



The Bottom Line



Workday@Penn

Go-Live Date Announced for July 2019

The Executive Sponsors have announced that Workday@Penn will go live in July 2019. This timeline ensures that we'll have a system with accurately converted data, effectively tested processes, and alignment to our objectives for a more efficient, transparent and accessible Penn.

We'll continue to rely on your help and engagement throughout the process and look forward to celebrating the successful realization of this vision with all of you.

Workday@Penn PennWorks Data Clean-Up

Data clean-up of PennWorks is critical to the success of Workday@Penn. With your help, we can get this accomplished by early August, when we start converting data for Prototype 3. The Workday team has gathered a preliminary list of cleanup activities. Some of the work will be done centrally but for some of the data clean-up we will need the help of the Schools and Centers. ISC Enterprise Information & Analytics will be providing assistance with reports to support data clean-up efforts in Business Objects. More specific information will be coming soon.

To view the latest Workday Project Update and Timeline [click here](#) (PennKey required).

Stay current with the HCM project by visiting our website regularly or subscribing to the monthly HCM Update newsletter: <https://www.hr.upenn.edu/hcm>

HCM Change Freeze Period and Change Request Process

The University has implemented a two-phase freeze period on changes to systems, policies, and vendors that impact the Workday@Penn implementation. This action is to ensure that all aspects of the implementation of Workday@Penn remain on schedule and reduce risks.

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FISCAL YEAR 2018 FINANCIAL CLOSING INSTRUCTIONS

- [Detailed Financial Closing Instructions](#)
- [Closing Calendar Quick Reference Guide](#)

Please review the detailed Fiscal Year 2018 Financial Closing Instructions and ensure that appropriate plans and actions are implemented within your respective School/Center to meet respective deadlines. For your convenience, there is a Quick Reference Guide (QRG) which is a single page, high level list of key dates. Please note that the QRG is not meant to replace the more comprehensive instructions. Please find this information and more...

Closing Calendar by Functional Group:

- Payroll (*see also Page 3 of this issue*)
- Accounts Payable (*see also Page 3 of this issue*)
- Purchasing Card
- Investment Services/GAA
- Student Financial Services
- Cashier's Office
- BEN Assets
- BEN Financials Closing

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Office of the Comptroller

2018 W-4: UPDATE YOUR WITHHOLDING STATUS

Following the enactment of the Tax Cuts and Jobs Act in December 2017, the IRS has released a new version of the Form W-4 to more fully reflect the new law. The IRS has also updated its withholding tax calculator on IRS.gov, which will help you determine if you need to update your withholding in response to the new law or other changes in your personal circumstances in 2018.

WHAT DOES THIS MEAN TO YOU?

The IRS, in its Frequently Asked Questions, has indicated that the 2018 income tax withholding tables are designed to minimize taxpayer burden as much as possible and will work with employees' current Forms W-4.

That being said, the IRS encourages individuals to check their withholding and will help educate taxpayers about the new withholding guidelines and the tax calculator. This effort is designed to help workers ensure that they are not having too much or too little tax taken out of their pay. Please note that the IRS recommends that you not include yourself as an exemption on your W-4.

If you have any additional questions about these changes, please contact Payroll at:

dofpayroll@pobox.upenn.edu

(215) 898-6301



Workday@Penn

HCM Change Freeze Period and Change Request Process

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The HCM Project Team has organized a change process and methodology to address all change requests. Schools, centers, and central areas may initiate the process by completing a Change Request Form. A link to the form and more information is located [here](#) (PennKey required).



Penn Employee Solution Center: One Call. One Team. One Penn

Starting June 1, 2018, the Penn Employee Solution Center will have new hours of operation.

- Monday – Wednesday, Friday:
9:00 a.m. – 5:00 p.m. ET
- Thursday:
9:00 a.m. – 4:30 p.m. ET

After several months of successful operation, the Solution Center introduces a new look that represents its mission and vision. Look for it across campus.

Contact the Penn Employee Solution Center in the following ways:

Telephone: **215-898-7372**

Email: hcmsolutioncenter@upenn.edu

Web: <https://www.hr.upenn.edu/hcm/penn-employee-solution-center>



Penn Employee Solution Center

One Call. One Team. One Penn.

Office of the Comptroller

FISCAL YEAR 2018 CLOSING INSTRUCTIONS

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FY2018 Closing Dates - Payroll

Merit Increase via Penn Works

Refer to [FY 2019 Faculty/Staff Salary Increase Program Guidelines](#) for detailed instructions.

Monday, April 16 th , 12:00 a.m.	Merit Increase via PennWorks opens.
Friday, June 8 th , 11:59 p.m.	Merit Increase via PennWorks closes.

