# *The* Bottom Line

## W-2'S FOR 2019

Just a reminder, your 2019 W-2 is available for view, download and print in Workday under the Pay icon after logging in. For questions on how to view and print the form, please refer to the Self Service: Access Tax Withholding Forms tip sheet.

**If you live outside of Philadelphia and received a paper copy of your W-2 in the mail from ADP, you may have noticed that your state and local wages and taxes are split and reported on separate pages of the W-2 which were sent in separate envelopes.** While the information on the ADP W-2 is correct in the aggregate, you should be aware of the difference in presentation between the Workday and ADP versions as you prepare to file your taxes.

We recommend using the Workday version as your source document as the information is consolidated. If you do choose to use the mailed, ADP paper versions, you will have to combine the state and local income and taxes on the separate documents for filing.

**The ADP version includes the Control Number which is used to upload your tax information into your tax preparation software.** If you need to review the ADP version for filing purposes, access it electronically by clicking on the "My Tax Info" link on the U@Penn portal.

For more information on understanding your W-2, including FAQs from the Payroll Tax office, the Payroll Tax website explains the contents of the various boxes on the form.

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

## PAYROLL TAX UPDATES 2020

**Federal Taxes:** The federal withholding tax tables for 2020 can be found in the IRS Publication 15 at: http://www.irs.gov/pub/irs-pdf/p15.pdf

**Social Security Wage Rate:** The 2020 Social Security wage base is $137,700.

**Social Security Tax Rate:** The 2020 tax rate remains at 6.2% and the maximum tax that an employee would pay will be $8,537.40.

**Medicare Tax Rate:** The Medicare tax rate remains at 1.45% in 2020 for wages under $200,000. Wages in excess of $200,000 are taxed at 2.35%.

**PA State Unemployment Insurance Employee Rate:** The tax rate remains at 0.06% for 2020.

**PA State:** The tax rate for 2020 remains at 3.07%.

**Philadelphia City:** As of July 1, 2019, the Resident Rate is 3.8712% and Non-Resident Rate is 3.4481% and remains the same for the beginning of 2020.

## FY21 Academic/Staff Merit Increase Program Processed in Workday

The University's Schools and Centers will use Workday for merit increase for the first time this year. Look for announcements of training and engagement activities in Workday@Penn Digest.

## A New Tool to View Security

A new tool for security partners provides visual insight into supervisory organizations, academic units, and security roles. The tool assists security partners as they analyze and optimize their Workday setups. The goal of the new tool is to help enable faster and more accurate decision-making.

Maintenance of supervisory organizations, academic units, and security roles by authorized Workday@Penn security partners is necessary for Workday to function properly. Maintenance requires a continuous effort to identify and confirm who should have specific access to initiate/review/approve business processes and access reports and information within specific supervisory organizations and academic units.

## The Workday Mobile App is Here

Join thousands of Penn workers who are using the Workday Mobile App and saving time to do many of the popular tasks of the desktop application. The app focuses on self-service items like viewing personal information, entering time, requesting time off, and performing basic approvals. Consult the library of tip sheets and videos to learn about Workday's basic and self-service functionalities. To initiate more robust business processes, use the desktop application.

## The Workday 2020 Road Map

Are you curious about what new features Workday will roll out? The video recording of the January 31st Workday town hall features a presentation of the 2020 road map. Also presented was a review of the first six months of operations and a discussion of the continuous improvement program. A robust audience question-and-answer concludes the recorded event.

## Practical Tips to Prevent Errors in Pay

Gain insight into preventing common errors in paying workers in this January 29, 2020 webinar recording. Topics discussed include:

- Why dates matter
- Why retro payment dates matter
- How to prevent off-cycle payments and over-payments
- How to achieve successful staffing transactions
- How to guide a new hire properly in the onboarding process
- Why communication among security roles makes a difference

## Scheduled Weekly Hours

When creating job requisitions, follow this guidance for scheduled weekly hours:

- For all exempt positions the scheduled weekly hours should be 40.
- For non-exempt full-time positions the scheduled weekly hours should match the default weekly hours for the supervisory organization.
- For non-exempt part-time positions the scheduled weekly hours should be the actual number of hours the part-time role will work each week.

