



The Bottom Line

Cashier's Office Closing

The Cashier's Office located in the lobby of the Franklin Building will close effective December 24, 2019. The Cash Management team is working directly with departments to share more information and transition plans. This is an important step toward our goal of reducing the flow of cash around campus.

This change brings us in line with the practices of the majority of our peers in higher education and aligns with the large reduction we've seen in cash payments over the past few years as more and more transactions are completed electronically. Most importantly, reducing the prevalence of cash will greatly enhance the safety and security of students, faculty, and staff on campus.

We will be transitioning to new business practices as we start closing smaller petty cash accounts and install an automated safe in the Franklin Building lobby. Cash Management is working directly with departments to share updated procedures for securely depositing cash and checks in the Franklin Building. We will also be communicating with students who have paid recent bills in cash to help them plan for future payments. We very much appreciate your partnership in this.

Cash Management will continue to share information with you throughout the semester to ensure that this change is as seamless as possible. For questions, please contact Heather Seitz, Cash Manager, at heseitz@upenn.edu.

MaryFrances McCourt
Vice President, Finance and Treasurer

PROCARD JOURNALS HOLIDAY POSTING

- Journals imported into BEN on **12/13/19** post on **12/20/19**
- Journals imported into BEN on **12/20/19** post on **1/3/20**
- Journals imported into BEN on **12/27/19** post on **1/3/20**

NEW BEN FINANCIALS DASHBOARD AND REPORTING TOOL

We are excited to announce a new Dashboard and Reporting tool which will be available to all individuals with Senior BA and/or PO Manager access in BEN Financials, beginning in the third quarter of FY2020.

APEX P2P Dashboard/Reports will provide real-time metrics on several important P2P improvement areas. Dashboard items will include:

PO Invoices on Hold

A listing of current holds (by Buyer) and a 3-month trend chart of invoices on hold for more than 7 days.

Over Procurement

Chart showing invoices in the current FY for PO's over procured according to threshold to be confirmed.

After the fact POs

Chart showing invoices in the current FY for these PO's.

PO Invoice Sources

Chart showing the input sources (such as the Marketplace, email, Intramural mail) of PO invoices in the current FY.

The tool gives users the ability to drill down into the details of these exceptions, as well as to save, share and export data, and send reports by email.

Existing Senior BA and PO Manager users will receive additional information on the use of this tool and Best Practices for resolving highlighted exceptions as we get closer to "Go Live" (no additional training required). Going forward, this information will be incorporated into PO Manager training for all new users.

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Ten Proven Paths to Workday@Penn Success

1. Check for duplicate records before creating a new record
2. Confirm the hire date is the actual first day of work
3. Enter accurate Social Security numbers and dates of birth
4. Make sure your worker has a compensation plan
5. Approve timesheets on time
6. Use period activity pay assignments for time-constrained academic activities that are not considered additional jobs
7. Ensure the scheduled payment dates of one-time payments are within the pay period start and end dates
8. Appropriately end additional job, add additional job, and switch primary job
9. Carry out your assigned tasks to complete Workday business processes
10. Read or subscribe to Workday@Penn Digest

New Resource for Workday@Penn Reports

Your security role in Workday@Penn determines the reports you are able to run and the information you can see in these reports. Look for a soon-to-be-published web page under the [Workday Toolbox](#) which will contain an inventory of available reports, their descriptions, and who can run them.

To run a specific report, use the Workday search bar to search for the name of the report. Use the Reports application to access all reports, schedule reports, and view reports. You may also find consulting the [Reporting Tip Sheets](#) helpful as you become more expert about Workday reporting.

Spread the News: Opt Out of Paper Tax Forms

Beginning with the tax year 2019, your W-2 will be available in Workday@Penn. To turn off printing and mailing of your W-2, log on to Workday@Penn and follow the simple steps in the [Self Service-Access Tax Withholding Forms](#) tip sheet or [view the video](#).

Online tax forms are legal documents that meet all the same IRS requirements as paper forms. You will avoid lost or stolen mail that has sensitive information such as your Social Security number. Online tax forms are also available before paper tax forms are mailed. **You must change the printing election to electronic before December 31, 2019.** [W-2s of prior years](#) are also available outside of Workday.

Workday Regularly Scheduled Maintenance

Workday undergoes regular maintenance every Saturday. During the maintenance period, which is typically a maximum of four hours from 2 a.m. to 6 a.m., or less frequent, longer periods of eight to 12 hours, Workday@Penn is not available. During these periods, Workday delivers weekly, monthly, and quarterly updates that add functionality, optimize compliance, or reduce risks. The Workday@Penn Operations team analyzes the updates in advance and takes action for any impact on the University. Two major releases each year, in the spring and fall, usually deliver the highest impact changes. View the [Workday@Penn system status or maintenance calendar](#) at any time.

Access to PennWorks Ends December 31, 2019

Access to the read-only legacy system PennWorks will end permanently on December 31, 2019. Shortly thereafter, ISC will start the decommissioning process.

