**Fiscal Year 2013 Closing Instructions**


**Overview**

The FY 2013 year-end closing schedule and deadlines are largely consistent with the prior year. However, there has been an addition to the schedule as highlighted below:

- 63xxxx Unrestricted gift funds will be transferred to the designated special purpose fund by Investment Services group on Monday, July 15th.
- All funding certifications need to be submitted to the Treasurer’s office by Monday June 24th at 12:00 p.m. in order to be processed into FY13.
- No capital funding entries will be recorded in the ADJ period.
- Feeders submitted after June 28th will be processed during July 1st nightly process.
- Any and all activity posted in the ADJ-13 period to UPHS and CPUP through the inter-fund must be posted by Friday, July 5th. All entries to 15XX object codes after that date will be reversed.

**Purchasing Services**

- Reimbursement application for faculty, staff, and students conducting University business.

**Travel & Expense Management (TEM) Update: Concur Expense Rollouts**

In February, the University began rolling out Concur Expense, the expense report submission module of the Concur Travel & Expense Management (TEM) application. Concur is the fully integrated online travel booking, expense reporting, and reimbursement application for faculty, staff, and students conducting University business.

To date, the Schools/Centers using Concur Expense are the Division of Business Services, the Division of Finance, Development and Alumni Relations, the Graduate School of Education, and the School of Dental Medicine. Additional Schools, Centers, and administrative units will be added in phases on the following schedule:

- June 10
- July 22
- August 26

Continued on page 11

**In This Issue...**

- Business Services
- On-Campus Banking .......... Page 14
- BEN Knows – Rejected POs .......... Page 16
- Comptrollers
- Year-End Closing Schedule .......... Page 1-3
- New Category 19 ............ Page 4
- BEN Support Call Tree .......... Page 4
- BEN Assets Category Codes ........ Page 5
- Did You Know ................ Page 15
- FTD – Invoice Inquiry Online .......... Page 15
- Gifts Acct & Admin Deadlines .......... Page 8
- ISC – Telephone FY Reminders .......... Page 11
- ISSS – Automated 1-94 Process .......... Page 6-7
- Purchasing Services ............ Page 12
- Office of Research Services
- Space@Penn Review by 6/30/13 .......... Page 9
- NIH Fiscal Policy & Salary Limits .......... Page 9-10
- SRFS – Summer Federal Work Study .......... Page 15
- Quarterly Quiz ............ Page 16

**Got Gym?**

Hey fellow staff members, check out the on-campus fitness facilities at Pottruck and Fox Fitness Center this summer.

Great way to have fun & stay in shape too!

http://www.upenn.edu/recreation/

Overview (continued)

- Availability of the ADJ-13 period for end users will remain at 5 workdays in order to meet Trustee-mandated reporting deadlines. Direct access to the general ledger for ADJ-13 will end on Monday, July 8th.
- Last day to clear operating gift funds with overdrafts is Monday, July 8th
- Signed school/center internal representation letter provided to Comptroller’s office no earlier than Friday, July 12th, but no later than Friday, July 19th in order to review significant events thoroughly
- The only transactions that will be recorded after July 8th, are gift or investment related:
  - Posting of final TIF income distribution on Tuesday, July 9th
  - Posting of final FY13 transactions to the general ledger by Gifts Accounting & Administration (GAA) on Friday, July 12th
  - Reconciliation and posting of final AIF income distribution on Friday, July 12th
  - Final AIF buys posted for ADJ period on Monday, July 15th
  - Final 13th month close (Endowment and Gift Overhead) Monday, July 15th, 8:00 p.m.
  - No gift/endowment entries will be recorded after Monday, July 15th
  - If necessary, an AIF Market Value adjustment may be posted to ADJ-13 in August. There will be no impact to AIF income as a result of this potential adjustment.

Accounting Periods

The concept of a 12th, 13th and 14th month will remain.

- The 12th month will be open June 1st to June 28th. All 12th month entries will be recorded in the period JUN-13.
- The 13th month will run from July 1st to July 15th. However, end users will only have direct access to 13th month from July 1st to July 8th. All 13th month entries will be recorded in period ADJ-13. The batch naming convention for manual journal entries for ADJ-13 only will be ADJ13.xxxx.zzz.mm/dd/yy.nn, where xxxx is the user’s org, zzz is the user’s initials, mm/dd/yy is the date the batch was created and nn is the user’s sequential batch number for the day.
- The 14th month will begin on July 16th and end when the annual audit is complete. As in the past, the 14th month period will be utilized for the purpose of recording any audit adjustments and the final Comptroller's closing entries. Transactions for the 14th month will also be entered in the period ADJ-13.

More Info…

There is much more information regarding the Closing Schedule. Be sure to go to the link below:

- BEN Financials Availability
- Uninvoiced Receipts and the Receipt Accrual Process
- Salary/Bonus Accrual Process

Closing Calendar by Functional Group:

- Payroll (see also Page 3 of this issue)
- Accounts Payable (see also Page 3 of this issue)
- IDS (see also Page 3 of this issue)
- Purchasing Card
- Investment Services/GAA
- Student Financial Services
- Feeder
- Cashier’s Office
- BEN Assets
- General
- BEN Financials Closing
**Office of the Comptroller**

**FY2013 Closing Dates - Payroll**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, April 22nd, 12:00 a.m.</td>
<td>Merit Increase via Penn Works opens.</td>
</tr>
<tr>
<td>Wednesday, June 12th, 11:59 p.m.</td>
<td>Merit Increase via Penn Works closes.</td>
</tr>
</tbody>
</table>

**FY 2014 Payroll**

First weekly payroll for FY 2014 will be for the week ending June 30, 2013, and payable on **July 5, 2013**. Annual increases for weekly paid personnel will be effective for the week ending July 7, 2013 and payable on **July 12, 2013**.