In addition, changing the job location may affect scheduled weekly hours if the weekly hours are less than 40. Check to ensure that both the default weekly and the scheduled weekly hours are correct before selecting "Next" when changing location.

## Just-in-Time Training Videos

Four new just-in-time videos provide short demonstrations for creating job requisitions for academic, student, and temporary workers as well as postdoctoral fellows. Note this important point: In creating a job requisition and filling in organization information, the Penn Fund should never include segments that may be end-dated, like 5-funds, as this becomes the default costing. The default organizational account should always be a non-5 fund. Look for more just-time-time videos in the coming months.

## Net-to-Gross Compensation Plan Limitations

Workday has a limitation on five net-to-gross one-time payment compensation plans. The limitation is that Workday retroactive pay does not recalculate gross-up earnings. The following one-time payments should always be entered with effective dates of the current or future pay periods.

- Meal Allowance – Same Day Travel
- Relocation Expense (Gross Up)
- School Award (Gross Up)
- Tuition Reimbursement (Gross Up)
- Models of Excellence Award

## Choose One-Time Payments for Additional Work by Exempt Workers

The one-time payment choice of "additional work" is available for exempt workers who complete work that is outside the scope of the exempt staff member's job profile, is not performed on a continuing basis or during a staff member's regular work schedule; and, typically, is not for the staff member's supervisor. In contrast, the one-time payment choice of "incentive payment" is intended for non-exempt workers, for approved incentive plans, and count in FLSA calculation of overtime.

## Workday Auto Cancellation

Workday will auto cancel a business process if required data is not entered in required fields. During some business processes, the complete business process may be cancelled if data is not entered into required fields. One example of this is one-time payment. In other instances, the business process may be completed, but some of the sub-processes may be auto cancelled. An example of this is the job change business process, where some of the data in the fields are not changing, and not filled in. The subprocess is cancelled but the job change business process is completed, once approved.

## Where We're Located

3425 Walnut Street
Philadelphia, PA 19104-3433

## Standard Hours of Operation

9:00 am - 5:00 pm ET, Monday-Wednesday, Friday

9:00 am - 3:00 pm ET, Thursday

## Contact Us

Penn Employee Solution Center
hcmsolutioncenter@upenn.edu or (215) 898-7372

## Corporate Tax, Compliance, and Payroll Hours at Onboard@Penn

Beginning in January, 2020, foreign national students and employees will be able to meet with representatives of the Corporate Tax, Compliance, and Payroll Office to discuss issues related to tax treaties, payroll taxes, tax forms, FNIS (Foreign National Information System), and Sprintax.

All inquiries must involve the foreign individual's relationship with Penn (employment, scholarship, etc.) as the representative is prohibited from giving personal tax advice. Visitors should bring all supporting documentation to assist in identifying and resolving issues.

The representative will be available at the Onboarding Center, 3425 Walnut Street, initially every Tuesday, 11am – 3pm and every Wednesday, 10am – 2pm. The appointment schedule will be expanded for the subsequent months to accommodate tax season volume. Schedule an in-person appointment online using Qless. Walk-ins are also welcome during appointment hours.

# Office of the Comptroller

## PHILADELPHIA RESIDENTS – EARNED INCOME TAX CREDIT

*From the City of Philadelphia*

**What is EITC?**

EITC is a Federal Tax refund available to working individuals and families. The average credit amount in Philadelphia is over $2,500, so hurry and find out if you're eligible.

**The deadline to file is April 15, 2020!**

**How do I know if I'm eligible?**

- You (and your spouse, if filing a joint return) have a valid Social Security number (SSN),
- Your 2019 earned income is within the limits below,
- You are 25 to 65 years of age **OR**
- You have a qualifying child

**Here's all you need to do:**

1. File your federal tax return
2. Complete the EITC form

**The deadline is April 15—don't wait! Text "FILE" to 99000 or visit www.YouEarnedItPhilly.com to find locations of FREE tax preparers near you.**

**It's Free**

We know you want your tax refund ASAP. But to avoid paying service fees of up to **40 percent** of your refund, skip the for-profit tax prep services and file with the City of Philadelphia's free, IRS-certified tax preparers. That way, you'll get back the **full amount of your refund**.

