

From: [Silverman, Celestine](#)
To: ["SRBA-CENTRALADMIN-L@LISTS.UPENN.EDU"; SRBA-SCHOOLCENTER-L@LISTS.UPENN.EDU](#)
Subject: Academic One Time Payment Approval Flow Update
Date: Monday, May 17, 2021 4:05:00 PM
Attachments: [One Time Payment Memo 5.17.21.pdf](#)

The following correspondence is being sent on behalf of the Office of the Vice Provost for Faculty:

Hello –

Attached please find a memo from the Office of Vice Provost for Faculty addressing an update to the academic one-time payment approval flow. Please share with your business administrator community and faculty affairs office. Any questions, do not hesitate to reach out to me.

Thank you,

Amy E. Collins

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Office of the Provost

Laura W. Perna, Ph.D.
Vice Provost for Faculty

MEMORANDUM

To: Business Administrators, Payroll Coordinators
From: Laura W. Perna, Vice Provost for Faculty
Mark Dingfield, Associate Provost for Finance and Planning
Date: May 17, 2021
Subject: Changes to One-Time-Payment processing

This memo serves as communication to the schools from the Provost's Office regarding changes to the processing of One-Time-Payments (OTP).

In the past, all OTPs were routed to the Office of the Vice Provost for Faculty (OVPF) for final approval. Going forward, to reduce the volume of approvals in the OVPF and expediate the payment process, only OTP requests which are 1) \$5,000 and higher *and* 2) from one of the categories listed below will route to the OVPF for approval. OTP requests for less than \$5,000 or from a category not included in the list below will still require approval at the department and school level, with the School providing the final approval.

Categories routing to OVPF when OTP request is \$5,000 or higher:

Dean's Award
Mentorship & Advising Award
Research Award
Scholarly Work Award
School Award
School Award (Gross Up)
Supplemental Work – Non-Teaching
Supplemental Work – Teaching
Teaching Award
Wharton Exec Ed
Wharton Exec Ed – Non-Philadelphia

Supporting Documentation:

Providing appropriate documentation is part of our institutional and professional responsibility to provide a clear audit trail for anyone to easily follow and understand.

Guidelines to follow when submitting a one-time payment request:

- All requests must include documentation that clearly and sufficiently documents the reason for the request, date of service, and the amount.

- All requests must include approval from the permitted approvers (the Dean or Vice Dean, Director, or Vice President *and* the approval of Human Resources) according to the University Notification released on April 13, 2020.
- All attachments must be uploaded as Word, Excel, or PDF files.
 - **If details/approvals are in the form of an email, the email should be converted to a PDF and attached.**
- Employees of the University, including faculty, may not receive honoraria payments per IRS honoraria payment regulations. If honoraria payments are requested in Workday, they will be returned. This included any offer of “honorarium” in the supporting documentation attached to the request.
- Period Activity Pay should be routed to the Vice Provost for Faculty, Laura Perna.
 - Note: This is a user added approval that the last person in the approval process needs to do (Budget Partner of the School/Department).

Helpful tips to successfully submit a one-time payment request:

- Include all necessary documentation as explained above.
- Ensure last names and titles of approvers are included in documentation.
- Ensure the request is understandable to someone outside the requesting office, department, or School. If not, use the comment section in Workday to provide further explanation.
- The comment section can be used to explain what the attachments are (i.e. offer letter attached).

For more information on requesting one-time payments, please see this Workday tip sheet - https://www.workday.upenn.edu/docs/default-source/tip-sheets/compensation-request-one-time-payment.pdf?sfvrsn=9d1b8f56_28

For any questions, please contact the Office of the Vice Provost for Faculty at provost-fac@upenn.edu.