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Sent: Monday, October 25, 2021 9:28 AM
To: 'SRBA-CENTRALADMIN-L@LISTS.UPENN.EDU'; SRBA-SCHOOLCENTER-L@LISTS.UPENN.EDU
Subject: Workday Change
Attachments: FINAL Workday Change - Work From Home and Remote Work Agreements Communication.pdf

The following is being sent on behalf of Jack Heuer, VP, Division of Human Resources and MaryFrances McCourt, VP, Finance and Treasurer.

As we return to campus, we would like to clarify the Remote Agreement process which includes the proper determination of work location. Please review the attached document carefully. The Return to Campus Committee will be making final determinations on work address locations based on approved agreements and review of tax, employment and legal compliance. We request that you also review any and all Working Off Campus agreements to ensure compliance and upcoming changes to employee records.

Please direct any questions to the Solution Center.

Workday – Work Address Change for Off-Campus Work

The Penn community returned from COVID-19 remote work to in-person campus operations in September 2021. The University implemented a systemic change in Workday to update employee work addresses to reflect their University business address to ensure compliance.

At this time, the default Workday work address for all employees is their University business address. This includes employees working off campus 1-3 days per week.

Employees working off campus for their convenience 4-5 days per week are only permitted to have a non-Penn address as their work location after review and approval by the Return to Campus Committee. See the chart below.

<u>Number of Day Off-Campus Per Week</u>	<u>Work Location in Workday*</u>	<u>City Wage Tax Refund</u>
1	University Business Address	No
2	University Business Address	No
3	University Business Address	No
4	Determined after analysis by Return to Campus Committee	
5		

*Assumes convenience of employee

ADDRESS CHANGE APPROVAL PROCESS FOR EMPLOYEES WORKING 4-5 DAYS OFF CAMPUS:

- All schools and centers must ensure The Return to Campus Committee has approved Off-Campus Work Agreements prior to changing an employee's work address.
 - If you are unfamiliar with the Off-Campus Work Agreement, please consult with your HR Director.
- If approved, the Workday Operations or Payroll team will update a custom field in Workday. This field will be used to track employees who have been approved to have a non-Penn work address.
- The signed Off-Campus Work Agreement must be attached to the Work Contact Change business process.
 - This is also the case for workers who already have an off-campus work address as their work location.

Without an approved, executed agreement assigned to their record, employees will have their work address updated to a campus address.

All students must have a University location as their work address.

Please contact the School/Center HR representative or Staff and Labor Relations with any questions regarding [Off-Campus Work](#).

Guide for HR Analysts and HR Partners

Only a worker's HR Analyst or HR Partner can perform work contact changes. Instructions for HR Analysts and HR Partners to perform these Workday updates are available on the tip sheets [Basics: Modifying Work Contact Information](#) or [Basics: Add Worker Document](#).

Work location of individuals whose Workday records do not have an alternate work field will be reverted to their University business addresses on January 1, 2022.

Any individual with an Off-Campus Work Agreement but **without** approval from the Return to Campus Committee to change their work address will also be reverted to their University business address.

Individual workers with questions may contact their School/Center HR Directors for information on Off-Campus Work Agreements.

Two updated Workday reports are now available for HR Analysts and HR Partners to run and determine if the worker's record includes the required Off-Campus Work Agreement. They are:

- CR - Workers with matching Primary Home and Work Addresses - by Supv Org
- CR - Workers with Primary Work Alternate Address - by Supv Org

The last two columns of the report will indicate if work contact change documents have been uploaded.

Guide for Employees

If needed, use the tip sheet, [Self Service: View Support Roles](#), to identify the appropriate HR contact who can perform the work contact change process.

Note that any changes in work location may have tax withholding implications to the individual, especially if the location change is to a different state. To ensure they are properly taxed, workers should access Workday to review and update their tax information. Individuals whose work address has been changed will receive a notice in Workday of a To-Do task labeled "Address Change: Possible Updates Needed to Tax Elections." Workers should do the following:

- Click on the "BSI Tax Withholding Form Employee" link and review and complete the appropriate state or local tax forms displayed.
- Click on the "Pick Other Forms" button to determine if additional forms are available to be completed. For additional information, refer to the [Self Service: Access to W-2, W-4, and State Reciprocal Forms tip sheet](#)

If you have any questions, please contact the Employee Solution Center at solutioncenter@upenn.edu or 215-898-7372.