

**PennWorks/Payroll/Personnel
Web Expedition**

Name: _____

Date: _____

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

http://medley.isc-seo.upenn.edu/penn_portal/u@penn.php

1. From **U@Penn portal**, what are the main tabs listed at the top of the screen?

2. Under which tab can I find the link for PennWorks? _____

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

3. From the **Closing Schedules**, what is the deadline for a weekly paid new hire employee's paperwork to be sent to Human Resources to ensure they are paid by June 30th? _____
4. From the **Guide to Post-Doctoral Appointments** please complete the following for a **Post-Doctoral Researcher**
Job Class: _____ U.S. Earnings Type: _____ Object Code/Subcode: _____
5. What is the Object Code for a monthly paid staff person? _____

Hiring and Recruitment (*Hint: Under Human Resources*)

6. On the New Hire Checklist, what are the documents needed for hiring 'Staff'?

7. Name two forms of identification required for completion of the **I-9 Form**. (*Hint: Go to the last page.*)
1) _____ 2) _____
8. What is the Applicant Tracking System? _____
9. Who is your 'Recruitment and Staffing Contact'? _____
10. What is the phone number of Apple One, the company the University uses to provide "regular and temporary office support staff"?

International Students and Scholars (*Hint: Under International Students and Scholars*)

11. Who are likely candidates for J-1 Visiting Scholars:

- 1) _____
- 2) _____
- 3) _____

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

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

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

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

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

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

Thank you for taking the time to do this pre-requisite for PennWorks/Payroll/Personnel training. We hope it will help with your Role at Penn!
Please bring the completed 'Expedition' to the training session.
If you have any questions, please contact Financial Training Department at doftraining@pobox.upenn.edu.