP will result in loss of CPUP membership and termination of this Agreement unless an exception is approved by the Executive Vice President/Dean.

In addition, Member is required to maintain an appointment and clinical privileges with the medical staffs of other hospitals as his/her Department Chair may reasonably designate.

7. **Insurance.** Member's professional liability insurance coverage shall be provided by the University of Pennsylvania through CPUP, in accordance with CPUP policy. Prior to CPUP membership, Member shall provide evidence of tail coverage for professional liability for Member's current and previous practice(s). Tail coverage for professional liability will be provided for a Member who joins CPUP upon completion of professional training at the University of Pennsylvania Medical Center, provided that Member had not been engaged in practice prior to or during his/her residency and/or fellowship training at the Medical Center. Individual members ordinarily will not be required to purchase a tail at termination.

General liability coverage will also be provided to Member. This will cover Member for activities conducted in good faith within the scope of the Member's University employment and CPUP membership.

8. **Fringe Benefits.** Member will be provided health, disability, and life insurance and other fringe benefits as described in the then current University of Pennsylvania benefit program literature in addition to those benefits offered by CPUP. Both the University and CPUP retain the right to modify or rescind any portion of their benefits packages at any time. Member will be eligible for benefits according to the terms of applicable plans as they may exist from time to time.

9. **Cooperation.** Member agrees, upon termination of CPUP membership, to cooperate with CPUP in the transition of patient care and other programs or activities in which Member is involved. All materials and records associated with patient care, including medical records, are and shall remain property of CPUP and may not be removed without written authorization of the Executive Vice President/Dean.

10. **Restrictive Covenant.** If Member's appointment letter includes a Restrictive Covenant, the terms of that Restrictive Covenant are incorporated into this Member Practice Agreement and shall remain in effect unless modified by the parties in the future.

11. **Miscellaneous.** Member enters into this Agreement voluntarily and has had the opportunity to consider the terms of this Agreement and discuss them with legal counsel. This Agreement constitutes the entire agreement of the parties with respect to the matters covered herein and, together with the other documents governing the Member's relationship with the University of Pennsylvania, constitutes the entire agreement of the parties. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto, their respective heirs and personal representatives. This Agreement may not be assigned by the Member. This Agreement shall be governed by and construed under the laws of the Commonwealth of Pennsylvania.

If any provision of the Agreement shall be found unenforceable, the remainder of this Agreement shall continue in full force and effect.

DATED this ___________ day of ________________________, 19______.

BY ___________________________________

TITLE ________________________________

______________________________________

(Member)

Approved: ___________________________

(Department Chair)
Documentation for Adding/Updating CPUP Clinical Appointments

Below is basic list of the types of individuals that may have a CPUP appointment:

- Standing Faculty
- Clinician - Educator
- Health System Physician/Clinician

Displayed on the following pages is the basic documentation necessary in order for a Business Administrator to enter one of these faculty members, with a CPUP appointment, into the University Payroll System. These documents include, but are not limited to, the following:

- Provost Staff Conference Minutes
- Signed Offer Letter
- Compensation Letter

For a Health System Physician/Clinician only an approved HR 1/2 Form is required. A copy of this form is not included with this document. See Appendix C for additional information regarding a Health System Physician/Clinician.
The following schedule indicates actions taken by the Provost's Staff Conference at their meeting of October 6, 2003 regarding the indicated members of your department. The actions have been approved by Associate Provost Jon Doe. The Associate Provost has asked that Press releases regarding these appointments be deferred until confirmation by the Executive Board of Trustees.

Please notify the individuals affected by these actions. A letter of acceptance or declination from newly-appointed faculty must be forwarded to the Office of Faculty Affairs as soon as possible.

Important: It will be necessary to have your Business Office submit this information on line for each action listed below.

Authorization to offer appointment to Dr. John Smith as Associate Professor of Medicine at the Hospital of the University of Pennsylvania in the Standing Faculty - Clinician-Educator of the School of Medicine effective July 1, 2003 (full salary; non-tenure; continuation of appointment subject to the stipulations given in Guidelines for Appointments and Promotions, January 8, 1985 or as amended).
Sample Offer Letter Standing Faculty -- Tenure Track Assistant Professor/Associate or Full Professor

[Date]

John Doe, M.D.
123 Park Place
Philadelphia, PA 12345

Dear __________:

On the basis of our recent conversations, I am pleased to offer you the position of [Assistant Professor, Associate Professor, OR Professor] of [specify department, Anesthesia, Surgery, etc.] in the Standing Faculty -- tenure track of the University of Pennsylvania School of Medicine for an initial term of [specify term: for Assistant Professor, 3 years/ year(s), near the end of which time you will be reviewed for reappointment]. Your appointment is subject to approval by the appropriate School of Medicine committees, the Dean of the School of Medicine and the Provost’s Staff Conference of the University. The Handbook for Faculty and Academic Administrators, which can be accessed at http://www.upenn.edu/assoc-provost/handbook/, currently provides that this appointment is renewable and there will be a mandatory review for promotion in or before your [insert sixth or ninth] year. 1 You should be aware of the University’s “Policy on Extension of the Probationary Period,” Faculty Handbook Policy II.E.3 at http://www.upenn.edu/assoc-provost/handbook/ii_e_3.html and timely filing requirements. 1 In order to prepare proactively for reappointments and promotion, you are strongly encouraged to maintain records of your teaching efforts and evaluative data. After your faculty appointment is approved by the Provost’s Staff Conference (PSC), you will be invited to the Faculty Orientation Program. Also, the Faculty Resources website is available to assist you during your recruitment and relocation to Penn (http://www.med.upenn.edu/facaffrs/fac_resources/index.html).

Attached you will find a statement regarding your compensation package. The academic base salary is that component of salary which will be guaranteed at that point in time when tenure is achieved. Further, in order to demonstrate the commitment to your work and to assist you in carrying out your academic and clinical goals, the following arrangements are being made for you: [insert any details regarding agreements]

☐ office and/or lab space
☐ equipment
☐ technical support
☐ start-up funding

1 Does not apply to Associate or Full Professors.
2 For appointment to Associate Professor without tenure, delete the previous sentence and replace with: The Handbook for Faculty and Academic Administrators, which can be accessed at http://www.upenn.edu/assoc-provost/handbook/, currently provides that there will be a mandatory review for promotion in or before your fourth year.
3 Reappointment does not apply to Associate or Full Professor.
4 Reappointment and Promotion does not apply to Full Professor.

April 2002

Name of Person Receiving Letter
Page 2

☐ moving expenses 5
☐ computer

As we discussed, you will be expected to participate in the clinical, educational, and research programs of the department. Your responsibilities will include [insert description].

Also enclosed are the “Guidelines for the School of Medicine Faculty Mentoring Program.” In accordance with the Guidelines, your academic mentor will be __________. 1

As a full-time [Assistant Professor/Associate Professor /Full Professor], you will be eligible to participate in the generous benefits package offered by the University of Pennsylvania. After your arrival,
a benefits packet will be mailed to you by the Penn Benefits Center. If you have any questions about this packet, you can contact the Benefits Center at 1-888-736-6236. You should also arrange to meet with (insert name of department administrator) who can be reached at (insert phone number).

In addition, you will be eligible to participate in the Clinical Practices of the University of Pennsylvania (CPUP) benefits, which currently include [insert brief description].

Both the University and CPUP (if applicable) must retain the right to modify or rescind any portion of their fringe benefits packages at any time. You will be eligible for benefits according to the terms of applicable plans, as they may exist from time to time.

As a full-time University employee, you will be subject to all applicable University and University of Pennsylvania Health System policies, as they may exist from time to time, including, but not limited to, “Conflict of Interest” as described in the Handbook for Faculty and Academic Administrators, in related policies and procedures at (http://www.med.upenn.edu/facaffrs/fac_resources/compendium.html), and the enclosed policies and procedures concerning patent and tangible research property (http://www.finance.upenn.edu/ctt/resources/penn_patent_policy.shtml). Please sign the Participation Agreement included with the Patent Policy.