Continued on Page 3



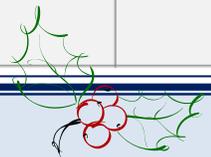
Next Phase of Workday@Penn Training

Workday@Penn has rolled out the next phase of the training program. Four new training modules are the basis of the program. These modules include Workday Core Concepts, Recruiting and Hiring, Maintaining Worker Records, and Compensation and Payroll. The modules are designed for people with newly acquired Workday security roles. You are assigned the required modules through Knowledge Link and your virtual training is completed with a hands-on, in-person practice session with a trainer. If you want a refresher since completing training earlier in 2019, you are welcome to experience the modules as a complete program or as stand-alone courses.

Each module is delivered via computer-based learning – online, self-paced webinars housed in Knowledge Link. The estimated time to complete each module is one hour. The content contains updated changes in Workday since go-live on July 1, 2019 and includes demonstrations and knowledge checks.

Module	Security Role Requirements					
	HR Analyst	HR Partner	Recruiting Coordinator	Budget Partner	Academic Partner	Academic HR Partner
1 <i>Workday Core Concepts</i>	1	1	1	1	1	1
2 <i>Recruiting & Hiring</i>	2	2	2			
3 <i>Maintaining Worker Records</i>	3	3				
4 <i>Compensation & Payroll</i>	4	4		4		

HOLIDAY TIME TRACKING ADJUSTMENTS



Timekeepers and Managers will benefit from viewing the online [Time Tracking Resources](#), which include webinar recordings of October 16 and November 13 and Holiday Time Tracking assistance. With Workday auto populating the Holiday Time and Holiday Time Worked into an eligible non-exempt worker’s timesheet, see exactly what to do and how a timesheet will appear in various standard scenarios.

In addition, learn the differences of special timekeeping circumstances – when eligible workers use University Closed, University Closed-Worked, and Compensatory Time.

Finally, learn what you can do, in taking corrective measures for schedules, to make this first Workday holiday season more festive for you and your workers. The October 16 and November 13 webinar videos demonstrate time tracking tips and tricks to help timekeepers and managers operate more efficiently.

Office of the Comptroller

From: Craig Carnaroli
MaryFrances McCourt

Date: November 4, 2019

RE: Retirement of Comptroller John Horn

We write to share with you that John Horn has informed us of his intention to retire from the University at the end of the calendar year. John joined the University in 2001 as the Associate Comptroller following a successful career in the private sector. In 2005, he was promoted to University Comptroller. John has had an important and lasting impact on the University with respect to financial reporting and business processes.

As an experienced financial executive, John brought a variety of important operational skills to the Comptroller position. John led the implementation of the Business Control Model to improve operational effectiveness as well as the integrity of monthly financial reporting. Moreover, Penn's monthly, quarterly, and annual close processes implemented by John are widely admired within higher education. The depth of analyses across the income statement and balance sheet, with detailed flux analyses, provide a timely lens into Penn's financial health and have served as critical tools for identification of areas for opportunity and potential issues for deeper review. He has brought the rigor of corporate accounting and financial processes to the University and has evolved the Business Control Model into the role of shared governance and accountability across varied functions of the University.



John Horn

John also played an important role in the implementation of the Supplier Portal enterprise system. John's leadership helped to foster a strong collaborative partnership with Penn Purchasing to better integrate procurement and payment of goods and services. More specifically, John co-lead and served as a Project Sponsor of Penn's Enhanced Marketplace, with Business Services, through the creation of a Supplier Portal, which greatly improved supplier on-boarding, paperless processing, and electronic payments. This achievement earned a Models of Excellence Award.

In the area of tax compliance, John played an important role in ensuring Penn's foreign reporting was monitored effectively as the University grew internationally both in China and the UK. Finally, John was a collaborative partner with other parts of the Division of Finance, helping to design and gain external auditor acceptance of a carefully developed alternative process to meet the A-133 support requirements for cost transfers.

John also ably represented the University with national bodies including NACUBO and the Financial Accounting Standards Board (FASB).

Please join us in thanking John for his many contributions and service to the University and wishing him well in his retirement.

We anticipate launching a search for University Comptroller in the near future.

**THANK
YOU
JOHN!**

Office of the Comptroller



TREATY EXEMPTIONS

Income tax treaty exemptions are granted on a calendar year basis for certain types of payments such as scholarships/fellowships and employment income. All eligible employees will receive an email communication with instructions to claim tax treaty benefits for calendar year 2020.

In order to meet the deadline for the January 2019 payroll, students and employees must return the signed treaty document by Friday, January 24, 2020. If they do not meet the January deadline, they may still apply for the exemption, however the treaty benefits will not take effect until February. Please note that Payroll **will not refund the federal withholding tax for individuals who missed the January 2020 deadline.** The individual can claim the exemption when filing their 2020 tax return. Please contact the Employee Solution Center with any questions or concerns at 215-898-7372 or submit an inquiry to hcmsolutioncenter@upenn.edu.