FY 2019 Payroll

First weekly payroll for FY 2019 will be for the week ending July 1, 2018, and payable on **July 6, 2018**.

Annual increases for weekly paid personnel will be effective for the week ending July 8, 2018 and payable on **July 13, 2018**.

Weekly Payroll for the Period Ending June 24, 2018

Monday, June 18 th , 5:00 p.m.	Supporting documents for new appointments to HR Records.
Friday, June 22 nd , 5:00 p.m.	Additional pay on-line forms to Payroll.
Monday, June 25 th , 3:00 p.m.	Time reporting data entry of positive/exception employees.
Monday, June 25 th , 3:00 p.m.	Payroll reallocations must be performed to be effective at FY 2018 Employee Benefit (EB) rates. Any reallocations after this date will be at the FY 2019 EB rates.
Monday, June 25 th , 5:00 p.m.	On-line changes to the database for existing employees.

Monthly Payroll for the Period Ending June 30, 2018

Friday, June 15 th , 5:00 p.m.	Supporting documents for new appointments to HR Records.
Thursday, June 21 st , 5:00 p.m.	Additional pay on-line forms to Payroll.
Friday, June 22 nd , 3:00 p.m.	Time reporting data entry for late pay, reduction in pay, and late pay approval.
Friday, June 22 nd , 5:00 p.m.	On-line changes to the database for existing employees.
Monday, June 25 th , 3:00 p.m.	Payroll reallocations must be performed to be effective at FY 2018 EB rates. Any reallocations after this date will be at the FY 2019 EB rates.

FY2018 Closing Dates: Accounts Payable*

Wednesday, June 13 th , 5:00 p.m.*	Final day to request Final Closing of Purchase Orders in FY 2018
Wednesday, June 20 th , 5:00 p.m.*	Purchase Order invoices to be processed in FY2018
Wednesday, June 20 th , 5:00 p.m.*	Requests to correct and reverse receipts for FY2018
Thursday, June 28 th , before 4:00 p.m.*	Non-PO Payment Request for Will Call to be picked up by June 29 th , 2018 Invoice Status = Payable
Friday, June 29 th , before 4:00 p.m.	All other Non-PO Payment Requests; Invoice Status = Payable

** The dates listed above are the year-end processing cut-off dates for the Accounts Payable Office. In order to ensure that your requests are processed before the end of the Fiscal Year we are requesting you submit all forms by the dates listed.*

Requests submitted after these dates may still be processed before the end of the Fiscal Year however due to the increased volume of requests we receive during this time we cannot guarantee they will be processed.

FISCAL YEAR 2018 GIFT AND PLEDGE DEADLINES

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

Also, please remember that People Supporting Penn (PSP) recognizes gifts made within the fiscal year. FY18 PSP will include gifts made between 7/1/17-7/11/18.

June 30 Gift Date end of year processing:

- **June 30th:** Adjustments - Submit all adjustments for gifts recorded prior to June 30th.
 - **Special Note:** *Contact Kate Micklow Harwan if an adjustment request is needed between July 1st and July 11th.*
- **July 6th at Noon:** Gifts Office will close for fiscal year-end processing
 - Deliver to Gifts Accounting & Administration FY18 gifts (needs June 30th postmark).
 - **Special Note:** *Contact Kate Micklow Harwan or your team representative if a gift is received during this time requires immediate attention.*
- **July 11th:** Last day of Gifts close-out. Gifts Office will reopen for deliveries.
- **July 16th:** Begin preliminary reporting.

All **June 30** postmarked donations must be received in Gifts Accounting and Administration by **Noon, Friday, July 6, 2018** for inclusion in the gift date closing
Wednesday, July 11, 2018.

Given a movement to more corporate standards of reporting timeliness as required by Penn Trustees, the 'mailbox rule*' will apply to GIFT DATE recording for June 30th gift date processing during the month of July.

Gifts will be processed with a June 30th gift date, so long as they are postmarked on or before June 30, 2018. Therefore, it is imperative for you to send fully completed gift transmittals and backup information, including postmarked envelopes, to Gifts Accounting and Administration (GAA) for June 30 gift date processing as quickly as possible.

<https://taxmap.irs.gov/taxmap/pub17/p17-130.htm>

Notify Jean Suta or Irma Lerma in Securities Gifts (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 close of business on June 29, 2018** in order to ensure they will be counted on the FY18 financials.

Should you have any questions on this information, contact:

Maria Perkins @ 8-8687

Kate Micklow Harwan @ 8-3104 or

Jean Suta @ 8-7254

*This means the postmark on the donor's envelope (rather than the date of receipt) determines the date of the gift.

It is crucial to **retain all envelopes** with any gift correspondence, which are submitted to the Office of Gifts Accounting & Administration, particularly at the approach of fiscal year-end and calendar year-end.