If applicable, insert the following:

In addition to your academic review, please note that your appointment cannot be completed until requirements for medical licensure, DEA, and hospital credentials are fulfilled. You must have a valid unrestricted Pennsylvania medical license, hospital privileges and a DEA license in order to provide clinical care in our facilities. We cannot complete your appointment or pay salary and benefits until these requirements are fulfilled. (If language about moving expenses is being included, the paragraph must contain language such as “reasonable moving expenses incurred through a University of Pennsylvania approved moving service (list enclosed).” You can access the list of University approved movers at http://www.purchasing.upenn.edu/commodities/services/moving/moving.asp)

This statement does not apply to Basic Science.

Name of mentor(s) must be included for all junior faculty.

This statement does not apply to Basic Science.

This statement does not apply to Basic Science.

Name of Person Receiving Letter

Date

Page 3

documents are obtained. These matters should receive your highest attention, for at least three-four months may be required to process some of these documents through the state, the DEA and the UPHS. As a member of the medical staff at the Hospital of the University of Pennsylvania, you must be a member of CPUP for which you will complete the enclosed member agreement.

If applicable, insert the following:

Immediately upon signing this letter, please contact Ms./Mr.___________ at 215-_______ in the Office of Medical Affairs of the University of Pennsylvania Health System. He/she will arrange with you for the completion of the application forms necessary for your UPHS clinical privileges, as well as the forms necessary for your participation with the insurers with whom we contract. We ask that you respond promptly to such requests, as the turnaround time with the insurers often takes several months and you will not be able to see patients until this process is complete. If you are within a reasonable drive of Penn, we ask that you come to campus to complete these applications. In addition, enclosed are two brief forms for you to fax to Mr./Ms._______ in the Office of Medical Affairs. The release form authorizes us to begin verifying your CV information and the work history form provides information supplemental to your CV. It is critical that you fax these at the same time that you return this signed offer to me. If you do not have a Pennsylvania medical license, an application is also enclosed for you to apply immediately directly to the Commonwealth of Pennsylvania. A Pennsylvania medical license can take months to obtain, and the privileges and insurance processes described above cannot proceed until you have an active license in this state.

If applicable, insert the following: (FOR FOREIGN CANDIDATES)

This offer is contingent upon having a valid visa and it is your responsibility to ensure that you are in compliance with INS policies. Please contact the Office of International Programs (OIP) of the University

Financial Training Department 16
of Pennsylvania (215/898-4661) immediately so that any visa issues may be addressed PRIOR to your joining us. Payroll documentation cannot be processed until you have presented OIP approval.

If you agree with the terms of this offer, please sign below and return the signed offer to me by [insert date]. Also return the signed CPUP Agreement and Patent Policy Participation Agreement. As we discussed, assuming the faculty appointment is approved as we expect, your appointment will commence as of [insert date]. Please respond promptly to requests for information or documentation. Failure to do so will result in delay of your appointment and inability to participate in particular benefits programs, such as pension and long-term disability.

All of us who have met you in the department are extremely enthusiastic about your coming to the University of Pennsylvania and anticipate that you will have a highly successful and enjoyable career. I personally look forward to working with you and to helping you develop your career.

Sincerely,

_______________________________
Chair of Department

10 This statement does not apply to Basic Science.

Name of Person Receiving Letter Date Page 4

I accept this offer as outlined above:

Date Name of Candidate _____________________________ Signature

Attachments: Mentoring Guidelines
Patent Policy and Participation Agreement
CPUP Agreement
OMA Forms
cc: Arthur H. Rubenstein, MBBCh
Department BA
Sample Compensation Statement Standing Faculty -- Tenure Track With Clinical Compensation

Assistant Professor/Associate or Full Professor

[Date]

John Doe, M.D.
123 Park Place
Philadelphia, PA 12345

Dear ____________:

I am pleased to provide a breakdown of your compensation for the period [insert dates _____ 1, 200_ through _____ 30, 200_]. These figures represent annual rates. You will receive your compensation in accordance with the payroll schedules of the University of Pennsylvania and the Clinical Practices of the University of Pennsylvania (CPUP) and prorated for the time period worked.

**Academic base salary** $______________

(minimum for rank)

Balance through University $______________

Clinical Compensation $______________

Clinical Supplement $______________

**Total Annual Salary** $______________

If you have any questions, please contact me.

Sincerely,

____________________
Chair of Department

I accept this offer as outlined above.

_________________________ _______________________________
Date Name of Candidate

Signature

cc: Arthur H. Rubenstein, MBBCCh

Department BA

April 2002
Inquiry on an Existing CPUP Job Screen

Below is sample Job Data screen of an existing faculty member with a CPUP clinical appointment. Please note of the following fields:

**JOB(S)**
- For CPUP/CHOPPA, will always be Job 2, 3 or 4

**JOB CLASS**
- For CPUP/CHOPPA, will always be 315071

**JOB ORG**
- For CPUP/CHOPPA will be the ORG of the 26 digit account number in January 2003
  ➤ May subsequently be changed

**OBJ (Object Code)**
- For CPUP, will be 1511 for RMO and CST; will be 1513 for CVP. For CHOPPA will always be 1258
  ➤ See the Appendix for additional Object Codes

**CREF (Center Ref)**
- For CPUP, will be ‘0000’; for CHOPPA will be 0015 - 0018

**ERN (Earnings Type)**
- Will be RMO for regular monthly salary, CVP for variable pay and CST when used for an administrative stipend
  ➤ See the Appendix for additional Earnings Types

**START (Distribution Start Date)**
- For CPUP/CHOPPA, will be January 1, 2004 until subsequently changed for required updates

To perform an inquiry, use the following functions:
- 02 Inquiry
- 01 Personnel Menu
- 004 Job Assignment Data
# How to Process New Hires with a Clinical Appointment

In most cases, a CPUP new hire is also a new hire to the University. However, occasionally, a physician who has been fully funded at the University may need to be added to CPUP. This section describes the process for University new hires.

New hires will be processed by the employee’s home department. Once the applicable documentation has been completed, the home department BA can enter the appropriate data in the on-line payroll system.

If the CPUP BA is not the employee’s home department administrator, the CPUP BA must work through the University home department to enter the employee into the University Payroll System.

To enter a new hire, use the following functions:

- 01 Data Entry & Updates
- 01 Personnel Menu
- 001 Initial Employment

## 003 Personnel Action Data

- Complete the required fields as outlined in the Payroll/Personnel Manual

---

<table>
<thead>
<tr>
<th>ISO403P</th>
<th>UNIVERSITY OF PENNSYLVANIA</th>
<th>DATE: 11/14/03</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONNEL</td>
<td><em><strong>PERSONNEL ACTION DATA</strong></em></td>
<td>TIME: 10:13:41</td>
</tr>
<tr>
<td>129777777</td>
<td>CLOONEY, GEORGE</td>
<td></td>
</tr>
</tbody>
</table>

**NAME SUFFIX:** DR

**EMPLNT STATUS:** A

**SEPARATE RESH:**

**REG OR TEMP:** R

**PAY STATUS:** S

**GERIORITY DATE:**

**ORG NUMBER:** 4454

**PROV S/N DATE:**

**REGION ID:**

**DIVISION ID:**

**CORPORATION:**

**LAST ACTIONS:** 10

**CROSS-REF ID:**

**TRANS:** 003

**ID:** 129777777

**JOB:**

**ORG ID:**

**PF6=FHELP**

**PF9/21=HELP**

---

*Professor C-E with a CPUP Appointment*
How to Process a New Hire with a Clinical Appointment