ADDRESS UPDATE

Employees are encouraged to review and update, if necessary, their residence address information in Workday. To review or update your address in Workday, follow the instructions on the [Self Service: Modify Your Personal Information](#) Tip Sheet.

PAYROLL WINTER BREAK HOURS

Wednesday	12/25/19	Closed
Thursday	12/26/19	Closed
Friday	12/27/19	9:00 – 1:00
Monday	12/30/19	Closed
Tuesday	12/31/19	9:00 – 1:00

GIFTS TO EMPLOYEES

As we approach the holiday season, Corporate Tax, Compliance and Payroll would like to remind you that giving gift cards to faculty, staff, or students is against University policy. Under IRS regulations, gift cards provided by employers to employees are deemed to be wages and are subject to employment taxes without regard to their value.

Please refer the Comptroller's web site to review the policy associated with the distributions of gifts to employees; [Policy #2326 Gifts Based on University/Employee Relationship](#).

If you have any additional questions, please contact the Penn Employee Solution Center at hcmsolutioncenter@upenn.edu or (215) 898-7372.

Office of the Comptroller

Payroll Reallocations Reminders



Just a reminder that payroll reallocations are now processed via the Payroll Reallocations application. Payroll reallocation requests should no longer be e-mailed to the Payroll Office.

REGULAR REALLOCATIONS

Regular Reallocations generally do not have any object code change and are processed directly by the Reallocator. After the Reallocator **Applies** the new account, **Reviews the Reallocation**, then **Submits** the Reallocation, the payroll reallocation should post to BEN Financials the same night (Monday through Saturday around 6:30 p.m.).

RESTRICTED REALLOCATIONS

Restricted Reallocation Requests usually have an object code change and/or the transaction is included on a closed reporting period on an Effort Report. If the transaction is included on a closed reporting period on an Effort Report, Research Services needs to review and sign the Restricted Salary Reallocation Request form first, before the form is uploaded along with the Restricted Reallocation Request submission in the Payroll Reallocations application. The Restricted Salary Reallocation Request form is located at:

[http://www.upenn.edu/researchservices/pdfs/Restricted%20Payroll%20Reallocation%20Form%20\(8-6-19\).pdf](http://www.upenn.edu/researchservices/pdfs/Restricted%20Payroll%20Reallocation%20Form%20(8-6-19).pdf)

Just remember that when you are submitting a Restricted Reallocation Request that you go into Create, then Search for the person whose pay needs to be reallocated, then click on the person's name, **then check the Restricted Reallocation box**. If you don't check this box, you can enter only a Regular Reallocation. All Restricted Reallocation Requests required a .pdf document to be uploaded with justification for the Restricted Reallocation Request.

If you are unsure whether a payroll reallocation can be a Regular Reallocation or needs to be a Restricted Reallocation Request, please use the "Payroll Reallocations Decision Tree" at:

[https://apps.finance.upenn.edu:44305/payroll-reallocation/Payroll Reallocation Decision Tree.htm](https://apps.finance.upenn.edu:44305/payroll-reallocation/Payroll%20Reallocation%20Decision%20Tree.htm)

If you are unable to submit a Regular Reallocation because one of the account segments is frozen or disabled, that segment needs to be unfrozen or re-enabled first. To determine who should be contacted to update the invalid account segment. Please consult the Payroll Reallocations COA Segment User Tip Sheet at:

[https://www.finance.upenn.edu/sites/default/files/Payroll Reallocations COA Segment User Tip Sheet.pdf](https://www.finance.upenn.edu/sites/default/files/Payroll%20Reallocations%20COA%20Segment%20User%20Tip%20Sheet.pdf)

Please note that if you are retroactively changing someone's job in Workday in order to correct the object code charged, then the Change Job process in Workday should generate and post the correct accounting combinations for the payroll already charged. A Restricted Reallocation Request would not need to be submitted.

If you have any questions, please contact BEN Helps at 6-HELP (215-746-4357) and choose Option "5" for Payroll Reallocations, or submit a BEN Helps Ticket at:

<https://www.finance.upenn.edu/applications-group>



Group Exercise at Penn
Come join the fun!
Membership for a
semester is \$105
Click [here](#) to register.

Office of the Comptroller

Accounts Payable 2019 Year End Dates

The following are the year-end processing cut-off dates for the AP Office. In order to ensure requests are processed before the end of the year, December 31st, we are requesting you submit all requests by the dates listed below.

Requests submitted after these dates may still be processed before the end of the year, however, due to the increased volume of requests we receive during this time we cannot guarantee they will be processed. The dates are as follows:

Wednesday, December 4, 2019 at 5:00 p.m.

- Final day to request Final Closing of Purchase Orders & request to correct and reverse receipts

Wednesday, December 11, 2019 at 5:00 p.m.