**Weekly Payroll for the Period Ending June 23rd, 2013**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, June 17th, 5:00 p.m.</td>
<td>Supporting documents for new appointments to Personnel Records.</td>
</tr>
<tr>
<td>Friday, June 21st, 5:00 p.m.</td>
<td>Additional pay on-line forms to Payroll.</td>
</tr>
<tr>
<td>Monday, June 24th, 3:00 p.m.</td>
<td>Time reporting data entry of positive/exception employees.</td>
</tr>
<tr>
<td>Monday, June 24th, 3:00 p.m.</td>
<td>Payroll reallocations must be performed to be effective at FY 2013 Employee Benefit (EB) rates. Any reallocations after this date will be at the FY 2014 EB rates (same as FY13).</td>
</tr>
<tr>
<td>Monday, June 24th, 5:00 p.m.</td>
<td>On-line changes to the database for existing employees.</td>
</tr>
</tbody>
</table>

**Monthly Payroll for the Period Ending June 30, 2013**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, June 17th, 5:00 p.m.</td>
<td>Supporting documents for new appointments to Personnel Records.</td>
</tr>
<tr>
<td>Wednesday, June 19th, 4:00 p.m.</td>
<td>Additional pay on-line forms to Payroll.</td>
</tr>
<tr>
<td>Thursday, June 20th, 4:00 p.m.</td>
<td>Time reporting data entry for late pay, reduction in pay, and late pay approval.</td>
</tr>
<tr>
<td>Friday, June 21st, 5:00 p.m.</td>
<td>On-line changes to the database for existing employees.</td>
</tr>
<tr>
<td>Monday, June 24th, 3:00 p.m.</td>
<td>Payroll reallocations must be performed to be effective at FY 2013 EB rates. Any reallocations after this date will be at the FY 2014 EB rates (same as FY13).</td>
</tr>
</tbody>
</table>

**FY2013 Closing Dates: Accounts Payable**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, June 14th, 5:00 p.m.*</td>
<td>Final day to request Final Closing of Purchase Orders in FY 2013</td>
</tr>
<tr>
<td>Friday, June 14th, 5:00 p.m.*</td>
<td>C-forms to be processed in FY 2013</td>
</tr>
<tr>
<td>Friday, June 21st, 5:00 p.m.*</td>
<td>Purchase Order invoices to be processed in FY2013</td>
</tr>
<tr>
<td>Friday, June 21st, 5:00 p.m.*</td>
<td>Requests to correct and reverse receipts for FY2013</td>
</tr>
<tr>
<td>Friday, June 21st, 5:00 p.m.*</td>
<td>Will Call Checks</td>
</tr>
</tbody>
</table>

**FY2013 Closing Dates: IDS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, June 14th, 5:00 p.m.*</td>
<td>C-forms and Travel Reimbursements to be processed in FY 2013</td>
</tr>
<tr>
<td>Friday, June 21st, 5:00 p.m.*</td>
<td>Will Call Checks</td>
</tr>
</tbody>
</table>

*These dates serve as cutoff dates in order to guarantee processing in FY 2013 for any of the above items in Accounts Payable or IDS. After these dates, Accounts Payable and IDS will continue to process all invoices, C-Forms, and travel reimbursements, but cannot guarantee they will be processed in FY 2013.*

**The Bottom Line**  **June 2013**
New Journal Category 19 – Related Entity Activity (Non-UPHS)

In order to better identify transactions between the University and its subsidiaries (other than the Health System), a new manual journal type has been created to record such activities. Journal category 19 – Related Entity Activity (Non-UPHS) should be used to record any charges to or revenue from the subsidiary.

Examples of the type of entries to be recorded: To charge the School/Center and record the amount due from the subsidiary and record revenue in the School/Center

```text
~ Or ~
```

Dr. xxx-xxxx-x-xxxxxx-5xxx-xxxxx-xxxx
Cr. 220-22xx-1-000000-152x-0000-0000

To charge the School/Center and record the amount due to the subsidiary

When the “19 Related Entity Activity (Non-UPHS)” journal category is selected, the user will be required to enter the ORG of the related entity in the line context box for each line of the journal. Below is the list of ORGs which may be used to complete the context box for each subsidiary.

<table>
<thead>
<tr>
<th>ORG</th>
<th>ORG Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0019</td>
<td>Inn at Penn</td>
</tr>
<tr>
<td>2210</td>
<td>University City Associates, Inc.</td>
</tr>
<tr>
<td>2211</td>
<td>OAP, Inc.</td>
</tr>
<tr>
<td>2212</td>
<td>Axis Partnership</td>
</tr>
<tr>
<td>2213</td>
<td>4508 Chestnut Street Joint Venture</td>
</tr>
<tr>
<td>2230</td>
<td>Penn Tower Hotel, Inc./Sheraton</td>
</tr>
<tr>
<td>2231</td>
<td>PGH Development Corporation</td>
</tr>
<tr>
<td>2250</td>
<td>Genesis Limited Partnership</td>
</tr>
<tr>
<td>2251</td>
<td>Pinnacle Limited Partnership</td>
</tr>
<tr>
<td>2270</td>
<td>New York City Penn Club</td>
</tr>
<tr>
<td>2280</td>
<td>Learning Alliance</td>
</tr>
<tr>
<td>2281</td>
<td>Penn Praxis</td>
</tr>
<tr>
<td>2300</td>
<td>UPenn International</td>
</tr>
</tbody>
</table>

Note that journal category “19 – Related Entity Activity (Non-UPHS)” should NOT be used for any entries between the University and the Health System. These entries should continue using category “17 – UPH Gds/Svs” and category “18 – UPHS Payroll”, as appropriate.