004 Job Assignment Data

<table>
<thead>
<tr>
<th>ISN</th>
<th>UNIVERSITY OF PENNSYLVANIA</th>
<th>DATE: 11/14/03</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERS</td>
<td><strong>JOB ASSIGNMENT DATA</strong></td>
<td></td>
</tr>
<tr>
<td>CLO1</td>
<td>CLOONEY, GEORGE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>JOB(S): 1,2</td>
<td></td>
</tr>
<tr>
<td>JOB #: 1</td>
<td>BEGIN DATE: 01/01/97</td>
<td>END DATE: 09/09/99</td>
</tr>
<tr>
<td>POSIT</td>
<td>JOB CLASS: 226000 - PROFESSOR C-E</td>
<td></td>
</tr>
<tr>
<td>PAY PER.AMT/RATE: 6380.250</td>
<td>RATE CODE: P</td>
<td></td>
</tr>
<tr>
<td>% FULL-TIME: 100.00</td>
<td>CLASS ENTRY DATE: 01/01/97</td>
<td></td>
</tr>
<tr>
<td>JOB ORG: 4454</td>
<td>TIME RPT CODE: E</td>
<td></td>
</tr>
<tr>
<td>RA-DIAGNOSTIC RADIOLGY</td>
<td>HOURS: 40.00</td>
<td></td>
</tr>
<tr>
<td>EMP TYPE: 1</td>
<td>ANNUAL SALARY: 76563.000</td>
<td></td>
</tr>
<tr>
<td>CNAC ORG B/C FUND OBJ PGN CREF ERM PER.AMT PERCENT START STOP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>4400 4454 2</td>
<td>014003 1522 3407 0131</td>
</tr>
<tr>
<td>2</td>
<td>0.000 0.00</td>
<td>/ / /</td>
</tr>
<tr>
<td>3</td>
<td>0.000 0.00</td>
<td>/ / /</td>
</tr>
<tr>
<td>4</td>
<td>0.000 0.00</td>
<td>/ / /</td>
</tr>
<tr>
<td>5</td>
<td>0.000 0.00</td>
<td>/ / /</td>
</tr>
<tr>
<td>6</td>
<td>0.000 0.00</td>
<td>/ / /</td>
</tr>
<tr>
<td>7</td>
<td>0.000 0.00</td>
<td>/ / /</td>
</tr>
<tr>
<td>8</td>
<td>0.000 0.00</td>
<td>/ / /</td>
</tr>
<tr>
<td>TRANS: 004 ID: 123777777</td>
<td>JOB: 1 ORG ID:</td>
<td></td>
</tr>
<tr>
<td>PF6-FHELP</td>
<td>PF9/21-HELP</td>
<td></td>
</tr>
<tr>
<td>4-0 1</td>
<td>UNITS 165,123,39,19</td>
<td>1/1 23/10</td>
</tr>
</tbody>
</table>

After completion of the 001 Initial Employment screens, follow the steps for ‘Adding a CPUP Job’ in the next section.
Adding a CPUP Job

If the employee's home department BA has already added the employee to the University Payroll System, the Job Add function is used to add a new CPUP job. To add a new CPUP job, use the following functions:

01 Data Entry & Update
01 Personnel Menu
017 Job Assignment Add

For details on the job screen, please refer to the Payroll/Personnel Procedures Manual, section 2.

If the physician has been fully funded at the University, and is just being added to CPUP, follow the instructions above for the Job Add function.

Please notify the CPUP Benefits Specialist to initiate CPUP benefits.
Adding a CPUP Job (Cont’d)

Enter the appropriate information for the completion of the additional CPUP Job as follows:

Note specifically the following fields that are specific to a CPUP appointment:

**JOB(S)**
- For CPUP/CHOPPA, will always be Job 2, 3 or 4

**JOB CLASS**
- For CPUP/CHOPPA, will always be 315071

**JOB ORG**
- For CPUP/CHOPPA will be the ORG of the 26 digit account number for January 2003 only

**OBJ (Object Code)**
- For CPUP, will be 1511 for RMO and CST; will be 1513 for CVP. For CHOPPA will always be 1258
  - See the Appendix for additional Object Codes

**CREF (Center Ref)**
- For CPUP, will be ‘0000’; for CHOPPA will be 0015 - 0018

**ERN (Earnings Type)**
- Will be RMO for regular monthly salary, CVP for variable pay and CST when used for an administrative stipend (See Appendix for additional Earnings Types)
Variable Pay and Administrative Pay

CPUP employees will be automatically paid monthly as exception employees. The employee’s regular salary will be coded as **RMO** (regular monthly) earnings type.

CPUP departmental BA’s will have access to the University Payroll system to enter employee **CVP** (variable pay) or **CST** (administrative stipend) earnings type. Both of these earnings types are retirement eligible.

- For a definition of variable pay and administrative stipend, please refer to the Glossary of Terms

To enter a new CPUP earnings distribution line, use the following functions:

- 01 Data Entry & Updates
- 01 Personnel Menu
- 019 Distribution Update

Each new distribution line will need a valid 26-digit account number, including the following object codes and the applicable start and stop dates.

- **CVP** = 1513
- **CST** = 1511

- For CHOPPA – use Object Code 1258 and CREF 0015 for RMO and 0017 for CVP

For details on the job screen please refer to the Payroll/Personnel Procedures Manual, section 2.

Before each monthly payroll closing, the job screen should reflect the employee’s regular pay (**RMO**) along with any necessary variable pay (**CVP**) or administrative stipend (**CST**) earnings type.

**Variable Pay and Administrative Pay for Prior Pay Period**

To process CVP (variable pay) or CST (administrative pay) for a prior pay period, a late pay must be processed through the University Payroll System on-line time reporting module. For details on this process, refer to the Payroll/Personnel Procedures Manual, section 3.

---

Object Code for CST is 1511; CVP is 1513
### Additional CPUP Scenarios

#### Minimum University Flow Through/Academic Base > Grant Support

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/14/03</td>
<td>10:15:21</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Job(s)</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Job Class</th>
<th>Pay Period/Rate</th>
<th>Rate Code</th>
<th>Pay Cycle</th>
<th>Comp-Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAKER, SIMON</td>
<td>2</td>
<td>1,2</td>
<td>07/01/02</td>
<td>09/09/09</td>
<td>226101 - ASSOCIATE PROFESSOR C-E</td>
<td>5104.166</td>
<td>P</td>
<td>M1</td>
<td>0.123</td>
</tr>
<tr>
<td>C</td>
<td>0</td>
<td></td>
<td>07/01/02</td>
<td>09/09/09</td>
<td>31571 - CPUP CLINICAL POSITION</td>
<td>30000.000</td>
<td>P</td>
<td>M1</td>
<td>7.200</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pay Type</th>
<th>Annual Salary</th>
<th>Trf Sort Co.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>61250.000</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>360000.000</td>
<td></td>
</tr>
</tbody>
</table>
Additional CPUP Scenarios (cont’d)

Minimum University Flow Through w/Grant; Total Salary < NIH Cap (e.g. $171,900)

- Total Salary $ 163,350
- Grant 10% of Total Salary 16,350/12 = $1,361.25
- Balance on Minimum Flow through

---STATUS INFORMATION---

REGION ID:   CORPORATION:   
LAST ACTIONS: 11 CROSS-REF ID:   
TRANS: 003 ID: 12343333 PF6-FHELP 

--- Is there any additional information or calculations related to the minimum flow through that need to be included in the financial planning? ---

--- Is there any specific grant or funding information that needs to be considered for this scenario? ---
Additional CPUP Scenarios (cont’)

Minimum University Flow Through w/Grant; Total Salary > NIH Cap (e.g. $171,900)

- Total Salary $ 206,000
- Grant ends various dates
Additional CPUP Scenarios (cont')

CHOPPA Employee

ISO040P UNIVERSITY OF PENNSYLVANIA DATE: 11/07/03
PERSONNEL ***PERSONNEL ACTION DATA*** TIME: 10:11:37
123345777 STOLZ, ERIC

