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To: SRBA-SCHOOLCENTER-L@LISTS.UPENN.EDU; SRBA-CENTRALADMIN-L@LISTS.UPENN.EDU
Cc: [Harris, Amena](#)
Subject: It's Coming! New Training: Principles of Proper Cash Handling
Date: Friday, November 11, 2022 9:22:00 AM

The following correspondence is being sent on behalf of Amena Harris in the Cash Management Office:

Dear Colleagues,

A new training is being released this month.

What's happening?

To comply with University of Pennsylvania requirements, it is necessary that everyone who is involved with handling cash or checks receive training to reduce the associated risk. The university is implementing a new training for employees with cash handling responsibilities. The training, Principles of Proper Cash Handling, will increase every cash handler's knowledge and understanding of the risks associated with receiving or overseeing payments made in the form of cash.

Beginning November 28th, all employees with current BEN Deposits access as well as individuals with Cash Handling oversight responsibilities will be required to complete the new Principles of Proper Cash Handling training. The training will be available in Knowledge Link and assigned to the Learning Plan of all Ben Deposit Application users. The training **MUST** be taken to retain Ben Deposits access. **The deadline to complete the training is January 13th. Current users who do not complete the required training by 5pm on Friday, January 13th will no longer have access to the Ben Deposits Application as of Monday, January 16th.**

Please note, there has been no significant policy or application changes. The new Principles of Proper Cash Handling training is simply replacing the former Ben Deposits Knowledge Building training module with updated information.

What do I need to do?

1. Be aware of the required training and timeline.
2. Make sure all staff in your area with Ben Deposits access or Cash Handling oversight responsibilities take the training.
3. Reach out to the Financial Training Department at doftraining@pobox.upenn.edu with any questions regarding training requirements.

An announcement regarding the new training requirements will be made at the ABA meeting held on Thursday November 17th.

If you have any questions, please contact me directly.

Thank you,

Amena Harris

Associate Director, Receivables/ PCI Compliance

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