BEN HELPS SUPPORT CALL TREE

On April 1st, a slight change was implemented to the BEN Helps Support call tree and how calls are routed when end-users call 6-HELP (215.746.5347). Currently, when an end-user calls 6-HELP, they are prompted to enter their 2-digit school/center number after listening to the BEN Helps Welcome message; they select the menu option for the application in which they have a question/problem and then the call is routed accordingly.

The call tree will change so that when end-users call 6-HELP, they will listen to the BEN Helps Welcome message then they will select the menu option for the application in which they have a question/problem. An end-user will ONLY be prompted to enter their 2-digit School/Center number when they select option ‘1’ for BEN Financials and option ‘5’ for Penn Works. Once the School/Center number is entered the call will be routed to the FSP (Financial Support Provider) responsible for handling BEN Financials calls or the individual responsible for handling Penn Works calls for that School/Center.

In addition, the menu option for #3 has changed; BEN Reports has been removed and ‘Concur Travel or Expense’ has been added. All other menu options remain the same and will be routed as they do today.

- Press #1 for BEN Financials*
- Press #2 for Individual Disbursement Services*
- Press #3 for Concur Travel Expense – NEW!
- Press #4 for BEN Deposits*
- Press #5 for Penn Works*

* No Change

Thank you,

~Financial Systems
When purchasing an asset on behalf of the University, please note the appropriate category, object code and useful life.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Office &amp; Lab Furniture</td>
<td>1870</td>
<td>15</td>
<td>1001</td>
<td>Floor Cover</td>
<td>1879</td>
<td>13</td>
<td>29041</td>
</tr>
<tr>
<td>Carpeting/Drapery</td>
<td>1870</td>
<td>5</td>
<td>1051</td>
<td>Ceiling Finishes</td>
<td>1879</td>
<td>15</td>
<td>29061</td>
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<tr>
<td>Office Equipment</td>
<td>1870</td>
<td>10</td>
<td>2001</td>
<td>Interior Construction</td>
<td>1879</td>
<td>25</td>
<td>29081</td>
</tr>
<tr>
<td>Audiovisual Equipment</td>
<td>1872</td>
<td>8</td>
<td>3001</td>
<td>Doors</td>
<td>1879</td>
<td>10</td>
<td>29091</td>
</tr>
<tr>
<td>Duplicating/Printing</td>
<td>1872</td>
<td>10</td>
<td>4001</td>
<td>Plumbing</td>
<td>1879</td>
<td>25</td>
<td>29101</td>
</tr>
<tr>
<td>Scientific Equipment</td>
<td>1872</td>
<td>8</td>
<td>5001</td>
<td>Fire Protection</td>
<td>1879</td>
<td>25</td>
<td>29111</td>
</tr>
<tr>
<td>Musical Instruments</td>
<td>1872</td>
<td>15</td>
<td>6001</td>
<td>Security System</td>
<td>1879</td>
<td>20</td>
<td>29124</td>
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<tr>
<td>Computer Equipment</td>
<td>1871</td>
<td>5</td>
<td>7001</td>
<td>HVAC</td>
<td>1879</td>
<td>25</td>
<td>29141</td>
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<tr>
<td>Computer Software</td>
<td>1871</td>
<td>10</td>
<td>8001</td>
<td>Electric</td>
<td>1879</td>
<td>25</td>
<td>29161</td>
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<tr>
<td>Animal Care</td>
<td>1872</td>
<td>5</td>
<td>9001</td>
<td>Elevators</td>
<td>1879</td>
<td>20</td>
<td>29173</td>
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<tr>
<td>Vehicles</td>
<td>1872</td>
<td>4</td>
<td>10001</td>
<td>Paging System</td>
<td>1879</td>
<td>15</td>
<td>29181</td>
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<tr>
<td>Grounds &amp; Maintenance Dept.</td>
<td>1872</td>
<td>8</td>
<td>11001</td>
<td>Other Bldg Services</td>
<td>1879</td>
<td>20</td>
<td>29193</td>
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<tr>
<td>Athletic Equipment</td>
<td>1872</td>
<td>12</td>
<td>12001</td>
<td>Software, Major Systems</td>
<td>1879</td>
<td>5</td>
<td>29201</td>
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<tr>
<td>Capital Improvement Equipment</td>
<td>1872</td>
<td>15</td>
<td>13001</td>
<td>CVT - Fixed Equipment</td>
<td>1879</td>
<td>25</td>
<td>30002</td>
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<tr>
<td>Capital Lease Equipment</td>
<td>1872</td>
<td>10</td>
<td>14001</td>
<td>Fixed Equipment 5</td>
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<td>5</td>
<td>30005</td>
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<td>Medical Equipment</td>
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<td>Fixed Equipment 10</td>
<td>1879</td>
<td>10</td>
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<td>Food Preparation/Dist.</td>
<td>1872</td>
<td>10</td>
<td>16001</td>
<td>Fixed Equipment 15</td>
<td>1879</td>
<td>15</td>
<td>30016</td>
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<tr>
<td>Microscopes/Telescopes</td>
<td>1872</td>
<td>8</td>
<td>17001</td>
<td>Fixed Equipment 20</td>
<td>1879</td>
<td>20</td>
<td>30021</td>
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<tr>
<td>Balances &amp; Scales</td>
<td>1872</td>
<td>10</td>
<td>18001</td>
<td>Leasehold Improvements 15</td>
<td>1879</td>
<td>15</td>
<td>30020</td>
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<td>Centrifuges</td>
<td>1872</td>
<td>8</td>
<td>19001</td>
<td>Leasehold Improvements 13</td>
<td>1879</td>
<td>13</td>
<td>30023</td>
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<tr>
<td>Meters</td>
<td>1872</td>
<td>8</td>
<td>20001</td>
<td>Leasehold Improvements 18</td>
<td>1879</td>
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<td>30218</td>
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<tr>
<td>Incubators &amp; Culture Apparatus</td>
<td>1872</td>
<td>10</td>
<td>21001</td>
<td>Leasehold Improvements 20</td>
<td>1879</td>
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<td>30220</td>
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<td>Refrigeration Equipment</td>
<td>1872</td>
<td>10</td>
<td>22001</td>
<td>Leasehold Improvements 25</td>
<td>1879</td>
<td>25</td>
<td>30225</td>
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<td>All Fine Art</td>
<td>1874</td>
<td>20</td>
<td>23001</td>
<td>Land</td>
<td>1878</td>
<td>N/D</td>
<td>40010</td>
</tr>
<tr>
<td>Collectibles</td>
<td>1874</td>
<td>N/D</td>
<td>24001</td>
<td>Land Improvements</td>
<td>1881</td>
<td>15</td>
<td>40011</td>
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<tr>
<td>Donated Collectibles</td>
<td>1876</td>
<td>N/D</td>
<td>25003</td>
<td>Land Improvements</td>
<td>1881</td>
<td>20</td>
<td>40012</td>
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<tr>
<td>Donated Rare Books</td>
<td>1876</td>
<td>N/D</td>
<td>25004</td>
<td></td>
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<tr>
<td>Rare Books</td>
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<td>N/D</td>
<td>25011</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shop Equipment</td>
<td>1872</td>
<td>15</td>
<td>26001</td>
<td></td>
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</tr>
<tr>
<td>Donated Equipment</td>
<td>1873</td>
<td>4</td>
<td>27001</td>
<td></td>
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<tr>
<td>CVT - Bldg. Services</td>
<td>1879</td>
<td>25</td>
<td>28001</td>
<td></td>
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<tr>
<td>Roof Cover</td>
<td>1879</td>
<td>13</td>
<td>29001</td>
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<tr>
<td>Library Books</td>
<td>1840*</td>
<td>10</td>
<td>30101</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