---STATUS INFORMATION---

EMPLNT STATUS: A STATUS DATE: 06/01/00 ENMLNT DATE: 06/01/00
SEPARATN RESN: LOA RETURN DATE: / LOA RESN:
REG OR TEMP: R FULL/PART TIME: F EMPL TYPE(E/H): E
PAY STATUS: S NEXT REVIEW: / BARG UNIT IND:
SENIOHITY DATE: / ANK(INC)DATE: BASE RATE: 0 ORIG HIRE DATE: 07/01/97
ORG NUMBER: 4302 SPECIAL TENURE: SPEC STATUS DATE: 03/00
PROV S/H DATE: / TENURE PROB DATE: 08/08 ACADEMIC BASE: 49000
SUPERVISOR ?: N SUPV TRAIN DATE: /

REG: 08/08
CORP: 0
LAST ACT: 008
CROSS-REF: 0

TRANS: 004

ISO040P UNIVERSITY OF PENNSYLVANIA DATE: 11/07/03
PERSONNEL ***JOB ASSIGNMENT DATA*** JOB(S): 1, 2
123345777 STOLZ, ERIC

JOB #: 1 BEGIN DATE: 07/01/00 END DATE: 06/30/06
POSITION #: 0 JOB CLASS: 22620 - ASST PROFESSOR C-E
PAY PER.ANT/RATE: 4053.333 RATE CODE: P CLASS ENTRY DATE: 07/01/00
% FULL-TIME: 100.00 TERM: 0 PAY CYCLE: M1
JOB ORG: 4302 TIME RPT CODE: E COMPA-RATIO: 0.000
PE-PEDIATRICS ADMINISTRATI HOURLY RATE: 0.000 HOURS: 40.00
EMP TYPE: 1 ANNUAL SALARY: 40000.000 TRF SORT CD:
CNAC ORG B/C FUND OBJ PGM CREF ERM PER.ANT PERCENT START STOP
1 400 4302 2 014003 1252 3407 0009 RND 4083.333 0.00 07/01/03 06/30/04
2 0.000 0.00 / / /
3 0.000 0.00 / / /

JOB #: 2 BEGIN DATE: 07/01/00 END DATE: 06/30/05
POSITION #: 8 JOB CLASS: 315671 - CPUP CLINICAL POSITION
PAY PER.ANT/RATE: 5000.000 RATE CODE: P CLASS ENTRY DATE: 07/01/00
% FULL-TIME: 100.00 TERM: 0 PAY CYCLE: M1
JOB ORG: 4392 TIME RPT CODE: E COMPA-RATIO: 1.000
PE-PEDIATRICS ADMINISTRATI HOURLY RATE: 0.000 HOURS: 0.00
EMP TYPE: 1 ANNUAL SALARY: 60000.000 TRF SORT CD:
CNAC ORG B/C FUND OBJ PGM CREF ERM PER.ANT PERCENT START STOP
1 400 4392 2 014003 1258 3407 0015 RND 5000.000 0.00 01/01/04 06/30/04
2 0.000 0.00 / / /
3 0.000 0.00 / / /
4 0.000 0.00 / / /
5 0.000 0.00 / / /
6 0.000 0.00 / / /
7 0.000 0.00 / / /
8 0.000 0.00 / / /

TRANS: 004 ID: 123345777 JOB: 2 ORG ID:
PFG-FHELPPF9/21-Help

Financial Training Department 28
Additional CPUP Scenarios (cont’)

VA Employee w/o CPUP

- Academic Base $10,000
  - Can go below minimum if
    - No CPUP Salary and
    - VA Appointment

- No CPUP Job
### Additional CPUP Scenarios (cont')

#### VA Employee with CPUP

<table>
<thead>
<tr>
<th>IS0408666</th>
<th>UNIVERSITY OF PENNSYLVANIA</th>
<th>DATE: 11/14/03</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONNEL</td>
<td><em><strong>PERSONNEL ACTION DATA</strong></em></td>
<td>TIME: 10:14:26</td>
</tr>
<tr>
<td>123456666</td>
<td>JACKMAN,HUGH</td>
<td></td>
</tr>
<tr>
<td>NAME SUFFIX:</td>
<td>NAME PREFIX: DR</td>
<td></td>
</tr>
</tbody>
</table>

#### STATUS INFORMATION

| EMPLOYEE STATUS: A | STATUS DATE: 05/01/99 | EMPLNT DATE: 05/01/99 |
| SEPARATION RESN: | LOA RETURN DATE: | LOA RESN: |
| REG OR TEMP: R | FULL/PART TIME: F | EMPL TYPE(E/M): E |
| PAY STATUS: S | NEXT REVIEW: | BACK UP UNIT: |
| SENIORITY DATE: | MONTHLY BASE RATE: | ORIGIN HIRE DATE: 05/01/99 |
| ORG NUMBER: 0261 | SPECIAL STAT TENURE: | SPEC STATUS DATE: 06/00/99 |
| PRN VS/H DATE: | TENURE PROB DATE: 06/00/99 | ACADEMIC BASE: 91338 |
| SUPERVISOR: N | | SUPV TRAIN DATE: |

#### REGION ID: DIVISION ID: COMPANY ID: CORPORATION:

#### LAST ACTIONS:

| TRANS: 003 ID: 1 | PF6=FHELP |

#### JOB ASSIGNMENT DATA

<table>
<thead>
<tr>
<th>IS0408666</th>
<th>UNIVERSITY OF PENNSYLVANIA</th>
<th>DATE: 11/07/03</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONNEL</td>
<td><em><strong>JOB ASSIGNMENT DATA</strong></em></td>
<td></td>
</tr>
<tr>
<td>123456666</td>
<td>JACKMAN,HUGH</td>
<td></td>
</tr>
</tbody>
</table>

#### JOB 

| JOB #: 1 | BEGIN DATE: 05/01/99 | END DATE: 09/09/99 |
| POSITION #: | JOB CLASS: 216600 | PROFESSOR A |
| PAY PER.ANT/RATE: 7611.520 | RATE CODE: P | CLASS ENTRY DATE: 05/01/99 |
| 3% FULL-TIME: 100.00 | TERM: 0 | PAY CYCLE: H1 |

#### DH-RHEUMATOLOGY ADMINISTRA

| HOURS: 40.00 |

#### EMP TYPE: 1 ANNUAL SALARY: 91338.240 TFR SORT CD:

<table>
<thead>
<tr>
<th>CMAC ORG B/C FUND</th>
<th>OBJ PGN CREF</th>
<th>ERN PER.ANT PERCENT START STOP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 400 4261 4 534774 5010 2459 2218 RHO 537138.800</td>
<td>0.00 05/01/99 06/30/99</td>
<td></td>
</tr>
<tr>
<td>2 400 4261 4 534775 5010 2459 2218 RHO 2339640</td>
<td>0.00 09/01/99 09/30/99</td>
<td></td>
</tr>
</tbody>
</table>

#### JOB 

| JOB #: 2 | BEGIN DATE: 05/01/99 | END DATE: 09/09/99 |
| POSITION #: | JOB CLASS: 31591 | CPUP CLINICAL POSITION |
| PAY PER.ANT/RATE: 833.333 | RATE CODE: P | CLASS ENTRY DATE: 05/01/99 |
| 3% FULL-TIME: 100.00 | TERM: 0 | PAY CYCLE: H1 |

#### DH-RHEUMATOLOGY ADMINISTRA

| HOURS: 40.00 |

#### EMP TYPE: 1 ANNUAL SALARY: 100000.00 TFR SORT CD:

<table>
<thead>
<tr>
<th>CMAC ORG B/C FUND</th>
<th>OBJ PGN CREF</th>
<th>ERN PER.ANT PERCENT START STOP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 400 4261 2 014003 1511 3407 9000 RHO 833.333</td>
<td>0.00 01/01/00 06/30/00</td>
<td></td>
</tr>
<tr>
<td>2 0.000 0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 0.000 0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 0.000 0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 0.000 0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 0.000 0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 0.000 0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 0.000 0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### TRANS: 004 ID: 123456666 JOB: 2 ORG ID: PF6=FHELP PF921=HELP
CPUP Additional Pay Forms

CPUP Bonus and Allowance
The following earnings types will require using the ‘Additional Pay Form for CPUP/CHOPPA Clinical Practices’:

- **CBN**: CPUP Bonus: Departmental or Management Incentive Bonus
- **CAL**: CPUP Allowance: Extra compensation including sign-on, moving expenses and/or fringe benefits
  - Earnings Types **CBN** and **CAL** use the federal supplemental taxing rate and are NOT retirement eligible.