Office of the Comptroller

POLICY UPDATE FOR INDEPENDENT CONTRACTORS

Thank you for your help in significantly mitigating Penn's compliance risk related to worker classification laws and regulations. Your feedback has helped us adjust policies and streamline process to enhance compliance. As a result, we are providing further information about policy updates regarding independent contractors, and the impact those have on Penn's procure-to-pay process.

[Policy #2319](#) describes the different classifications of non-employee individuals with which Penn does business. This includes Human Subjects, Honoraria, Independent Contractors, and Limited Engagements. This memo addresses Independent Contractors and Limited Engagements.

Independent Contractors - Individuals doing business as [Independent Contractors](#) should be procured as Purchase Order (PO) Suppliers. As such, new Independent Contractors are to be onboarded as PO suppliers prior to performing work for the University. This is done through the new online New Supplier Request process in the [Penn Marketplace](#). In requesting the new supplier, the system will automatically require collateral (Service Provider Evaluation form and Service Provider Questionnaire) to be uploaded as part of the online request, while the individual will upload their W-9 during the registration process. Following the onboarding process, a PO may then be raised for the services.

Limited Engagements – While laws and regulations consider Limited Engagements a form of independent contractor, **the University has established policy whereby Limited Engagements are specific types of engagements that may be exempted from the Independent Contractor PO process, and handled through the non-PO payment process.** A Limited Engagement Fee is a payment to an individual (non-employee/faculty, non-student) for providing a service of an academic nature, short duration, and/or low dollar amount (\$1,000 or less per transaction; \$5,000 per year max). Penn intends Limited Engagement to be used for the following:

- Distinguished guest speakers at University functions
- Artist, performer
- Writer, editor
- Board members, critics, preceptors, and mentors
- Service meeting the dollar threshold

As with Independent Contractors, all arrangements with Limited Engagement service providers should be made in advance of the service. With the new process for supplier/payee onboarding in the Penn Marketplace, this means that a **new Limited Engagement service provider should be requested to be added as a Non-PO supplier through the New Supplier Request process in the [Penn Marketplace](#).** We are configuring the system to require documentation of the agreement with the Limited Engagement service provider at the time of the new supplier/payee request. This will help Penn ensure compliance at the time of setup.

Separately, and in accordance with Policy #2301, contracts for Limited Engagements must be executed by Purchasing Services. To facilitate that, the agreement document(s) should be submitted to sourcing@upenn.edu. Upon execution of the agreement and the onboarding of the Limited Engagement service provider, a Non-PO payment request may be processed for the supplier/payee.

For general information regarding the classification of individual service providers, please visit Penn's [Individual Service Provider Classification](#) website. For any questions regarding the onboarding process of individual service providers of any type, please contact SupplierSupport@upenn.edu.

We have aligned the introduction of these new policies and processes with the introduction of new procure-to-pay tools to ensure an efficient end-to-end process. We appreciate your embracing these changes as we continue to move Penn forward with heightened compliance and efficiency. We also encourage your continued feedback as we work together to best serve all of the University's stakeholders.

Tax and International Operations

REMINDER: GRADUATION PRIZES AND AWARDS

Tax and International Operations would like to remind you of IRS and University requirements regarding prizes and awards. Object Code **5344 Prizes and Awards** has been created to separately identify payments made for prizes and awards to Penn-affiliated and non-affiliated individuals (other than employees) to better facilitate proper IRS reporting for these payments. Payments made to **employees** connected to their employment should be made in accordance with HR Policy #305 Extra Compensation.

Prizes and awards are amounts received primarily in recognition of religious, charitable, scientific, educational, artistic, literary, civic achievement, or as the result of entering a contest. All prizes and awards (with the exception of qualified scholarships) are includible in gross income (Code Sec. 74 (a); Reg. § 1.74-1(b)) unless all of the following conditions are met:

- a) The recipient was selected without any action on his or her part to enter the contest.
- b) The recipient is not required to render substantial future services as a condition to receive the prize or award.
- c) The prize or award is transferred by the payer to a government unit or tax-exempt charitable organization as designated by the recipient.

All three of the above conditions must be met in order to exempt the prize from taxation.

IRS Reporting Requirements

For **US and resident alien individuals**, all prizes in the amount of \$600 or greater must be reported by the University to the IRS on form 1099-MISC. It is the responsibility of all prize recipients, regardless of the amount of the prize, to report the taxable prize received to the IRS on their personal income tax returns.

For **non-resident aliens**, the University is required to withhold 30% tax on the full amount of the prize unless the individual is exempt from taxation under a tax treaty. To determine treaty eligibility, contact the Tax and International Operations at Room 310 Franklin Building. All prizes and awards made to non-resident aliens are reported on Form 1042-S.