* Eventually swept to object code 1875 as part of month end processing

Note: Capitalizing threshold for Moveable Equipment is $5,000.00 per item, plus any shipping or freight charges and installation costs. Any building improvement costs less than $100,000.00 is not capitalized.
Effective April 30, 2013, the Customs and Border Protection (CBP), a component of the U.S. Department of Homeland Security (DHS), has begun automating the Form I-94 process at air and sea ports by eliminating the paper Form I-94. Once implemented, foreign nationals will only receive an entry (or admission) stamp in their passports which will include their date of entry, class of admission, port of entry and their status expiration date. At the time of immigration inspection at the port of entry, CBP will distribute a tear sheet with information about procedures for obtaining a printout I-94 to each foreign traveler who is issued an electronic I-94.

- **What is Form I-94?**
  - Current Form I-94, which is a small, white card often stapled into the passport, serves as evidence of a lawful admission and “alien registration” for foreign nationals.
  - Form I-94 lists the person’s immigration category, the port of entry, the date of entry into the U.S., the expiration of their stay, and a unique 11-digit identifying number on top.

- **What is the detailed CBP implementation plan?**
The new automated system is being implemented in four stages at U.S. air and sea ports effective April 30, 2013.
  - **First week:** elimination of paper Forms I-94 at the following international airports: Charlotte, Orlando, Las Vegas, Miami and Chicago O’Hare.
  - **Second week:** at major air and sea ports in New York, Boston, Buffalo, Baltimore, Atlanta, Detroit, Tampa, Puerto Rico, New Orleans and Houston.
  - **Third week:** at major air and sea ports at pre-clearance, San Francisco, Hawaii, Guam, El Paso, Seattle, Portland, Los Angeles, San Diego and Laredo.
  - **As of fourth week (by 5/21/2013), CBP will institute these procedures at all remaining air and sea ports.**
  - Please note that the rollout schedule could change.
  - The land border entry procedures are not affected by the new rule.

- **What are the benefits of the new automated process?**
  - CBP anticipates that this automation will streamline CBP’s inspection process and reduce wait times at passenger processing at air and sea ports.
  - Foreign nationals will have the convenience of being able to access their own I-94 electronically at www.cbp.gov/I94, and will be able to print a new copy if one is lost, or to print multiple copies if needed. CBP recommends waiting 48 hours before accessing www.cbp.gov/I94.
    - As you may know, currently the paper I-94 replacement application costs over $300 and takes a few months.
    - Please note that the I-94 card comes with the I-797 Approval Notice (e.g. for H-1Bs) cannot be reprinted at the new CBP website as I-797s are USCIS documents.
  - Additionally, carriers will no longer have to print, store, and distribute the paper I-94 forms. Thus, this may result in significant cost savings for foreign travelers.

- **What should I provide to PennDOT and SSA offices?**
  - We have received confirmation that both PennDOT and local Social Security Administration offices will require the I-94 printout from the foreign national who has been issued an electronic I-94.
  - According to CBP, foreign nationals who want to verify proper admission and length, or need a I-94 printout could do so by going to www.cbp.gov/I94 by entering their biographical information, date of entry and class of admission. CBP recommends waiting 48 hours before accessing www.cbp.gov/I94.

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*Continued on the next page*
ISSS is working closely with local SSA, PennDOT, and CBP-PHL to clarify and ensure minimum disruption to our international students and scholars.

As we have more information, we will update our website.

Will an I-94 printout be acceptable for I-9 Employment Eligibility Verification process?

- CBP stated that employers would be able to accept an I-94 printout along with an unexpired passport.
  - Foreign nationals will be able to print their I-94 at www.cbp.gov/I94. At the time of immigration inspection at the port of entry, CBP will distribute a tear sheet with information about procedures for obtaining a printout I-94.
  - CBP recommends waiting 48 hours before accessing www.cbp.gov/I94.
- However, there has not been specific guidance from Immigration and Customs Enforcement (ICE), another component of DHS, which oversees the I-9 requirements.