- Purchase Order invoices

Friday, December 13, 2019 at 5:00 p.m.

- PDA-FC Forms

Monday, December 23, 2019 by 3:00 p.m.

- Will Calls – pick up by December 24th 1:00 p.m.

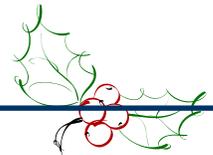
Tuesday, December 31st by 3:00 p.m.

- Non-PO Payment Requests Submitted/ Approved in Penn Marketplace

WINTER BREAK

Accounts Payable will be closed from December 25, 2019 through January 1, 2020

If you have an urgent matter you can email reeneow@upenn.edu or smithlis@upenn.edu for assistance.



Non-PO Payment Request Account Code Setup

To update a default Approving ORG, default account combination, or create additional account combination favorites, from the Penn Marketplace:

- Click on **View My Profile** under your name in the upper right hand corner
- Click on **Default User Settings**
- Click on **Custom Field and Accounting Code Defaults**
- Click on the **Code Favorites** tab
- Click on **[Add]** to enter a new or additional account combination

Office of the Comptroller

1099 Manual Process for Payments Made Outside of BEN Financials for 2019

Below is the procedure for gathering 1099 information for individuals who are paid more than \$600 via Petty Cash, Gift Cards, etc.

- Collect W9's for participants who will meet the minimum of \$600 requiring a 1099
- Store W9's in a secure location until the end of the calendar year
- Keep a running spreadsheet throughout the year keeping track of which participants/ individuals will meet the \$600 threshold for payments.
- Spreadsheet can be found on AP website/Documents/Forms
<https://www.finance.upenn.edu/documents/comptroller>
- Print spreadsheet and attach W9's (only for participants who require a 1099)
- Email spreadsheet via Secure Share to reeneow@upenn.edu by **January 6, 2020**

1099 Manuals Needed for Year 20xx						
Last Four Numbers of SS#	Last Name	First Name	Vendor Number/ if applicable	Amount	Address	Reason for 1099



IT FINANCIAL MANAGEMENT TOOL UPDATE

ISC has recently upgraded Apptio to version R12. Apptio will continue to be available in its current form in parallel to the new version over the next few months. Following the parallel period, the current version will be decommissioned.

ISC recently sent a more detailed announcement to our Apptio clients to provide additional information about this upgrade and what it means for their schools and centers.

A reminder that you can use Showback in Apptio to review details about services that have moved to a centrally allocated funding source and are no longer bill monthly.

If you have any questions, please contact ISC:

Online at <http://supportcenter.upenn.edu>

Email at help@isc.upenn.edu

Phone at 215-898-1000

Office of the Comptroller

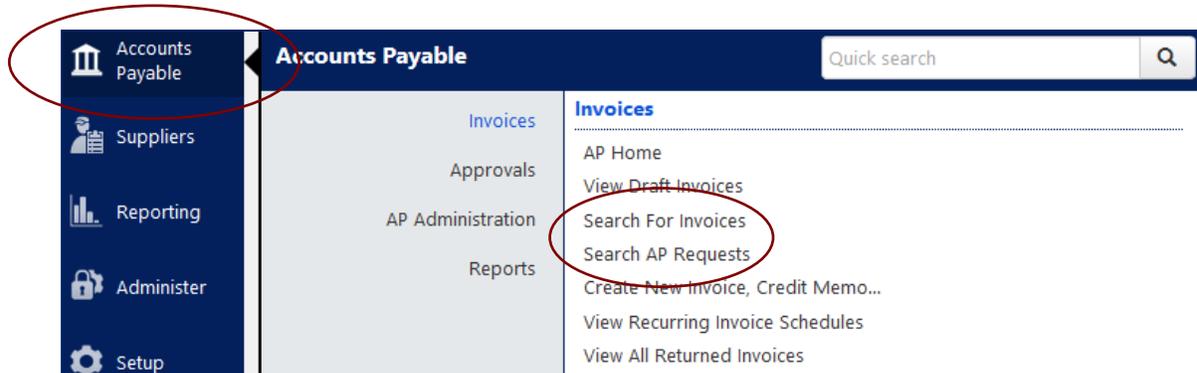
NEW MENU/SEARCH FUNCTIONS AND CHANGES IN PENN MARKETPLACE

With Jaggaer's 19.3 release, the Penn Marketplace side bar menu will appear slightly different. The "Documents" menu item will now appear as "Orders" and its options have changed. Invoice and Payment Requests searches are now located under the Accounts Payable menu item.