The following object codes should be used for each earnings type:

- **CBN**: 1512
- **CAL**: 1514
  - For CHOPPA - use Object Code 1258 and CREF 0016 for CBN and 0018 for CAL

This form will be filled out by the CPUP BA for each individual receiving **CBN** bonus or **CAL** compensation and will be signed by the CPUP BA, the Department Chair or Dean and a CPUP HR representative. The form should then be delivered to the University Payroll Department for entry of information. After entry, the forms will go to the University Records department to file and keep on record.

CPUP Pension Adjustment
The following earnings type will require using the ‘CPUP/CHOPPA Pension Adjustment Compensation Form’:

- **CPN**: CPUP Pension Adjustment

This form may be used to pay more than one individual at a time. The earnings type that is used on this form is **CPN**. This earnings type is taxed according to the employee’s record and is NOT retirement eligible. The 26-digit account number and job class should be the same for all employees on the form. The CPUP BA will be responsible for completing the form. The CPUP BA, Department Chair or Dean and CPUP HR will sign and a CPUP HR representative will also process the corresponding after-tax deductions (if any) that relate to this compensation. The form will then be delivered to the University Payroll Department for entry of information. After entry, the form will go back to CPUP HR for filing.

CPUP Tax Adjustment
This form is for processing tax adjustments only. Please see the Tuition Benefits, Individual Long Term Disability and SERP Processing for details on the **CTX** and **CTU** earnings types.

- Can also be used for any other taxable benefits that are not paid directly to employee (i.e. moving expenses where an AP check is given to the moving company)

For both **Pension** and **Tax Adjustments** use the following object codes:

- **CPUP**: 1514
- **CHOPPA**: 1258
CPUP Salary Changes

Annual Salary Increases (SALINC)
CPUP BA’s will have access to the University Payroll SALINC (salary increase) system to enter annual salary increases. The SALINC system is used to download the annual salary increase into the payroll system while the live system is still active. SALINC is open and available on an annual basis from mid-May through mid-June.

Detailed processing training on SALINC is available from Human Resources from mid-April through mid-May. A CPUP BA requiring access to SALINC may sign up via the payroll access form available on the payroll web site.

Salary Increase/Decreases
Adjustments to salary can be processed on-line by the CPUP BA using the following functions:

- 01 Data Entry & Update
- 01 Personnel Menu
- 017 Job Assignment Add

CPUP or CHOPPA internal process must be followed prior to modification of employee salaries. For audit purposes, documentation must accompany mid-year salary changes.

In general, salary shifts should not be processed for sabbatical/scholarly leave. Reduction of clinical pay could result in a corresponding reduction in benefits. For a case by case evaluation, call a CPUP Benefits Specialist.
Overpayments

If an overpayment occurs, the CPUP BA should notify the University Payroll Department. The University Payroll Department will calculate the amount the employee should have been paid, and will notify the CPUP BA of the net amount due. At that time, the University Payroll Department will set up a cash recovery to be taken out of the employee's next paycheck. If the amount exceeds the current pay, it will be taken from future payments until all is collected.

>If the paying department inadvertently overpays an employee, a fee of $25 will be charged to the paying department.

Additional information regarding overpayments can be found at the following link:

http://www.finance.upenn.edu/comptroller/payroll/policies_procedures/overpayments.shtml
**Late Pays**

Requests for Late Pay follow the University Payroll policies and procedures. Access to processing Monthly Late Pay is done through the Payroll/Personnel System. The procedure is included in the Payroll/Personnel Procedures Manual, Section 3, On-Line Time Reporting.

To process a Late Pay, use the following functions:

05 Time Reporting Data Entry

02 Monthly Time Reporting Menu

All Late Pay transactions for monthly employees must be approved using the following function:

001 Approvals for Monthly Late Pay

Each department must identify who their ‘approver’ of Late Pays in order for the transaction to be processed.
Hand-Drawn (Manual) Checks

Requests for hand-drawn (manual) checks will follow University Payroll policies. The complete policy is available on the Comptroller's web site at:

http://www.finance.upenn.edu/comptroller/payroll/policies_procedures/hand_drawnchks.shtml

Hand-drawn (manual) checks are to be requested under the following circumstance only:

- Less than 75% of regular pay received by regular University employee

The process to request a hand-drawn (manual) check is:

- Call Payroll Office first for preliminary approval - 898-6301
- Enter Late Pay on-line - it must be approved by someone in your department or school
- Print Late Pay process screen - with approval
- Print updated Job Assignment Screen (004)
- Complete memo titled ‘Hand-Drawn (Manual) Check Request Memo’ from the Payroll website
  http://www.finance.upenn.edu/comptroller/forms/
- Please place only one request on each memo
- Hand deliver to the Payroll Office

Once the hand drawn check is processed, the payroll department will notify the CPUP Business Administrator. Either the Business Administrator or the employee can retrieve the check from the University Payroll Department, 310 Franklin Building.

♫ If the paying department is responsible for missing the monthly payroll deadline, a fee of $25 will be charged to the paying department for the hand-drawn (manual) check requested.
Stop Payment and Stale Dated Checks

Stop Payments
If an employee needs to stop payment on a payroll check, the employee can obtain a stop payment form at the University Payroll department, 310 Franklin building, or on-line at:

http://www.finance.upenn.edu/comptroller/forms/

A replacement check will be issued within 7-10 business days.

☞ There will be $25 fee to the employee per stop payment requested

Stale Dated Checks
If an employee needs to have a stale dated check (void after 90 days) re-issued, the employee can obtain a stale dated form at the University Payroll department, 310 Franklin building, or on-line at:

http://www.finance.upenn.edu/comptroller/forms/

A replacement check will be issued within 7-10 business days.

☞ If a check becomes stale dated due to department negligence, then a $25.00 fee will be charged to the department. If through an employee’s negligence a check becomes stale dated (void after 90 days,) then a fee assessed at $25.00 will be charged to the employee.
Reports

Beginning January 4, 2004, reports for CPUP payroll information are available in the same reports used by the University Payroll administrators. Below is a list of reporting options available:

Payroll/Personnel System

- From the UMIS main menu, type SALMGMT to access the Salary Management main menu
- Type RPTS in the TRAN field
- Select from the following
  - PERD – Person Detail
  - PERS – Person Summary
  - ACTD – Account Detail
  - ACTS – Account Summary
  - ERND – Earnings Type Detail
  - ERNS – Earnings Type Summary
  - GRPS - Group - School/ORG
  - GRPD – Group - COA Segment
  - A21E – A21 Effort (clinical RMO, CVP and CST earnings types are included in this report)

Salary Management – BEN Reports

https://galaxy.isc-seo.upenn.edu:7778/ws/benreports

Employee Payments by Fund - Home ORG: Displays a chart of total payments by fund for the parameter period for a home organization. You may navigate from the fund total to the underlying employee payment detail for all individuals paid from that fund.