It is important to inform the recipients of the income tax consequences of their winnings. Even in situations where the University is not required to report winnings, the recipients are responsible for reporting such payments on their individual tax returns.

The University is not in the position to offer specific tax advice. It is recommended that the individual consult with a tax professional.

Payment of Prizes and Awards

All students receiving awards from the University must be registered in Penn Marketplace as a non-PO payee. If the student is already informed of the award, Penn staff should submit the New Supplier Request in Penn Marketplace. The student can then register in the portal via the invitation link from Purchasing Services and select his or her preferred payment method, including Direct Deposit (ACH). Once registered, the Preparer can create the Non-PO Payment Request. If the award is intended to be a surprise at Commencement, Penn staff can collect the student's W-9, or equivalent for foreign nationals, and complete the New Supplier Request Form in Penn Marketplace as a proxy registration for the student. Once the student is registered as an active non-PO payee, a Preparer can create the Non-PO Payment Request, and indicate on the form that a "Will Call" check is needed.

For all prizes issued to **non-resident alien** individuals, the following documentation must be attached to the Non-PO Payment Request:

- a) Complete W-8BEN
- b) University of Pennsylvania Foreign National Information Form:
<http://www.finance.upenn.edu/forms/fniform.pdf>
- c) A copy of the individual's I-94 Card or stamp of entry, Passport

Additional information on prizes and awards is set forth below and is also available by clicking on "Student Prizes" on the Comptroller's website at:

http://www.finance.upenn.edu/comptroller/Tax_International_Operations/Corporate_Tax/Research_Topics/

If you have any additional questions, please contact the Tax and International Operations Helpdesk at:

<https://www.finance.upenn.edu:44301/apps/TaxHelpDesk/>
or (215) 898-6291

Tax and International Operations

HOW TO PAY STUDENTS FOR TRAVEL

Following the issuance of the communication regarding Prizes and Awards issued by the Office of Tax and International Operations in April, It has come to our attention there is confusion as to how to pay students for travel. Below is a brief overview of how such payments should be made. Due to the tax implications to the student, departments should strictly adhere to these guidelines when processing payments to students.

Travel for the benefit of Penn

This includes payments made to students who travel for business in their role as a Penn employee or while conducting business on behalf of Penn (e.g., assisting a professor at a conference, etc.). These payments should be processed through Concur.

Travel for the benefit of the student

- Travel related to the student's course of study (e.g., required to receive credit for the course) should be processed through Student Financial Services, Student Aid Management. The School should request a SAM AIDID for each fund that it uses to issue travel awards to students. Documentation of the travel expense, educational requirement and award amount should be submitted to SFS for review. SFS will review the documentation, add the expense to the student's Cost of Attendance (if approved) and schedule the award for disbursement via the Student Aid Management system. These may need to be included in the student's cost of attendance
- Payments made to students to travel to enable them to perform research or other educational activity ("travel awards") that is not required as part of their degree should be processed as

a Non-PO Payment Request through the Penn Marketplace using object code 5345 Expense Reimbursement.

- Travel/subsistence payments made to students to provide support as part of a paid or unpaid internship that does not take place at Penn should be processed as a Non-PO Payment Request through the Penn Marketplace using object code 5344 Prizes and Awards.
- Payments for in an emergency situation or where there is a gap between what is required for educational success at Penn and the student's economic means should be processed through the Financial Aid System. These may need to be included in the student's cost of attendance. Students requiring such assistance should contact Student Financial Services, Suite 100 Franklin Building, 3451 Walnut Street, Philadelphia, PA 19104, which maintains a listing of emergency or gap payment funding sources available throughout the University

We also understand there is some confusion over when is a student no longer a student. A student is a person enrolled in at least one course or other activity (e.g., dissertation research, field experience) that is offered for academic credit in a degree or certificate program at Penn, or a person matriculated into a degree program at Penn but not currently enrolled. Student does not include Post Docs or affiliated students, those who are pursuing educational opportunities that do not earn academic credit. Therefore, an individual who has graduated would no longer be considered a student, unless s/he were matriculated as a graduate or doctoral student at Penn.

ISC TRAINING LAB

ISC has recently updated its training lab. The lab features a new 75" Samsung monitor, a modern instructor station, 14 Dell Optiplex workstations with high-speed Internet connectivity and on-site technical support. The lab is available for both day and evening rental to members of the Penn community, private companies, and nonprofit agencies at reasonable rates. To schedule a tour or to receive information on discounted daily, weekly and extended session rates contact us at (215) 573-3102 or learnit@isc.upenn.edu.