Will this affect USCIS immigration benefits applications and petitions?

No, U.S. Citizenship and Immigration Services (USCIS), another component of DHS, will continue to issue paper Forms I-94 for change of status applications, H-1B petitions, and other applications in the form of an I-797 Approval Notice.

Any foreign nationals over 18 years old are required to carry proof of registration (showing their immigration status). Will the automated I-94 serve that purpose?

Form I-94 is one of the documents acceptable for this purpose. With I-94 automation, either a valid I-94 printout or an unexpired entry/admission stamp will be acceptable for this purpose.

Will CBP issue a paper I-94 card for the I-515A process?

- CBP stated that in some situations (like the I-515A), because it is a secondary inspection procedure, the foreign national will be given a special paper form annotated with the electronic I-94 number.
- In other words, if an I-515A is required, the recipient will still receive a paper I-94 so that she or he can complete the I-515A process with ICE.
- For more information about the I-515A process, please visit the I-515A section of this page.

Will this new process affect automatic visa revalidation?

- CBP anticipates that nothing is going to change with automatic revalidation. If you depart the U.S., and upon return, if you meet the revalidation criteria, CBP will already have the electronic I-94 on record, and it will be revalidated.
- You will be provided with another stamp in the passport, and the I-94 will just be revalidated electronically.
- Previously the requirement was that the traveler had to have the I-94 in her or his possession, but because it will be an electronic record, CBP will have the record, and there will be no need to present a paper I-94.
- Those who fly back to the U.S. will receive a new passport stamp with entry/admission information, and those who drive will be processed according to the land border port of entry process and receive a paper I-94.
- ISSS recommends foreign nationals to print their I-94 at www.cbp.gov/I94 before leaving the U.S. as a back up.
- For more information about automatic visa revalidation (including eligibility criteria), visit the Automatic Visa Revalidation section of this page.

Government Resources (including I-94 samples)

- CBP I-94 Instruction Tear Sheet - https://help.cbp.gov/ci/fattach/get/62536/1367426813/session/L2F2LzEvc2lkL1dnMjZsYnBs
As we approach fiscal year-end, please be advised of the following closing guidelines for gifts.

**June 30 Gift Date**

**end of year processing:**

- **June 28th:** Adjustments - Submit all adjustments for gifts recorded prior to June 28th.
  - **Special Note:** Contact Cassie Bartelme if an adjustment request is needed between July 1 and July 9.
- **July 9th by Noon:** Deliver to Gifts Accounting & Administration FY13 gifts (needs June 30th postmark)
- **July 9th at Noon:** Gifts Office will close for fiscal year end processing
  - **Special Note:** Contact Cassie Bartelme or your team representative if a gift is received during this time requires immediate attention.
- **July 11th:** Gifts Office will re-open for deliveries
- **July 12th:** Last day of Gifts close-out
- **July 13th:** Begin preliminary reporting

Given a movement to more corporate standards of reporting timeliness as required by

Penn Trustees, the ‘mailbox rule*’ will apply to GIFT DATE recording for June 30 gift date processing during the month of July.

Gifts will be processed with a June 30 gift date, so long as they are postmarked on or before June 30, 2013. Therefore, it is imperative for you to send fully completed gift transmittals and backup information, including postmarked envelopes, to Gifts Accounting and Administration (GAA) for June 30 gift date processing as quickly as possible.

Notify Jean Suta or Irma Lerma in Securities Gifts (jeanie@upenn.edu) or 8-7254 of any securities gifts as soon as you are made aware of them. Securities gifts must be transferred into a Penn brokerage account by close of business on June 28, 2013 in order to ensure they will be counted on the FY13 financials.

Should you have any questions on this information, contact Maria Perkins @ 8-8687, Cassie Bartelme @ 8-3104 or Jean Suta @ 8-7254.

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*This means the postmark on the donor’s envelope (rather than the date of receipt) determines the date of the gift. It is crucial to retain all envelopes with any gift correspondence, which are submitted to the Office of Gifts Accounting & Administration, particularly at the approach of fiscal year-end and calendar year-end.
The University’s current Facilities and Administrative (F&A) Cost rate agreement will expire on June 30, 2014. The University is required to submit a Facility and Administrative (F&A) cost rate proposal to the Department of Health and Human Services based on FY2013 actual costs and statistics. This proposal will be the basis for F &A rates for the next several years.

Since the F &A cost recovery is the 2nd largest source of unrestricted revenue to the University, and 88.5% of F &A funds that are recovered go directly back to the School or Center associated with the grant, it is critical that we submit a strong proposal. All of the facility related costs, depreciation, operations and maintenance, utilities and interest expense included in the proposal are driven by the allocation of space.

Since the administrative portion of the rate is capped at 26% and the facility portion of the research rate is 34 points of the 60% rate, the federal negotiators concentrate heavily on the space allocations.

Bob McCann has already started working with many of you to review and update space utilization information. If you have not already done so, please review and update information in Space@Penn by June 30, 2013.

If you have questions about the process, please contact Bob McCann (mccannr@upenn.edu) directly. We appreciate your cooperation with this important process.

Elizabeth Peloso
Associate Vice President! Vice Provost, Research Services

NIH Fiscal Policy for Grant Awards – FY 2013

Notice Number: NOT-OD-13-064
Key Dates: Release Date: May 8, 2013
Issued by: National Institutes of Health (NIH)
Purpose
This Notice provides guidance about the NIH Fiscal Operations for the remainder of FY 2013 in light of the Consolidated and Further Continuing Appropriations Act, 2013 (P.L. 113-6), signed by President Obama on March 26, 2013, and the sequestration provisions of the Balanced Budget and Emergency Deficit Control Act, as amended, 2 U.S.C. § 901a. NIH is operating at a program level of $29.15 billion in FY 2013, a decrease of about five percent from FY 2012. Despite the reduced funding, the NIH remains committed to the mission of seeking fundamental knowledge about the nature and behavior of living systems and the application of that knowledge to enhance health, lengthen life, and reduce the burden of illness and disability. In addition, the NIH will continue to manage its portfolio in biomedical research investments in a manner that includes addressing the need for a highly productive pool of researchers by providing support for new investigators.