Employee Payments by Fund - Posted ORG: Displays a chart of total payments by fund for the parameter period for an account organization. You may navigate from the fund total to the underlying employee payment detail for all individuals paid from that fund.

Employee Payments by Fund - Responsible ORG: Displays a chart of total payments by fund within the parameter period for all funds managed by a responsible organization. You may navigate from the fund total to the underlying employee payment detail for all individuals paid from that fund.

Employee Payments by Individual - Home ORG: Provides a list of all employees in a Home ORG during the data range selected. From that list, you may navigate to the payment detail for the individuals.
Employee Payments by Individual - Posted ORG: Provides a list of all employees paid by an account organization during the data range selected. From that list, you may navigate to the payment detail for the individuals.

Salary Management Data in the Warehouse

The Salary Management data in the Warehouse comes from the Payroll and Salary Management systems. The data in this universe includes biographical information about employees, information on their jobs, and financial data on their salaries (encumbrances, distributions and payments). Beginning in January 2004, clinical payroll information for the CPUP faculty is also included. This means that all information put on an employee's Payroll job screen -- which will be all CPUP RMO (CPUP Monthly Regular Pay), CVP (CPUP Variable Pay), and CST (CPUP Administrative Stipend) -- will be available in the Data Warehouse tables, specifically in the EMPLOYEE_JOB and EMPLOYEE_DISTRIBUTION tables. This information is refreshed in the Data Warehouse nightly (M-F), so that anything entered on an employee job screen will be available for reporting the next business day. In addition, after each month’s payroll processing, all clinical earnings processed (both the earnings entered on the employee’s job screen and those entered through the additional pay forms) will be available in the Salary Management tables.

Further documentation on the Warehouse Salary Management collection is available at:
http://www.upenn.edu/computing/da/dw/salmgt
Benefits

Tuition Benefits
The CPUP BA will use the “CPUP/CHOPPA Tax Adjustment Form” with earnings type CTU, to process tuition tax adjustments. This form may be used for more than one person at a time. It is used for entry of tax adjustment earnings only and should be submitted to CPUP HR along with the UPHS Accounts Payable (AP) check request. The CTU earnings type uses the federal tax supplemental rate and is NOT retirement eligible. The earnings type only adds into the employee's tax gross, and does not affect total gross earned. The 26-digit account number and job class should be the same for all employees on the form. This form will be filled out by the CPUP BA and signed by the CPUP BA, Department Chair or Dean and CPUP HR.

- The CTU earnings type will affect tax grosses and will be displayed on the employee's pay stub.

Retirement Processing
All enrollments for University retirement plans will be handled by the TIAA/CREF Retirement Call Center (1-877-736-6738).

Life and Disability/Imputed Income
The CPUP Human Resources Department will be responsible for calculating the imputed income for CPUP life insurance.

Individual Long Term Disability (Special Processing)
The CPUP BA will use the new CPUP/CHOPPA Tax Adjustment Form to apply the appropriate taxes to the employee. This form may be used with more than one person for entry of tax adjustment earnings only. The earnings type that will be used isCTX.

The earnings type is only added into the employee’s tax gross, and does not affect total gross earned. The 26-digit account number and job class should be the same for all employees on the form. This form will be filled out by the CPUP BA and signed by the BA, Department Chair or Dean and CPUP HR. The CPUP Human Resources department will be using a new function in the payroll system to enter CPUP Tax adjustments.

- The CTX earnings type will only affect tax grosses and will be displayed on the employee’s pay stub
SERP Processing

The CPUP SERP is a retirement plan benefit for highly compensated Medical School physicians and selected employees who are limited by the IRS cap for the Tax Deferred Retirement Plan. The CPUP HR department will be responsible for entering all contributions into employee records.
Appendix A: Benefit Plan Descriptions

Tax Deferred Retirement Plan

The retirement plans offered by the University of Pennsylvania for monthly paid faculty and staff include:

- BASIC PLAN and MATCHING PLAN: TIAA/CREF, Vanguard
- SUPPLEMENTAL PLANS: TIAA/CREF, Vanguard

A basic retirement plan is distinguished from a supplemental retirement plan in that employer contributions may be contributed only to a basic plan. (See Contributions.)

Individuals who wish to make additional tax-deferred contributions may add to the basic plan (in the case of TIAA/CREF) or open a supplemental account. Employer contributions will not increase. Supplemental contributions must be within the limitations imposed by the Internal Revenue Service. Contact the CPUP Benefits Specialist for calculations.

An eligible individual may participate in any one or any combination of the plans.

Eligibility for Basic and Matching Plans

All salaried members of the faculty on the Provost eligibility list (includes faculty members with the rank of Assistant Professor and higher) and full-time Health System Clinicians/Physicians are eligible to participate after one year of service.*

Eligibility for Supplemental Plans

All salaried members of the faculty, and all Health System Clinicians/Physicians, may contribute to a supplemental plan, subject to IRS limitations.

Application

The individual enrolls by calling the University of Pennsylvania Retirement Call Center at 1-877-736-6738. If contributions in excess of the basic 5% are elected, the employee should contact the CPUP Benefits Specialist.

The retirement programs at the University are tax-deferred for federal withholding taxes only—not city, state or FICA taxes.

Contributions

Basic and matching retirement plan contributions are determined by salary and age as follows:

- Employee 403b and Employer dollar-for-dollar match 5% through age 29
- Employer 401a basic match 1% through age 29
- Employee 403b and Employer dollar-for-dollar match 5% age 30 - 39
- Employer 401a basic match 3% age 30 - 39
- Employee 403b and Employer dollar-for-dollar match 5% age 40 and over
- Employer 401a basic match 4% age 40 and over

Age changes are effective on the January 1<sup>st</sup> following the birthday.
Vesting

Contributions to all plans are fully and immediately vested: the individual has a non-forfeitable right to the full value of the Plan account without satisfying a waiting period. The full value includes employer contributions as well as individual contributions. There are restrictions for withdrawals depending on age, employment status and carrier.

*Provost exception to one-year wait may be granted in qualified cases.

Supplemental Executive Retirement Plan (SERP)

The University of Pennsylvania Tax Deferred Retirement Plan is subject to an annual pay limit set by the IRS. The SERP is designed to provide an additional tax-deferred benefit on the salary above the pay limit.

As an example, for calendar year 2003, the pay limit is $200,000. Eligible employees who earn more than $200,000 receive 8% or 9% (depending on age) on the salary above $200,000. The SERP has a cap that is based on the overall limit set by the IRS, and by an inflation factor. The maximum SERP benefit paid in 2003 for an employee over age 40 was $7,714.28.

The SERP is a 457f deferred compensation plan. A substantial risk of forfeiture is an essential part of the plan design. TIAA/CREF and Vanguard are the investment options, including all of the same choices allowed in the University’s Tax Deferred Retirement Plan. Employee contributions are not required for the SERP benefit, and are not permitted if a participant is vested. Vesting occurs after ten years in the SERP, at age 60, or upon death or disability. Special circumstances may also apply for vesting. SERP contributions for each calendar year are processed in April of the following year, in a lump sum. Distributions are processed each year in June.

CPUP Life and Disability Insurance Program

Life and disability insurance coverage is available to departments with CPUP faculty. The Life and Disability group policies are written by UnumProvident and insured by the Unum Life Insurance Company of America, and are based upon CPUP compensation. These policies are supplemental to the University’s insurance program.

The decision to enroll in the CPUP Life and Disability Insurance Program is a departmental decision which means that both Life and Disability insurances will be purchased for all eligible members of the department, or not at all.

Eligibility and Enrollment

All full-time University faculty, and Health System Clinicians/Physicians, who receive a CPUP salary are eligible to participate. (Part-time Health System Clinicians/Physicians who work at least 17 ½ hours per week are also eligible.) To enroll a department in the CPUP Life and Disability Insurance Program, submit a CPUP Life and Disability enrollment form for each eligible member of the department to the
CPUP Benefits Specialist. Include a cover letter signed by the department chair stating the effective date of participation. Coverage begins upon receipt of forms. A sample Enrollment Form is included in the Appendix.