Accounts Payable

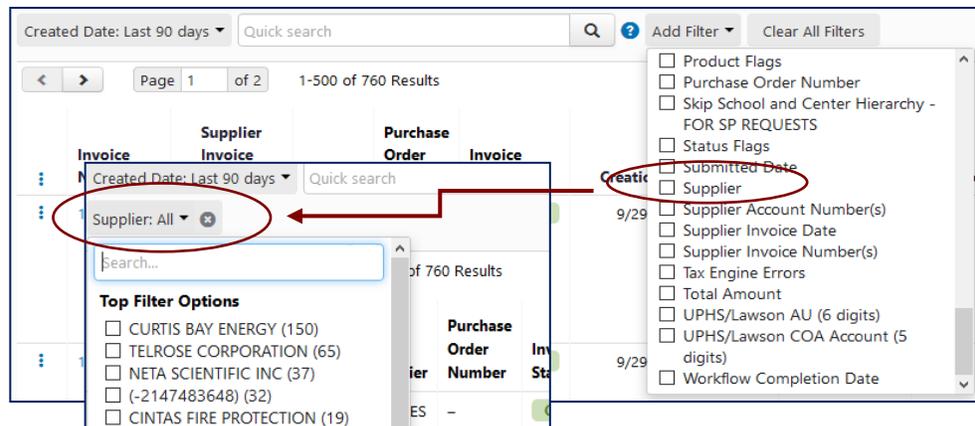
The Accounts Payable menu options will now allow searching for Invoices and Forms. Users will select the Accounts Payable menu item and select **Search for Invoices** or **Search for AP Requests**.

New

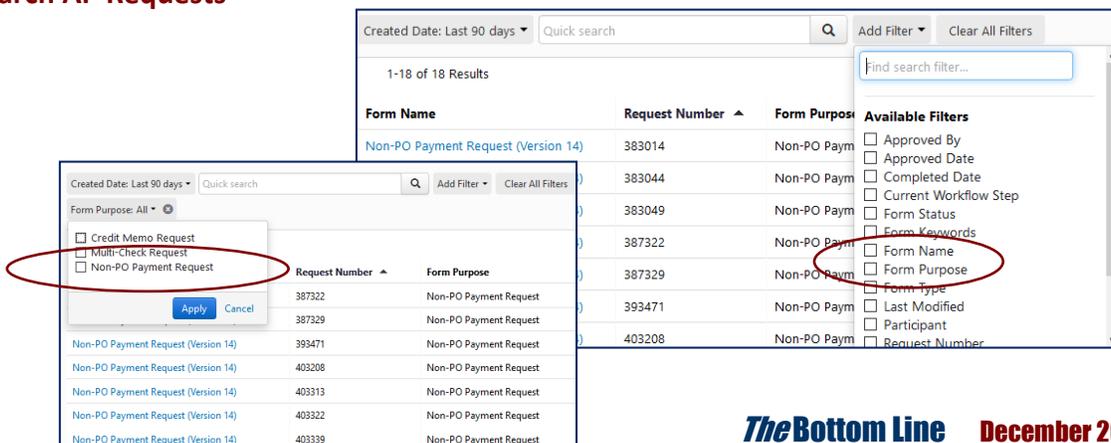


Another screen will appear where you can select Add Filter from the drop-down menu and identify a more granular value to complete your search. Search for Invoices and AP Requests examples are below:

Search for Invoices



Search AP Requests



DECEMBER 2019 YEAR END GIFT PROCESSING DEADLINES

As we approach year-end, please be advised of the following closing guidelines for gifts.

December 31 Gift Date end of year processing:

- **January 13:**

- Last date to deliver to Gifts Accounting & Administration December 2019 – FY20 gifts (*need December 31 postmark*) IRS rules require that year-end gifts be postmarked on or before December 31, 2019
- Last date to submit adjustments for year-end processing

- **January 14, 15, 16: Gifts Office will close for year-end processing**

- **Should you receive a \$100,000 + check in January, we will deposit and process during this time period**

- **January 17:** Gifts Office will reopen for deliveries

- *Please Note: Depending on volume, GAA may continue to process 12/31 activity*

- **January 21:** Begin preliminary reporting

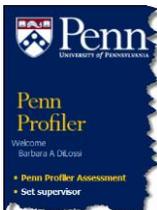
Notify Jean Suta in Security Gift Office (jeanie@upenn.edu) or 8-7254 of any **securities gifts as soon as you are made aware of them**. Securities gifts must be transferred into a Penn brokerage account **by 4 p.m. on December 31**.

Should you have any questions on this information, please contact Kate Micklow Harwan (8-3104), Maria Perkins (8-8687) or Jean Suta (8-7254).