Continued on the next page
The following NIH fiscal policies apply in FY 2013:

**FY 2013 Funding Levels:** Non-competing continuation awards that have already been made in FY 2013 were generally funded at levels below that indicated on the most recent Notice of Award (generally up to 90% of the previously committed level) as described in NOT-OD-13-002, NOT-OD-13-018 and in NOT-OD-13-043. Such reductions may be partially restored, but are unlikely to be restored to the previous commitment level. Therefore, non-competing continuation grants (research and non-research) including those that remain to be issued in FY 2013 likely will be made at levels below those indicated on the Notice of Award. Commitments for continuation awards in FY 2014 and beyond will remain unchanged.

The NIH will make an effort to keep the average size of competing awards constant at FY 2012 levels, but is likely to make fewer competing awards in FY 2013. The NIH awarding Institutes/Centers (IC) will develop and post their fiscal policies consistent with overall NIH goals and available FY 2013 funds.

**Inflationary Increases for Future Years:** Inflationary increases for future year commitments will be discontinued for all competing research grant awards issued in FY 2013 extending the policy established in FY 2012 (see NOT-OD-12-036), however adjustments for special needs (such as equipment and added personnel) will continue to be accommodated.

**Ruth L. Kirschstein National Research Service Awards (NRSA):** The stipend levels established in FY 2012 will be continued in FY 2013 (see NOT-OD-12-033).

**New Investigators:** NIH will continue to support new investigators on Type 1 (new), R01 equivalent awards at success rates comparable to that of established investigators submitting Type 1 applications. Achievement of comparable success rates should permit the NIH to support new investigators in accordance with the policies established in FY 2009 and subsequent years and described in NOT-OD-09-013 and at http://grants.nih.gov/grants/new_investigators/index.htm.

**Salary Limits:** Salary limits on grants, cooperative agreements and contracts described in NOT-OD-12-035 will be continued in FY 2013.

**Other FY 2012 Legislative Mandates:** Other Legislative Mandates described in NOT-OD-12-034 remain in effect.

**Additional Information:** Additional details on Fiscal Operations, including the specific funding strategies adopted by each IC will be posted at http://grants.nih.gov/grants/financial/index.htm.

**Inquiries**

Questions about specific awards may be directed to the Grants Management Specialist identified in the Notice of Award.

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**NIH Salary Limitation Remains at $179,700**

In January, the President issued Executive Order 13635, which would have allowed for certain rates of pay to be adjusted after March 27, 2013, effectively resulting in an increase in the Executive Level II NIH Salary Limitation from $179,700 to $180,600. However, on April 5, 2013, Executive Order 13641 was signed and superseded Executive Order 13635. Executive Order 13641 provides for no increase in the Executive Level pay scale and the Executive Level II salary level remains at $179,700.
TRAVEL & EXPENSE MANAGEMENT (TEM) UPDATE: CONCUR EXPENSE ROLLOUTS

Continued from Page 1

The TEM Team is currently working with the TEM Advisory Group, which is comprised of School and Center representatives, to slot the remaining Schools and Centers into the above rollout schedule. You may check with your representative listed on the new travel website at www.upenn.edu/penntravel to find out when your School/Center will begin using Concur Expense, and also for dates when Concur demos will be provided in your area. The demos cover topics useful to both Approvers and users of the Concur system.

Once Concur Expense is rolled out to your School/Center, anyone who incurs travel or out-of-pocket expenses, or anyone who creates expense reports on behalf of others will use this system to submit expense reports for reimbursement. For students, faculty and staff, paper reimbursement forms (C-1 and C-1A forms) will no longer be accepted (the only exception being expenses that are cross-charged to Schools or Centers that are not yet live in the system, or for reimbursement of non-affiliates). Also, reimbursement information will be accessible only in Concur and will no longer appear in the “My Reimbursements” application.

Users of the new Penn Travel Card, which is being launched concurrently with Concur Expense, will have their credit card transactions feed automatically into the system, reducing manual entry of expense data and enabling direct payment to the credit card company for approved expenses.

Communications about the project and related process changes will be disseminated to each School, Center, and administrative unit as their rollout date approaches, and detailed help information will also be provided.

A new Penn TEM website, which includes Concur login, important updates, links to policy documentation, and Penn Travel Card information, is available at www.upenn.edu/penntravel. Also available on the website are online training manuals and a series of how-to videos that many users have found helpful.

Look for a special TEM issue of the Bottom Line coming in August with the latest updates and information.

This project is jointly sponsored by the Divisions of Business Services, Finance, and Information Systems and Computing. Please address any questions about the project to the Project Team at askTEM@lists.upenn.edu.

Traditional Telephone & Voice Mail: Important Fiscal Year-End Reminders

As we approach the end of FY13 and the final phase of transitioning the campus from analog to VoIP-based service via PennNet Phone, here are several important dates and activities that we would like you to continue to be aware of:

- Traditional telephone service will be discontinued on July 1, 2014. Departments that do not schedule their migration during FY13 will pay higher costs associated with remaining on the traditional telephone infrastructure.
- Traditional voice mail will be discontinued on July 1, 2014. Be aware that the vendor will no longer support the product, and features, such as the date and time stamp heard during message playback, will begin to break due to the age of the equipment; and traditional voice mail rates will increase on July 1, 2013.
- Significant savings are available to departments if you switch to PennNet Phone now. To commemorate the final phase of moving the campus from analog to VoIP-based telephone service, ISC is waiving line activation and port conversion fees for traditional telephone users upgrading to PennNet Phone. The Switch Now Discount runs through June 28, 2013 – on June 29th regular conversion rates will resume.
- Telephone Support Providers and ISC Project Leaders will be available to assist departments and offices in coordinating their move to PennNet Phone, including evaluating needs for new services and equipment.