Each person receiving coverage should complete an enrollment form. The $50,000 option may be used to limit coverage to avoid the tax liability associated with employer-provided life insurance. (See Life Insurance under the Premiums section, below.) Enrollment Forms can be obtained from the CPUP Benefits Specialist.

Please hand-deliver the completed forms to the CPUP Benefits Specialist. Photocopies of all Enrollment Forms should be kept on file in the department.

Changes in Enrollment Information

Beneficiary Changes. Use the CPUP Life and Disability Change Form for beneficiary changes. Assignment forms are also available upon request from the CPUP Benefits Specialist.

Terminations

The department Business Administrator (BA) must notify the CPUP Benefits Specialist to remove an employee from the Life and Disability roster.

Premiums

Disability Insurance

The monthly premium for CPUP Disability Insurance is $1.08 per $100 of covered payroll. Covered payroll is the CPUP monthly salary, plus the excess of monthly University base salary over $12,500.00 up to a ceiling of $25,000 per month.

The annualized salary basis for fixed payrolls, for the first fiscal year quarter, is the July payroll; for subsequent quarters, it is the payroll for the month preceding the quarter.

The annualized salary basis for variable payrolls is the average payroll for the preceding year.

Life Insurance

The monthly premium for CPUP Life and AD&D Insurance is $.12 per $1,000 coverage. Coverage is four times the annual CPUP payroll, rounded up to the next $1,000, with a maximum per individual of $600,000.

The annualized salary basis for fixed payrolls, for the first fiscal year quarter, is the July payroll; for subsequent quarters, it is the payroll for the month preceding the quarter.

The annualized salary basis for variable payrolls is the average payroll for the preceding year.

The value of employer-provided group term life insurance in excess of $50,000 is declared as income to the individual. Where necessary, an addition to income will automatically appear on the W-2 Form. Faculty members who want to limit the tax liability associated with excess life insurance may elect a “$50,000 Option,” (providing their coverage under the policy is at least $50,000). The once-a-year election is made in January of each year by signing a CPUP Life and Disability Change Form under the $50,000 limit section. The “witness to signature” can be anyone other than the beneficiary. (New
employees should check the “YES” box on the CPUP Life and Disability enrollment form.) No changes will be permitted during the year unless salary changes significantly affect coverage. Evidence of insurability may be required to return to the normal level of coverage.

**Administrative Fee** (applies to CHOPPA only as of 7/99).

An administrative fee of 7% of the department’s premium is charged each quarter in order to cover the administrative costs.

**Payment Process**

A department statement for the CPUP Life and Disability Insurance is sent quarterly from the CPUP Human Resources Office to the chair of each participating department. A copy of the statement is sent directly to the BA of each department, together with computer printouts of premium and database information for each participant in the department. These documents should be reviewed for accuracy and retained in departmental files.

Premiums are collected via the CPUP Employee Benefits Pool and reconciled through the EB Surcharge Process.

**Benefits**

**Disability Insurance**

Disability benefits under the CPUP Life and Disability Insurance Program are $15,000/month or 60% of covered payroll, whichever is less. (Covered payroll is the CPUP monthly salary plus the excess of monthly University base salary over $12,500.00 up to a limit of $25,000/month.) Benefits are taxable to the individual.

Total disability is described as a physician’s inability to practice his or her sub-specialty. The maximum benefit period is based on the age at disability. Coverage for emotional disorders and pregnancy is included.

The elimination period, or “waiting time” from onset of disability until benefits begin, is 180 days.

**Life Insurance**

Life insurance benefits under the CPUP Life and Disability Insurance Program are four times the annual CPUP payroll. Benefits are limited to $50,000 in cases of special election. The benefits base is the annual CPUP payroll, as defined in the PREMIUMS section, above.

The maximum life insurance coverage is $600,000 through age 69. At age 70, life coverage is reduced by 75%, and by an additional 15% at age 75. The benefit may not exceed $100,000 at age 75.

**Claims**

In the event of the death or disability of a participant, please contact the CPUP Benefits Specialist. The Benefits Specialist will provide the necessary forms and will assist in preparation of the claim for submission to the insurance company.
Relationship to University Insurance
The CPUP Life and Disability Program is a supplement to the insurance provided by the University. For convenience, this section includes a brief summary of University coverage.

University Disability Insurance
The University disability policy provides $7,500/month in benefits or 60% of the University benefits base salary, whichever is less, offset by Social Security benefits. Benefits are taxable income to the individual. Faculty and staff are eligible upon appointment, without a medical examination.

University Life Insurance
University life insurance coverage is part of PENNChoice, the University's benefits program. Coverage options range from one to six times the annual salary base, with the option to limit coverage to $50,000. Choices are renewable annually, but life insurance may not increase by more than the amount of the physician's annual salary each year. University life insurance also has double indemnity, (i.e., double the salary base for accidental death), up to $125,000.
## Appendix B: CPUP Earnings Types & Object Codes

*This information is for CPUP only. See separate QRG for CPUP and CHOPPA details.*

<table>
<thead>
<tr>
<th>Earnings Type/ Object Code</th>
<th>Name</th>
<th>Criteria:</th>
<th>Used for the following pay practices:</th>
</tr>
</thead>
</table>
| RMO/1511                  | Regular Monthly Earnings | • Is retirement eligible  
• Taxed normally (based on employee's W-4 info)  
• Entered on Job Screen | • Regular Monthly Salary |
| CVP/1513                  | Variable Pay | • Is retirement eligible  
• Taxed normally (based on employee's W-4 info)  
• Entered on Job Screen | • Variable Pay – contractual salary based on metrics  
• Variable Pay – work for services as part of employee's job responsibility  
• Work as Penn Physician in ER, Dialysis or other unit  
• Independent Medical Exams |
| GVP/1513                  | Guaranteed Variable Pay | • Is retirement eligible  
• Taxed based on employee's W-4 info | Guaranteed Variable Pay  
• Variable Pay guaranteed in writing |
| CST/1511                  | CPUP Admin Stipend | • Is retirement eligible  
• Taxed normally (based one employee's W-4 info)  
• Entered on Job Screen | • Compensation for administrative work |
| CBN/1512                  | CPUP Bonus Pay | CPUP Departmental or Mgmt Incentive Bonus  
• Not retirement eligible  
• Federally taxed at supplemental rate  
• Use Additional Pay Form for CPUP/CHOPPA Clinical Practices | • Special one-time payments based on performance/merit – done at discretion of management, outside boundaries of normal activities. |
| CAL/1514                  | Sign-on Bonus/ Taxable Fringe Benefit | CPUP Allowance  
• Not retirement eligible  
• Federally taxed at supplemental rate  
• Use Additional Pay Form for CPUP/CHOPPA Clinical Practices | • Sign-on Bonus  
• Moving or Fringe Benefit dollars given directly to employee. |
| CPN/1514                  | Pension Adjustment | • Not retirement eligible  
• Taxed normally (based on employee's W-4 info)  
• Use CPUP/CHOPPA Pension Adjustment Compensation Form | • Dollars representing make-up benefit for employees at VA.  
• Dollars representing pension adjustment during the 1-year Univ. Retirement match waiting period. |
| CTU/1514                  | Tuition Tax Adjustment | • Not retirement eligible  
• Does not add into total gross (only effects tax buckets)  
• Federally taxed at supplemental rate  
• Use CPUP/CHOPPA Tax Adjustment form | • Tax adjustment for additional taxable tuition benefit  
• Tuition dollars are paid directly to school through UPHS AP check |
|CTX/1514                  | Other Tax Adjustment | • Not retirement eligible  
• Does not add into total gross (only effects tax buckets)  
• Federally taxed at supplemental rate  
• Use CPUP/CHOPPA Tax Adjustment form | • Tax adjustments for fringe benefits paid to 3rd party  
• Individual LTD taxation (i.e. Ophthalmology Dept)  
• Dollars given to 3rd party (i.e. moving company) by Penn |
|CSP/1514                  | CPUP SERP Gross Up | CPUP SERP Gross-Up  
• Not retirement eligible  
• Taxed normally (based on employee's W-4 info)  
• Only used by CPUP Benefits Department | • Dollars given to employee instead of SERP to pay for taxes. |
Appendix C: Background: Health System Physician

1. Introduction

In order to enhance efforts to provide quality health care to patients from a broad-based geographic area, the University of Pennsylvania Health System has expended significant resources and energy in creating an impressive network of owned and affiliated health care entities.