Visa Classification	Primary Purpose	Employment Eligibility	Payroll	Sponsoring Institution	Honoraria <i>*restrictions may apply – see footnotes</i>	Substantiated Expense Reimbursement	Scholarship or Fellowship
A1	Diplomat or Internat'l Gov't Official	Employer Specific	No		No	Yes	Yes (e)
A2	Dependents of A1	Only with EAD	Yes		No	No	Yes (e)
B1	Visitor/Business	Not Eligible	No		Yes (a)(b)	Yes (a)(b)	No
B2	Visitor/Pleasure	Not Eligible	No		Yes (c)	Yes (c)	No
E1-E2	Treaty Traders/Investors	Employer Specific	No		No	No	Yes (e)
E	Spouse of E	Only with EAD	Yes		No	No	Yes (e)
E	Dependents of E	Not Eligible	No		No	No	Yes (e)
E3	Australia Specialty	Employer Specific	Yes	Penn	No	Yes	Yes (e)
	Australia Specialty	Employer Specific	No	Non Penn	No	Yes	Yes (e)
F1	Student	On Campus Only	Yes	Penn	No	Yes	Yes
F1	Student	Employer Specific	No	Non Penn	Yes (d)	Yes	Yes (d)
F1	Student/OPT	Employer Specific	Yes (d)		Yes (d)	Yes (d)	Yes (e)
F2	Dependent of F1	Not Eligible	No		No	No	Yes (e)
G1-G4	Representative of Int'l Organization	Not Eligible	No		No	Yes	Yes (e)
G	Spouse	Only with EAD	Yes		No	No	Yes (e)
G	Dependents	Not Eligible	No		No	No	Yes (e)
H1	Temporary Worker	Employer Specific	Yes	Penn	No	Yes	Yes (e)
H1	Temporary Worker	Not Eligible	No	Non Penn	No	Yes	Yes (e)
H4	Dependent of H1	Not Eligible	No		No	No	Yes (e)
I	Information Media Representative	Not Eligible	No		No	No	Yes (e)
J1	Student	On Campus Only	Yes	Penn	No	Yes	Yes
J1	Student	Employer Specific	No	Non Penn	No	Yes	Yes (e)
J1	Professor/Researcher	Employer Specific	Yes	Penn	No	Yes	Yes
J1	Professor/Researcher	Employer Specific	No	Non Penn	Yes (d)	Yes	Yes (e)
J2	Dependent of J1	Only with EAD	Yes		No	Yes	Yes (e)
K1-K4	Fiancée and Dependent of US Citizen	Only with EAD	Yes		No	Yes	Yes
L1	Intra-Company Transferees	Employer Specific	No		No	No	Yes (e)
L2	Spouse	Only with EAD	Yes		No	No	Yes (e)

Visa Classification	Primary Purpose	Employment Eligibility	Payroll	Sponsoring Institution	Honoraria *restrictions may apply – see footnotes	Substantiated Expense Reimbursement	Scholarship or Fellowship
L2	Dependent	Not Eligible	No		No	No	Yes (e)
M1	Non Academic Students	Only With EAD	Yes		No	Yes	Yes (e)
M2	Dependent of M1	Not Eligible	No		No	No	Yes (e)
O1	Extraordinary Ability	Employer Specific	Yes	Penn	No	Yes	Yes (e)
O1	Extraordinary Ability	Not Eligible	No	Non Penn	No	Yes	Yes (e)
O2	Assistants of O1	Employer Specific	No		No	Yes	Yes (e)
O3	Dependents of O1	Not Eligible	No		No	No	Yes (e)
P1-P3	Athlete/Entertainer	Employer Specific	No	Penn	Yes	Yes	Yes (e)
P1-P3	Athlete/Entertainer		No	Non Penn	No	No	Yes (e)
P4	Dependents of P	Not Eligible	No		No	No	Yes (e)
Q	Cultural Exchange Visitor	Employer Specific	No		No	No	Yes (e)
R1	Religious Worker	Employer Specific	No		No	No	Yes (e)
R2	Dependents	No Eligible	No		No	No	Yes (e)
TN1	Treaty NAFTA Canada	Employer Specific	Yes	Penn	No	Yes	Yes
TN2	Treaty NAFTA Mexico	Employer Specific	Yes	Penn	No	Yes	Yes
TN1-TN2	Treaty NAFTA	Employer Specific	No	Non Penn	No	Yes	Yes (e)
TD	Treaty NAFTA Dependents	Not Eligible	No		No	No	Yes (e)
WB	Visa Waiver Business	Not Eligible	No		Yes (a)(b)	Yes(a)(b)	No
WT	Visa Waiver Tourist	Not Eligible	No		Yes (c)	Yes (c)	No
I-551 Stamp	Pending Permanent Residency		Yes		Yes	Yes	Yes
Green Card	Permanent Resident	Eligible	Yes		Yes	Yes	Yes

Footnotes:

(a) Visitors entering the U.S. under visa classification B1/WB (visitor for business) according to ACWIA (American Competitiveness and Workforce Improvement Act) ruling may accept honoraria plus substantiated expenses for usual academic activity or activities lasting not longer than 9 days at any single institution and has not accepted such payment from more than 5 institutions in the previous 6 month period - 9/5/6 rule.