For more information about upgrading to PennNet Phone, including PennNet Phone’s lower telephone and voice mail rates, benefits, services, and self-service features, or to speak with an ISC Project Leader, call (215) 746-6000 or send email to service-requests@isc.upenn.edu.
**Purchasing Card Application Form**

New purchasing card applicants will now be able to enter their information onto the form, print, sign and get approval signatures, scan and email to the Card Program Administrator at pcardsup@exchange.upenn.edu. No hard copy is required to be sent to the Card Program Administrator.

Please remember PaymentNet login ID requirement is 6 or more characters—this may not line up with your Penn Key name. http://www.purchasing.upenn.edu/forms/purchasing-card-application.pdf

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**One Stop Shopping for Request to Delete Cards:**

Request for the deletion of cards is now all on one request form: http://www.purchasing.upenn.edu/forms/pcard-delete-cardholder-account-form.php

Pcard, JPMC Fleet, Sunoco Gas, American Express Corporate Card, AMEX CDEP, AMEX Meeting and Penn Travel Card. More than one card can be requested to be deleted at one time.

Upon submission of the deletion form and account deactivation the Card Program Administrator will notify the Business Administrator of deletion. **Please properly destroy the Card (s) at your department. It is not required to return the card to the Card Program Administrator.**

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**Travel Advisory: Get Ready to Pay More When Changing Flight Plans**

Four major airline carriers have increased the fee for changing flights after the original reservation has been confirmed. US Airways, United Airlines, Delta and American Airlines raised the fee charged to domestic passengers to $200. This change fee could be higher for international flights. Please check the specific airline websites for specific costs.

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**Cool New Features for the Penn Marketplace Coming This Summer!**

A fresh and easy-to-navigate look for the Penn Marketplace homepage

The Penn Marketplace will be getting a modern makeover with the existing horizontal menu and tabs being replaced with a vertical icon based menu. A new redesigned banner at the top of the screen includes access to the user menu making more room for the shopping functions you use most!

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**Pick Up Your Quotes at Supplier Ordering Sites in Penn Marketplace!**

Just a reminder shoppers and requisitioners can retrieve their quotes and promotional pricing in the Penn Marketplace on the following suppliers’ punch-out sites: Fisher, LifeTech, CDW-G, Bio-Rad and Sigma-Aldrich. Have questions? Reach us at mktplace@exchange.upenn.edu.

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**Cart Sharing Feature for the Penn Marketplace**

A new way to consolidate purchases for your office/lab will be introduced through the “Shared Cart” functionality. Users will be able to mark their Penn Marketplace cart as a “shared cart” for other shoppers (that you designate) to view and add items to the cart.

Stay tuned for more details!
Purchasing Services is pleased to announce major improvements to Ben’s Attic. These enhancements have been made possible through a Green Fund Grant and are based on feedback and surveys conducted last spring. Ben’s Attic, Penn’s online exchange for surplus property, now features new procedural and functional enhancements, all designed to make Ben’s Attic the place to shop and repurpose the University’s surplus supplies and equipment in an easy and sustainable way supporting the University’s Climate Action Plan.

Highlights of these enhancements include:

- **Redefined User Roles** – The role of Buyer/Seller has been created and is open to all faculty and staff members with a PennKey. You may self-register on Ben’s Attic, and are no longer required to be a TAC (Transaction Authorization Card) cardholder or a designee of your Business Administrator. Buyers/Sellers have the ability to suggest listings and make purchases; however, you will be required to enter the name of your Business Administrator when performing the listing or purchasing functions. This role replaces the Group Administrator, all of whom are automatically registered as Buyers/Sellers in this new version. If you choose not to register as a Buyer/Seller, you will become a Browser by default the first time you sign in with your PennKey. Browsers may view all items on the web site, but cannot list or purchase supplies or equipment.

- **New Item Categories and Search Functionality** – The categories of “All” and “New” have been added to the Listings Category Page. This removes the uncertainty of how items are categorized, and highlights new additions. The search functionality on this page also has been upgraded to allow you to search across all categories at once, rather than one category at a time.

- **Item Information** – In order to facilitate the exchange of information between the seller and potential buyers, the Item Listing Detail Information Page now displays the name, phone number, and email address of the seller. The item posting date also is displayed. The Item Listing Summary Page now highlights all items listed for free by displaying them in the color green.

- **Listing Management** – Sellers now have the ability to edit any information pertaining to their own listing as well the ability to delete it if necessary or to repurpose the item outside of Ben’s Attic. After 90 days unsold items are dropped from the Current Listings Page, but may be relisted by the System Administrator upon request.

Updated training material can be found on Ben’s Attic. If you should have any questions or concerns, please feel free to contact BENATTIC@exchange.upenn.edu.
Each year as publications to incoming students are produced and as event coordinators plan occasions at which outside services providers are invited to attend, the question of Penn’s policies regarding the inclusion of financial service providers arises. The below information is being provided to address some of the most commonly asked questions that we encounter. In general, there are two types of services that are impacted by Penn’s contractual requirements—credit card providers and personal banking.

**CREDIT CARDS**

Penn has an agreement with Bank of America that establishes a credit card program for the University community. The primary audience for the product is the alumni community, but the agreement covers all credit card marketing on campus. Specifically, the agreement grants Bank of America exclusivity in this area and banks are not allowed to market credit card products of any type.