GIFTS ACCOUNTING & ADMINISTRATION AND RECORDS WINTER BREAK SCHEDULE

Wednesday	12/25/19	Closed
Thursday	12/26/19	9:00 – 3:00
Friday	12/27/19	9:00 – 3:00
Monday	12/30/19	9:00 – 3:00
Tuesday	12/31/19	9:00 – 12:00

How to Add/ Change Your Supervisor in Knowledge Link



To add or change the Supervisor in Knowledge Link follow these steps:

- From the [Knowledge Link](#) website, click on 'Penn Profiler'
- Click on 'LOGIN'
- Click on 'Set supervisor'
- Update/Enter the new supervisor
- Click on [Submit]



**UPDATED DIVISION OF FINANCE POLICIES REGARDING GIFTS
FROM DONOR ADVISED FUNDS & IRA CHARITABLE ROLLOVERS**

As the popularity of making donations from Donor Advised Funds (DAF) and IRA Rollovers has increased, the closer they have been scrutinized by the Internal Revenue Service. Recently, the IRS has more narrowly defined how DAF and IRA rollover donations can and cannot be directed.

Specifically, **DAF and IRA rollovers cannot be used for any type of donation that is “bifurcated” – meaning any donation where there is a tangible benefit from the donation.**

Even more specifically, DAF and IRA rollovers cannot be used for any donation where there is a differential between the donation amount and the charitable amount. These are typically **event, gala, or membership** funds.

<https://www.irs.gov/charities-non-profits/charitable-organizations/new-requirements-for-donor-advised-funds>

<https://www.nptrust.org/philanthropic-resources/philanthropist/can-i-use-my-daf-for-that/>

If we receive a donation made from a DAF or is an IRA charitable rollover, we must have confirmation in writing (from the donor or via the school/center as proxy) that the individual donors WILL NOT BE ATTENDING the event or gala, is not purchasing a table for themselves or for others, and that they decline all benefits associated with the donation.

This written confirmation will be imaged along with the gift in ATLAS.

Why should we take great care while processing these donations? Well, if we are found to be out of compliance with these rulings, we would be cited in an audit, the audit results would be reported to the IRS, and the University of Pennsylvania could lose our 501c3 charitable status. In addition the University may be subject to intermediate-sanctions excise taxes.

Additionally, we have worked very hard to cultivate relationships with the primary DAF financial administrators (Fidelity, Vanguard, Schwab), establishing collaborative diligence agreements to eliminate having to confirm intent of each disbursement. If our charity status is placed in question, those collaborative agreements will disappear, and we will be contacted to confirm each and every DAF disbursement.

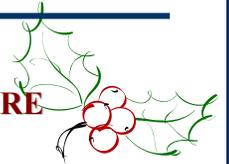
We have worked with the Division of Finance and the Office of General Counsel to update and clarify the University’s policies regarding the handling of these funds.

Please review them, as we are counting on all of us to be active stewards of our donors’, and the University’s, intent, message, and mission.

<https://www.finance.upenn.edu/financial-policies/2217-donor-advised-funds>

<https://www.finance.upenn.edu/financial-policies/2236-qualified-charitable-distribution-ira-charitable-rollover>

Please do not hesitate to contact Gifts Accounting Administration & Records for additional questions regarding this issue.



Many departments utilize Penn Bookstore or Computer Connection requisitions slips when making purchases. The requisition slips indicate budget accounting codes and are validated by the embossed stamp of a University Business Administrator’s TAC Card. With the University’s decision to stop the printing of new TAC Cards, the Penn Bookstore and Penn Computer Connection are now moving to different payment processes.

The Penn Bookstore is targeting **January, 2020** to accept Purchase Orders as a payment option. The Computer Connection already accepts Purchase Orders.

The Division of Business Services is also working with Barnes & Noble to develop additional options to support in-store purchases that are of a more spontaneous nature which have historically be purchased using a requisition slip. These solutions are anticipated to be made available sometime in the new calendar year.

As we transition to these new payment methods, the Penn Bookstore will continue to accept embossed requisition slips until the end of the Fiscal Year - June 30, 2020. Additionally, The Penn Purchasing Card, which is not impacted by this change, will continued to be accepted. The 10% University departmental discount, along with tax-exemption, will continue to apply to requisition and Purchasing Card transactions, and will also apply to payments made by Penn Purchase Order.

Effort Reporting Deadlines

Below are the Closing Dates for the remainder of 2019 and 2020:

Effort Reporting Period	Description	Start Date	End Date	Date Forms are Available	Closing Date / Due Date
083119	Summer	06/01/19	08/30/19	10/21/19	12/06/19
123119	Fall Semester	07/01/19	12/31/19	02/03/20	04/03/20
063020	Spring Semester	01/01/20	06/30/20	08/03/20	10/02/20
123120	Fall Semester	07/01/20	12/31/20	02/01/21	04/02/21

These dates can also be be found in the Effort Reporting section of the ORS website:
<http://www.upenn.edu/researchservices/effortreporting.html>

Authorized Data Warehouse users can access shared reports using HCM data in the BusinessObjects Payroll folder, HCM and Salary Management subfolder and also the Multiple Data Sources folder. This includes long-standing reports that have been updated to include data from Workday and the Payroll Reallocations system, as well as newly developed queries. Some of the new reports are:

HCM - COMPENSATION OR COST ALLOCATIONS ENDING

Can be used to review compensation plans and costing allocations ending during the prompted timeframe.