(b) Visitors entering the U.S. under visa classification B1/BW who are NOT receiving honoraria have no limit on the number of days they can accept reimbursement for substantiated expenses.

(c) Visitors entering the U.S. under visa classification B2/WT can only accept honoraria plus substantiated expenses for usual academic activity or activities lasting not longer than 9 days at any single institution and only 5 institutions in the previous 6 months - 9/5/6 rule.

(d) Visitors being sponsored by institutions other than University of Pennsylvania must have the written permission to receive any remuneration other than substantiated expenses from their sponsoring institutions.

(e) Scholarship and Fellowship for visa classifications **other than** F, J, M or Q, are not taxable if they cover qualified expenses (mandatory tuition and fees), anything more will be taxed at a rate of 30%. Only students with the visa classification of F, J, M, or Q get a reduced rate of 14% or if they come from a country that offers a treaty benefit, the rate may be reduced further.

(f) EAD is an Employment Authorization Document

PennERA Enhancements, Tips and Tricks



SIMPLIFIED ROUTING IS HERE!

Effective April 15, 2018, PennERA Proposal Development moved to a simplified proposal approval process. PD now uses approval paths based on role-based approver assignments designated at specific Organization (ORG) levels.

In Pre-Review Routes, where proposals will continue to be completely editable, there will be two approval steps:

- Department level approval
- School/Center level approval

Once Pre-Review is complete and a proposal has been put into complete and final form by the PI and/or BA involved, the proposal record can be submitted to Final Review, a one-step route where Institutional Level approval can be obtained.

When the proposal is submitted to Final Review, it will be locked down. The Proposal Reviewer Dashboard will continue to operate for approvers just as it does currently. Department level and School/Center level approvers have been identified by your School/Center access administrator for PennERA largely based on current approval paths. You should be aware that the Vice Provost for Research and the Provost's Council on Research have revised University policy such that Department Chairs are no longer required to approve all sponsored projects proposals prior to submission.

A short series of slides is available on the Penn ERA Electronic Submissions Reference Materials webpage, explaining [A Simplified Proposal Approval Process](#) at this link.

FLOW THROUGH OR NO FLOW THROUGH?

In an effort to further simplify the question regarding flow through sponsors, the Originating sponsor is now automatically defaulted to the selected proposal sponsor at creation. If this is NOT a flow through project, no further action is

required by the end user. The flow through question will default to "No" on Setup Questions and no originating sponsor will be displayed.

What do I need to do if the proposal *is* funded via Flow Through funding?

If the proposal is actually receiving flow through funds, end users simply proceed as they always have, by changing the flow through question to Yes and selecting the appropriate originating sponsor.

OOPS, I updated the originating sponsor, but have subsequently found out this is NOT flow through funding. Now what??

If you have updated the flow through question to YES, and selected a new originating sponsor, and have now found out that this is not correct, please contact the PennERA helpdesk at pennerahelp@lists.upenn.edu for assistance.

FUNDING OPPORTUNITY NUMBERS – TO SELECT OR NOT TO SELECT?

Sponsor agency funding opportunity numbers (FOAs) are used only in PennERA S2S proposal records in which Penn is submitting directly to the federal sponsor via Grants.gov. An FOA is required for all S2S submissions directly to Grants.gov.

If this is a generic proposal with federal flow through and you want to 'record' the funding opportunity under which our sponsor will be submitting their proposal, this information can be added to the "Other funding information, guidelines, or restrictions" comments section on Setup Questions.

Please direct questions to:

PennERAhelp@lists.upenn.edu

Since the launch of the Penn Marketplace Enhancements on April 16, there has been an exciting and significant amount of activity in the new system. Over the course of 6 weeks, 2,213 New Supplier Requests have been received, 2,051 suppliers have been invited to register, and 5,296 Non-PO Payment Requests have been completed.

The Project Leaders would like to thank the Project Team, comprised of the Steering Committee, Core Team, School and Center Change Agents, and many other contributors for their thoughtful feedback, hard work, and collaboration over the last two years. In addition, the Project Team is grateful to the many campus users for their quick and tenacious willingness to jump into the new system and their patience as their questions and inquiries are addressed.