As an outgrowth of the creation of this network, these staffing related challenges arise: (1) organizing and supervising the delivery of quality health care at off-site locations; (2) setting the specifications of the positions of the physicians who will provide the care; and (3) identifying the appropriate candidates for the positions. Because these positions do not squarely fit within the guidelines of the “traditional” standing faculty member at the University of Pennsylvania School of Medicine, it has become necessary to identify a different means to establish the employment relationship between the selected physician and the University. The title “Health System Physician” will be used to refer to a physician who provides health care services on a full or part-time basis exclusively or almost exclusively off-site; that is, in one of the designated satellite locations or hospitals which are affiliates of the University of Pennsylvania Health System but are located offsite.

Additionally, it is intended that the Health System Physician must hold a title within the academic support staff or the Clinical Track of the Associated Faculty of the University of Pennsylvania School of Medicine and, as such, will not be eligible to acquire tenure. This appointment, as well as any subsequent reappointments and/or promotions, is subject to the standard review process.

In the event of termination of employment as Health System Physician, termination of the appointments in the academic support staff or in the Clinical Track of the Associated Faculty and staff privileges will occur concurrently.

2. Responsibilities of the Health System Physician

Any individual who is employed/appointed in the position of Health System Physician is obligated to abide by the policies, procedures and guidelines of the University of Pennsylvania and the University of Pennsylvania Health System, including the Clinical Practices of the University of Pennsylvania.

Health System Physician
This physician will be responsible for performing clinical practice activities at a designated off-site location as previously described.

Clinical Track of the Associated Faculty or Academic Support Staff
An individual appointed to the academic support staff or the Clinical Track of the Associated Faculty is required to participate in a minimum of 50 hours per year of active and high quality teaching or equivalent service. The Clinical Associate is expected to participate in active and high quality teaching or equivalent service as assigned. Any other requirements of these positions defined by the University's Handbook for Faculty and Academic Administrators, as amended from time to time, will also apply.

3. Employment/Appointment Process

In order to hire a Health System Physician, a three-part employment/appointment process must be completed, as follows:

Health System Physician
The hiring department must conform to the employment process designated by the University of Pennsylvania Human Resources department for A-1 positions, including completion of a “Request for Employment” (form HR-1 and HR-2) for review and salary determination by the Employment Office and
compliance with Affirmative Action guidelines regarding job posting and candidate selection.

**Clinical Track of the Associated Faculty or Academic Support Staff**
As mentioned above, the faculty appointment is subject to the standard review and approval process of the University of Pennsylvania. The department Chair must request a rank which is appropriate to the background of the candidate and consistent with the standards established for faculty in the School of Medicine.

**Clinical Practices of the University of Pennsylvania (CPUP)**
CPUP bylaws permit the participation of physicians who are not members of the standing faculty. As such, Health System Physicians will simply be required to execute a CPUP Member Practice Agreement and to abide by the CPUP bylaws.

### 4. Terms of Employment/Appointment

In order to remain actively employed as a Health System Physician, an individual must have active appointments in the academic support staff or the Clinical Track of the Associated Faculty and must be a member in good standing of CPUP. It is possible that some Health System Physicians will sign employment agreements which will define terms and conditions of employment.

**Health System Physician**
The initial period of employment will be up to 5 years. The term of appointment of Health System Physician and the term of appointment in the academic support staff or in the Clinical Track of the Associated Faculty must be consistent. Additionally, terms of appointment must be consistent with all of the provisions of the Handbook for Faculty and Academic Administrators. Position continuation and renewals will be contingent upon both acceptable performance of the individual and the financial, organizational and clinical needs of the department.

**Clinical Track of the Associated Faculty or Academic Support Staff**
“The University does not assure continuity of appointments for any person in the Clinical Faculty” (Handbook for Faculty and Academic Administrators) or academic support staff. The department must comply with the policies and procedures of the reappointment process of the School of Medicine and the University of Pennsylvania.

**CPUP**
The Health System Physician must have an active University A-1 appointment and an active appointment in the academic support staff or the Clinical Track of the Associated Faculty to be a member of CPUP.

### 5. Salary

Effective January 1, 2004, salary will be paid through the University of Pennsylvania payroll system.

**Health System Physician**
The University component of salary associated with the A-1 Health System Physician appointment must be equal to or greater than the minimum salary of the academic rank in the Clinical Track of the Associated Faculty which has been approved for the individual: namely, (Clinical) Assistant, Associate or Full Professor. The University component of salary for clinical associates must be equal to or greater than the minimum salary of assistant professors. These academic salaries are subject to change in the sole discretion of the University.

**Clinical Track of the Associated Faculty**
Unsalaried.
CPUP
The balance of the Health System Physician’s salary will be paid through the University of Pennsylvania payroll in accordance with University guidelines.

6. Benefits
With the exception of scholarly leave, the Health System Physician is eligible for the benefits which are offered by the University of Pennsylvania and CPUP to eligible members of the standing faculty, standing faculty— clinician-educator, and research faculty.

Health System Physician
Benefits are outlined in the University of Pennsylvania’s flexible benefits program, PennChoice. The University of Pennsylvania retains the right to modify, amend or terminate its employee benefit plans at any time with or without notice.

Clinical Track of the Associated Faculty/ Academic Support Staff
No benefits.

CPUP
Benefits are available as agreed upon by the department.

7. Termination
Nothing contained in this description is intended to alter the at-will employment relationship between the University and its employees. In the event of termination of employment as Health System Physician, termination of the appointments in the academic support staff or the Clinical Track of the Associated Faculty and staff privileges will occur concurrently. Terminations may be either voluntary or involuntary. Health System Physicians who wish to resign are requested to provide written notice as soon as possible but at least 60 days in advance of the resignation. It is recommended that the University provide notice of non-renewal to the Health System Physician at least 60 days before the end of the appointment period.

8. Evaluation of Position/Policy Guidelines
The University of Pennsylvania Health System reserves the right to re-evaluate and amend this position and associated policy guidelines at any time and for any reason. It is intended that a formal evaluation of the position and policy guidelines will occur at the end of 3 years.

Originally approved May, 1997
Revised October 22, 1998
Updated for Faculty 2000 10/99
Appendix D: Forms

Effective January 1, 2004, the following forms are to be used for employees paid for CPUP clinical services. Additional pay forms, W-4, Direct Deposit, etc. can be found at:

http://www.finance.upenn.edu/comptroller/Forms/forms.shtml#Payroll

- Additional Pay Form for CPUP/CHOPPA Clinical Practices
- CPUP/CHOPPA Pension Adjustment Compensation Form
- CPUP/CHOPPA Tax Adjustment Form
# Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Page Number(s)</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 18, 2007 (BAM)</td>
<td>5, 35, 36</td>
<td>Updated Payroll ‘forms’ website</td>
</tr>
<tr>
<td></td>
<td>46</td>
<td>Added GVP Earnings Type</td>
</tr>
<tr>
<td></td>
<td>51, 52, 52</td>
<td>Removed blank pages for CPUP Add’l Pay forms</td>
</tr>
</tbody>
</table>