HCM - COST ALLOCATIONS, PAYMENTS AND ENCUMBRANCES BY FUND

Can be used to review cost allocations, payments (based on fiscal year and month range), and encumbrances (as of a particular period) associated with particular funds.

HCM - POSITION REVIEW WITH COMPENSATION AND COST ALLOCATIONS

Displays position information and associated compensation and costing allocation information, as well as period activity costing and one-time payment information. Tabs are also provided highlight positions without compensation plans or specified non-default costing allocations.

EMPLOYEE PAYMENT DETAIL – BY ACCT AND CHECK DATES

Employee payment detail for individuals who have been paid from the prompted organization for a specified time check date range.

Please keep in mind some important notes as you explore the Workday and Payroll Reallocations data in the Warehouse:

REPORTING ON REALLOCATIONS

In the HCM_WORKER_PAYMENT data, reallocation records appear with their original check date

and pay period end date, but in the period to which the reallocation is posted. For example, a reallocation made in SEP-19 to a payment from July will still have the original July check and pay period end dates. So, when running reports by check or pay period end date, be sure to keep your date range broad enough to pick up the original date in order to see the reallocations made for those payments.

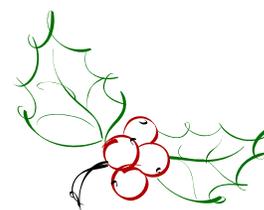
TERMINATED EMPLOYEES

The Primary Penn School Center and Primary Penn Cost Center for terminated employees in the HCM_PERSON_V are populated with the Primary Penn School Center and Primary Penn Cost Center from their most recent employed position. These values will also appear for terminated employees in the EMPLOYEE and EMPLOYEE_GENRAL tables in the Primary Dept ORG and Home School Center/Home Dept ORG columns. Note that only the ORG-related information is retained; Primary Position attributes will continue to be null for terminated employees, since they no longer occupy those positions.

Please continue to refer to the Workday Digest and other information from the Workday team for updates that may provide context for the data you see in the Warehouse. You can find past updates and sign-up information at:

<https://www.workday.upenn.edu/home/toolbox/digest/workday-digest>

Feel free to get in touch as you have any questions about using the HCM data in the Warehouse, by emailing the ISC EI&A team at dstaff@isc.upenn.edu or submit a Remedy request at help@isc.upenn.edu.



PennERA Upgrade – Data Purging in December 2019



The PennERA (Electronic Research Administration) application upgrade is targeted for implementation on **April 20, 2020**. In preparation for the upgrade and in compliance with data retention policies, data cleanup and purging are planned in the current production environment by **mid-December 2019**.

WHAT DATA WILL BE DELETED?

The data cleanup includes removal of the following:

- Proposals – Records for unfunded proposals older than 7 years or projects closed more than 7 years ago
- PDF packages – Extraneous “assembled document” packages (prior to final version) associated with Proposal Development records
- Personnel – Personnel listed in PennERA who have never been users, never been listed on a proposal or protocol, or are no longer at Penn

In addition to complying with the data retention policies, this cleanup will lessen system downtime when moving data during the upgrade, improve the efficiency of select data integrations, and ultimately improve overall system performance.

WHERE CAN I VIEW DELETED DATA?

Proposal data will still be available in the Data Warehouse’s PennERA Proposals snapshot tables for snapshot fiscal year 2018. Please note the following:

- When the proposal data is deleted from PennERA, it will also be deleted from the tables that are updated nightly in the Data Warehouse’s PennERA Proposals data collection.
- Deleted PDF packages and personnel records (outlined above) will not be available in the snapshot because they were never available in the Data Warehouse.

All those who have access to the PennERA Proposals data collection have access both to the tables that are updated nightly and to the annual snapshot tables. Users who need to obtain access to the PennERA Proposals data collection can request it using the eForm at <https://provider.www.upenn.edu/computing/da/secure/webloginportal/eforms/index.html?content=kew/EDoLite?edlName=proposalsAccessForm&userAction=initiate>.

ADDITIONAL RESOURCES

The following resources provide additional information:

- PennERA Proposals Collection Snapshots information page:
<https://provider.www.upenn.edu/computing/da/dw/research/proposals/pennerapropsnapshots.html>
- How to re-direct a PennERA Proposals query to the snapshot Universe (via Business Objects):
https://provider.www.upenn.edu/computing/da/bo/webi/qna/webi_differentUniverse.html
- PennERA Proposals Data Collection Schedule (what’s included in the snapshot and time span covered):
<https://www.isc.upenn.edu/pennera-proposals-data-collection#Schedule>
- PennERA Proposals Data Collection Quick Reference Guide:
<https://provider.www.upenn.edu/computing/da/dw/research/proposals/PennERAQuickRef.pdf>

QUESTIONS

PennERA users will be contacted directly with information about the upgrade as rollout approaches. If you have any questions, please send an e-mail to pennerahelp@lists.upenn.edu. For general information on PennERA, please visit the website at <https://www.pennera.upenn.edu/>.