IMPORTANT REMINDERS WHEN SUBMITTING A NEW SUPPLIER REQUEST

Since a number of inquiries on supplier onboarding have been received recently, high-level guidance on the process is provided below. Several important points to remember include:

- All new suppliers, including individuals receiving reimbursements, must be onboarded and active in Penn Marketplace before Purchase Orders and Non-PO Payment Requests can be created or paid.
- During registration, suppliers have to provide their W-9 or W-8 and can select their preferred payment method, including electronic methods such as Direct Deposit (ACH). Unless Penn staff are completing a proxy registration, they should no longer be collecting W-9s or W-8s.
- Over 32,000 active suppliers were converted to Penn Marketplace at Go-Live. Users can transact with these existing suppliers immediately. However, these suppliers will not have access to their supplier portal view until they have been invited and they register.
- As a first step, users need to complete a supplier search in Penn Marketplace to determine whether the supplier is already available (indicated by a green check mark) for transactions.
- If the supplier is not present in Penn Marketplace, users must submit a New Supplier Request in Penn Marketplace. Once the supplier is invited and registers, Purchasing must then approve the registration before the supplier becomes available in Penn Marketplace.
- User can see the status of their New Supplier Requests and the supplier's Registration Status on the My Supplier Requests dashboard in Penn Marketplace. Clicking on the book icon on the dashboard provides more information about the various statuses available.
- If an existing supplier wants to register immediately, users should not complete a New Supplier Request. They should email SupplierSupport@upenn.edu with the supplier's name and email address to request an invitation be sent to them.
- Users can track the registration status of an existing supplier by completing a supplier search and looking at the registration status on the supplier record.
- End users can resend their POs from Penn Marketplace following these [instructions](#).



ANNOUNCING THE

PENN TRAVEL SYMPOSIUM - AUGUST 7, 2018

On Tuesday, August 7, this year's Penn Travel Symposium explores "Roadblocks to Roadmaps, Overcoming Obstacles in Penn Travel and Expense Management." The event features a robust agenda where skilled professionals from the travel industry along with Penn specialists cover a broad spectrum of topics. Attendees will gain insight about:

- Tailoring communications for new or infrequent travelers and those individuals who are experienced travelers;
- Travel safety and emergency protocol in the United States and around the world;
- Selecting ground transportation from a range of options;
- Group Student Travel Abroad;
- Tips and Tricks – Volume III;
- New functionality and best practices from Concur; and,
- So much more.

This day of education will be held at the Hilton Inn at Penn, Woodland Ballroom at 3600 Sansom Street from 8:30 a.m. – 4 p.m. [Registration](#) is required; access Penn Travel Symposium 2018. The Penn Travel Symposium is hosted by Penn Travel and Expense Management and Global Support Services.

QUARTERLY QUIZ

Instructions: To participate in the contest, please submit your answers to the questions at the right, found in this issue of *The Bottom Line*, via email to doftraining@pobox.upenn.edu

no later than **August 1, 2018**

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

Last Quarter's Winner – Congrats!

Edward J. Milewski

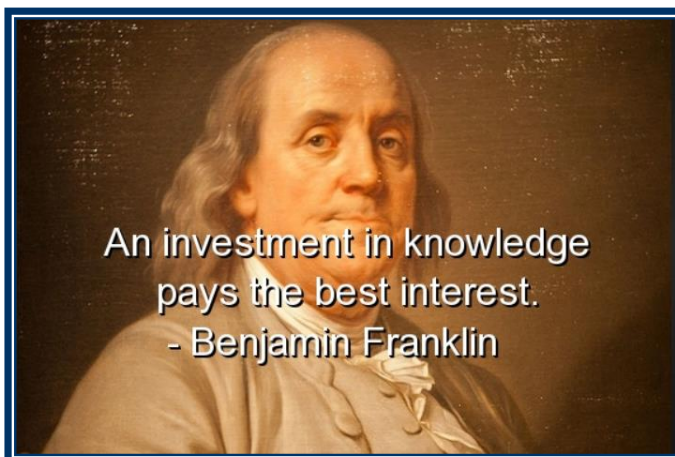
Department of Cancer Biology

Abramson Family Cancer Research Institute

Perelman School of Medicine

1. What is the FY18 closing date and time for a Non-PO Payment Request for Will Call?
2. Who is responsible for resolving all of their 'Holds'?
3. On the Closing Schedule QRG, what is the last day to process all ADJ-17 manual JEs directly to the ADJ-18?
4. What is the Object Code for Prizes and Awards?
5. What is the phone number for contacting ISC regarding renting their training lab?
6. What month/year is Workday@Penn scheduled to go live?

QUARTERLY QUOTE



BEN Knows

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

ALL ABOUT PURCHASE ORDERS

PO STATUS REVIEW

Click on the link below to see all of the PO's statuses and depending on the status, whether or not a receipt or an invoice can be entered.

http://www.finance.upenn.edu/benknows/browse_topics/purchase_order_definitions/PO_Status_Descriptions.pdf

RESOLVING HOLDS

Reminder - All PO Managers are responsible for resolving their Invoice Holds. This includes those PO's they have approved for a Requisitioner.

