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**Cc:** [Rasp, Carolyn S](#); [Richards, Paul L](#); [Karla Loebick](#)  
**Subject:** Announcement: Penn Payroll Initiative  
**Date:** Wednesday, October 9, 2024 4:41:00 PM  
**Attachments:** [image001.png](#)

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Dear Penn Colleagues,

As discussed during today's joint meeting of the Senior BAs and Business Advisory Board, I am happy to announce the launch of the Penn Payroll Initiative which will run through Spring of 2025. This initiative is part of the Division of Finance's ongoing transformation efforts under the Finance Forward program, and will assess current processes, roles, and responsibilities related to payroll and payroll-related employee lifecycle transactions at the central and distributed levels. The objectives of this initiative are to identify achievable opportunities to optimize and standardize business processes, and to develop an administrative partnership model that best fits the university.

For this effort, I am partnering with individuals ranging from Penn's central administrative divisions to Penn's schools, centers, and institutes to ensure diverse perspectives and input throughout the initiative.

We will be supported in this effort by a team from Huron Consulting Group that has previously worked to provide external expertise, guidance, and facilitation for university-wide payroll and organizational design initiatives. The Huron team has been charged with managing and facilitating this initiative in tandem with the Division of Finance.

There will be several opportunities over the next six months for the Penn community to engage with this initiative. We plan to host interviews and focus groups, and distribute surveys, to engage stakeholders internal and external to the Division of Finance to provide insight into opportunities for improvement and refinement of payroll and payroll-related employee lifecycle transactions.

Input from the Penn community over the next six months will be a critical part of this process. **To support this effort, we are requesting participation and insight. In the coming days, Huron will be reaching out to members of the Penn community to schedule interviews and/or focus group sessions based on the availability shown on outlook calendars.** If contacted, we ask that you prioritize scheduling these sessions in a timely manner to keep the initiative moving ahead as scheduled. More information about the interview and/or focus group process will be included within session invitations.

We are very excited to engage the Penn community in this initiative. By working together, we will continue to grow and optimize our processes and services to meet the Penn community's needs and support the University's missions of teaching, research, and public service. We appreciate your support and thank you in advance for your participation in this process. If you have any questions, please do not hesitate to reach out to me.

All the best,

--Russell



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