Did You Know...

...Unposted **Purchasing Card** journals are uploaded into BEN Financials every Saturday morning around 1 a.m., and remain unposted all week so that the default accounts can be reallocated, then automatically posted on the Friday night around 6 p.m.

Some users have been entering a Control Total of \$1.00 on the unposted Purchasing Card journals to try to prevent them from posting on Friday night until they've had a chance to work on reallocating the accounts further. This causes the Friday night automatic posting to fail. Someone from the BEN Financial Systems Team has to go into the journal, remove the Control Total, then re-run the posting process.

To prevent this from happening in the future, we have worked with the BEN Team to create a process to "gray out" the control total fields on the unposted PCard journals.

...To correctly calculate the **encumbrance amount in Workday@Penn**, follow this formula presented at the Webinar on October 31, 2019.

Click [here](#) for the full presentation.



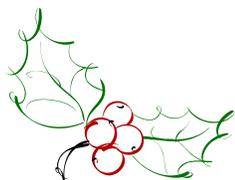
Calculating Encumbrances Based on Budgeted Amount

- Review your budget plan and identify the amount budgeted for this Work-Study position
- Count the number of weeks in the Comp Plan
 - All calendar weeks between the start and stop dates

Budget ÷ # of Weeks = \$ per Week

\$ per Week ÷ Hourly Rate = Weekly Hours

- Enter the 'Weekly Hours' in **Scheduled Weekly Hours** on the Job Requisition



Quarterly Quiz

Instructions: The following questions can be answered based solely on information contained in this issue of **The Bottom Line**.

To participate in the contest, please submit your answers via email to doftraining@pobox.upenn.edu no later than **February 1, 2020**

The Winner will receive a gift certificate for two for the University Club!

1. What is the minimum dollar amount for issuing a 1099?
2. What is the encumbrance calculation for determining the Scheduled Weekly Hours in Workday@Penn?
3. Can I add or change a Supervisor in Knowledge Link?
4. List the steps to update/create account combinations in the Penn Marketplace?
5. List one new Workday@Penn report in the Data Warehouse?

**Last Quarter's Winner:
Congratulations!**

Amanda Cialino
Gifts and Financial Coordinator
Penn Medicine Development and
Alumni Relations

BEN Knows...

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

To Check the Status of an eForm:

Go to: <http://www.upenn.edu/computing/da/eforms>

If you are the Initiator/ Submitter:

- Click on the 'My eForms status' link on the left
- The list will show ALL eForms you submitted (BEN Financials, Data Warehouse, etc.)
- Find the eForm you want to review
- Click on the 'Route Log' icon on the right to view the routing history

If you are an Approver:

- Under 'For Supervisor and Administrators' section, click on the 'eForms action list' link
- You can perform a 'doc search' by entering one or more of the following search criteria:
 - Document/ Notification Id
 - End-user's PennKey or Penn ID by using the 'Initiator' field
 - Date range by using the 'Date Created From' and 'Date Created To' fields
 - Once you have entered your search criteria, click on the 'Search' button or [Enter] key
- You can also use the 'eForms action list' to view all eForms you have acted on
 - To determine the current status, look in the 'Route Status' column
 - To determine the action request by you, look in the 'Action Requested' column
 - To view the routing history, click on the 'Route Log' icon located in the last column
- You can also use the 'Outbox' to view all eForms which have been processed to date

NOTE: To view any notes, click on the ID number to view the eForm or month

- Place a check in the 'Save this schedule' box to save your schedule
- Provide a **unique name** for each schedule you save
- Enter a **description** of your schedule
- Click **OK** to return to the 'Submit Request' window
- Click **[Submit]** to save your request and return to the 'Requests' window

For a Non-Marketplace Requisition, when Do I Use "Goods Billed by Quantity" and "Goods or Services Billed by Amount"?

It is important to select the appropriate 'Item Type' when creating a 'Non-Marketplace' requisition. Below are examples of when to use 'Goods Billed by Quantity' and 'Goods or Services Billed by Amount'.

* Item Type: Goods billed by quantity
* Item Description: Basketballs to Penn Varsity Basketball games.
* Category: ATHLETICS.PRODUCTS
Example: RESEARCH.LABORATORY
* Quantity: 10
Example: Enter # of Items
* Unit of Measure: Each
Example: "Each"
* Unit Price: 50
Example: Enter Cost Per UOM

- Select the Item Type '**Goods billed by quantity**' when you ordering items that will be billed by the Supplier using the 'quantity', i.e. 5 of something, 10 of something, etc.
- Select the Item Type '**Goods or services billed by amount**' when you are ordering something that will be billed by the Supplier using the 'amount', i.e. \$500, \$1,000, etc.

For more information, go to the [Financial Training Department](#) website, Documentation page, and click on the 'Requisitioner User Guide'.