REJECTED VS. CANCELLING PO'S

Rejected Purchase Order

Please click on the link below for the specific scenarios for how to handle a 'rejected' purchase order:

http://www.finance.upenn.edu/benknows/browse_topics/purchase_order_definitions/po_rejected.shtml

Cancelling a Purchase Order

- Only 'approved' purchase Orders can be Cancelled, i.e. not 'in process'
- The PO must not have been 'invoiced' or 'receipted' in the system
- Please click on the link below for how and when to cancel a PO:

http://www.finance.upenn.edu/benknows/browse_topics/purchase_order_definitions/cancel.shtml

POS OVER \$5,000

- All purchase orders over \$5,000 must be receipted via the Requisitioner or PO Manager responsibilities.
- Please be sure to enter the receipt **after** receiving the goods/services.
- Do not 'Express' receive the PO if all of the goods/services have not been received.

FINALLY CLOSING POS

If a purchase order has been fully executed, i.e.

- All goods and/or services were received
- All invoices entered and holds resolved
- All checks issued to the Supplier

and the purchase order still has a remaining encumbrance balance, this PO is a candidate for a request to be 'finally closed'. Click the link below for instructions on how to request a PO be finally closed via Accounts Payable:

http://www.finance.upenn.edu/benknows/browse_topics/purchase_order_definitions/final_close.shtml

REMINDER FOR BUDGET JOURNALS

Posted Budget Journals cannot be marked to reverse in BEN Financials. To correct a posted Budget Journal a new Budget Journal must be created with the Debits and Credits reversed.

DID YOU KNOW...

... the **Purchasing Card Administrator** new email is now purchasingcardsupport@upenn.edu and

...the **Travel Card Administration** email is now travelcardsupport@upenn.edu

...when an employee transfers from one department to another, please **DO NOT TERMINATE** this person. You only need to perform a **Home ORG Transfer** in PennWorks. For more information go to the [PennWorks User Guide \(Page 2-10\)](#)

...the best kept secret in **PennWorks** is the **FAQs** and the **Glossary** listed at the top of the PennWorks Homepage. Tons of great information is included such as Terminations, Rehires, Salary Key, etc. Check it out!

...that a **new employee's name will not appear** on the **UMIS Time Reporting (OTR) screen** until they have achieved **Minimum Record 'OK'** and **AFTER payroll run; one time**, i.e. Monday night. It is important to note because if an 'Exception' person's name does not appear on the screen and you use the PF5 Key to add them, you will be **paying this person twice**. You will be very popular! Please be careful☺.

Bye, Bye Tokens!

SEPTA's new fare system is the reusable and reloadable SEPTA Key Card, which can be obtained at the SEPTA Travel Center @Penn in the Penn Bookstore during its hours of operation, Monday – Friday from 11 a.m. – 6 p.m. These cards are available for \$10; the cost of five fares at the token rate.

Information on additional hours and locations for SEPTA Key sales in the area can be found by visiting:

<http://www.septa.org/sales/locations/philawest.html>

Additional information about the SEPTA Key Card program may be found at: www.septa.org.



PENN MARKETPLACE

Your Procure-to-Pay Portal

IMPORTANT REMINDER FOR NON-MARKETPLACE REQUISITIONS

As we have transitioned to the use of the Penn Marketplace provider to transmit our PO's to Suppliers it is important that Requisitions are created properly.

When entering a **Non-Marketplace Requisition** please take care to use the appropriate **Item Type**

- Goods Billed by Quantity
- Goods or Services Billed by Amount
- Goods or Services Billed by Quantity

Also be sure to include a full description. It is very difficult to approve a requisition if the description reads 'Quote #XYZ' without a full description. Use the field available to add a Promo Code or a Quote #

*****Please note if requisition is created using an incorrect Item Type and item details, that order may need to be re-created*****

Here is a quick review of the Item Types and their item details.

Goods Billed By Quantity

Example: Athletics needs 10 new basketballs at \$35 each

Quantity: 10

Unit of Measure: Each

Unit Price: \$35

Goods or Services Billed By Amount

Example: Consulting Services for \$5,000

Amount: 5000 *(only whole amounts, i.e. no cents)*

Goods or Services Billed By Quantity

Example: Plant watering service for 12 months at \$250 per month

Quantity: 12

Unit of Measure: Each per Month

Rate per Unit: \$250

Documentation on creating Non-Marketplace Requisitions can be found in the [BEN Buys Requisitioner User Guide](#). Please call BEN Helps (6-HELP or 746-4357) if you have additional questions.