**PERSONAL BANKING**

Penn has agreements with both the Student Federal Credit Union (SFCU) and with PNC bank. As you may be aware, the SFCU offers its services exclusively to Penn students, alumni and staff. Over the last year Penn has made it a priority to be supportive of this organization and its efforts relative to the uniquely tailored options they offer, especially to Penn students.

The PNC contract governs ATM placement within campus buildings; establishes leasing terms for the branches located at 40th and Walnut as well as the service center within the PennCard Center; and grants PNC the ability to market their services to the campus community. Low-fee and no-fee services are part of this comprehensive program. The Offices of the Vice President for Finance and the Vice President for Business Services are jointly responsible for managing this agreement.

While the contract does not restrict Penn from communicating other banking options to students, it does require that PNC be given preferred placement. An example that illustrates an implementation of this requirement can be found at this URL: [http://www.sfs.upenn.edu/TotalPay/banking.htm](http://www.sfs.upenn.edu/TotalPay/banking.htm).

Your support is critical in these endeavors. In addition to helping Penn remain compliant with its agreements, it is important to note that there has been an increasing amount of regulatory governance as well as social scrutiny surrounding financial institutions and their offerings—particularly to students. The University has worked diligently to establish provisions that protect its interests. There is no guarantee that providers not subject to our contracts are aligned with these preferences.

Regarding events, such as incoming student fairs, we ask that you reach out to our office to let us know of any special situations that merit banks other than PNC or SFCU being contemplated. We will work with you and your respective teams to manage each situation, including having communications with the banks as needed. The appropriate contact is Barbara Lea-Kruger, Director of Communications for Business Services (bkruger@upenn.edu or 215-898-2698).

Please share this announcement with any appropriate personnel you feel would benefit from this communication. We appreciate your assistance with these efforts. Please do not hesitate to reach out to us.

Chris Bradie
Associate Vice President

**The Bottom Line**
June 2013
News from the Financial Training Department

Coming Soon – Invoice Inquiry Course Redesign!

The Financial Training Department is pleased to announce a redesign of the Invoice Inquiry course will be coming soon. This redesign, undertaken at the recommendation of the Business Advisory Board (BAB), and in collaboration with the School of Dental Medicine and both Accounts Payable and Financial Systems, will improve learning efficiencies and knowledge outcomes. The redesigned Invoice Inquiry course is a web-based course that users can access via Knowledge Link when and where they choose. The on-line course will provide all of the content of the former instructor-led class, and validate the user’s learning by quizzing them on both content knowledge and system proficiency.

The new, web-based Invoice Inquiry course will be available in Knowledge Link to anyone with access to Knowledge Link. The course will continue to be assigned via Profiler based on the same criteria as the trainer-led course.

Please note that anyone who previously attended the trainer-led Invoice Inquiry course has been given credit for the new course and will not be required to take the web-based course; however, anyone is welcome to enroll in the new Invoice Inquiry course as a way of enhancing their knowledge about the Invoice Inquiry application.

If you have any questions about the new Invoice Inquiry course, and/or course credit for previously attending the original Invoice Inquiry class, please contact Financial Training at:

training@exchange.upenn.edu

Student Employment Office

Summer 2013 Federal Work-Study Program

The first day a student may begin working is May 13 and the last day is August 25. The pay schedule is on the Student Employment Office website at http://www.sfs.upenn.edu/seo.

The summer is a new financial aid period; work-study supervisors through their SEMS account must appoint work-study students online to summer job number.

Job Class Code 515375 (FWS Summer) must be entered on Penn Works for ALL work-study jobs in the summer. The Object Code is 5139, and the Earnings Type is WSR (IN CLASS) or WS2 (NOT IN CLASS). The matching share contribution is 20% federal and 80% department.

If you have any questions, please send an e-mail to seomail@exchange.upenn.edu.

DID YOU KNOW...

...there is one place where every ‘past or potential’ financial trainee can go to see the following:

What Business Training and/or Access is Needed?
How Do I Register for This Training?
Where to Find the Access Form?

Simply click here:


...For more information regarding courses offered, including course descriptions, how to register for a financial training course, documentation, the financial training calendar, previous issues The Bottom Line, & FTD please go to:

http://www.finance.upenn.edu/ftd/

The Bottom Line June 2013
How to Handle 'Rejected' Purchase Orders?

BEN Knows

http://www.finance.upenn.edu/benknows/

- How do I correct a PO that has been rejected back to the Buyer with a change required other than to the original GL account code combination?
  - From either the Requisitioner or PO Manager Responsibility
  - Select Notifications
  - Click on the PO that has been rejected

- For detailed instructions on how to correct a PO that has been rejected back to the Buyer and a change is required to the original GL account code combination OR the rejected PO is no longer needed, click below:
  - http://www.finance.upenn.edu/benknows/browse_topics/purchase_order_definitions/po_rejected.shtml

Quarterly Quiz

Instructions: To participate in the contest, please submit your answers to the questions at the right, found in this issue of The Bottom Line, via email to training@exchange.upenn.edu no later than August 1, 2013. The Winner will receive a gift certificate for two for the University Club!

Last Quarter’s Winner - Congrats!
LaRue Rainone-Bodek
Administrative Assistant
Prevention Research Division
Perelman School of Medicine

1. What are the FY12 closing dates for C-Forms (AP and IDS) and Purchase Order Invoices?
2. Will an I-94 printout be acceptable for I-9 Employment Eligibility Verification process?
3. What is the new fee for changing flights for four major airline carriers?
4. What are the Job Class, Earnings Types and Object Code for Summer Federal Work Study students?
5. By what date does Space@Penn need to be reviewed?

Bonus: Who is the instructor for spinning on Monday at 5:30 p.m.? Hope to see you there!