**Your benefits are safe.**

EITC does not count as income. So no matter how much you get back, you'll still be eligible for any government assistance programs you're enrolled in.

**There's still time.**

If this is your first time filing for EITC, you should know that your income for 2016, 2017, and 2018 is also eligible. So you could get back even more than this year's maximum of $6,557. File for 2016, 2017, and 2018 to get up to **four times** the maximum return. There is no reason not to file. It's your money. So go get it! It's easy and **free**.

## 2019 Income Eligibility Based on Filing Status

| # Qualifying Children | Single | Married (Filing Jointly) | Maximum Benefit |
|---|---|---|---|
| None | $15,570 | $21,370 | $529 |
| One | $41,094 | $46,884 | $3,526 |
| Two | $46,703 | $52,493 | $5,828 |
| Three or more | $50,162 | $55,952 | $6,557 |

# PennERA Upgrade

— The PennERA Project Team

The PennERA (Electronic Research Administration) application upgrade is targeted for implementation in **April 2020**. The upgrade is required to effectively respond to current and future business needs and will bring improved functionality to users.

## Outage Impact

In order to complete the upgrade, the system is expected to be unavailable for an entire weekend and will also likely include business days. All current PennERA, HS-ERA (Human Subjects), and ARIES (Animal Research) users will be affected by the outage. During the outage, PennERA will be unavailable. HS-ERA and ARIES will still be available; however, during the outage they will be running with stale PennERA data (as of the time of the outage) and no integrations to or from PennERA will run until the upgrade is complete. As the Research Inventory System (RIS), SHEPHERD, FIDES, and PHS-FITS retrieve data from PennERA, these systems will also be running with stale data until the upgrade is complete and may experience intermittent effects as well. The outage timeframe will be communicated to users closer to rollout.

## What Will Change?

Upgrade highlights include:

- Updated user interface – Screens will have an updated look and feel with a more intuitive interface

- New user access and routing assignment module – Replaces paper processes for requesting and approving access to PennERA modules

- Moving from NIH form set E to F – Required for electronic submissions as of 5/25/20

- Fixes to known usability and interface issues

## Proposal Development Enhancements

Proposal Development-specific enhancements include:

- Improved Proposal Development Budget Tool
- Improved personnel selection function
- Excel file export of detailed budget data
- Multiple budget versions savable to the PD record
- Predictive text
- Updated screens

## Demo Sessions & Reference Materials

Optional demo sessions will be held to introduce users to the updated interface and enhancements. Existing PennERA users will not be required to complete any additional training. Updated reference materials will also be made available on the PennERA website upon rollout to help users transition to the upgraded system. More information will be provided directly to users as the sessions are scheduled.

## Data Purging

In preparation for the upgrade and in compliance with data retention policies, data cleanup and purging were completed in the PennERA application in December and January. For information on what data was deleted and where you can view the deleted data, please see the PennERA upgrade article in the December 2019 issue of _The Bottom Line_.

## 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/.

# Assisting Faculty with International Engagement Questions and Reporting Other Support to Sponsors

Penn has recently made a new resource available to assist with considerations for International Engage-ment:

https://research.upenn.edu/resources/international-partners/

This guide includes information on hosting foreign visitors, disclosing foreign activities to federal agencies, and which offices at Penn can assist with specific issues. The guidance also has several case studies demonstrating scenarios that often arise in international collaboration, including at Penn.

Penn researchers and business administrators may find the guidance useful for answering questions that arise regarding international collaboration. Administrators may also help Penn and our researchers ensure that we are complying with the federal expectations for disclosure by asking faculty members the following questions regarding appointments and other support prior to submitting the information to sponsors or routing for approval:

- Have you received payments from outside entities, such as foreign institutions, companies or governments to support your research that have not been managed through Penn?
- Have you received lab space, technical personnel, and/or equipment for your research that is not part of a Penn-managed contract?
- Have you received any appointments, even if honorary and unpaid, from other institutions?

If the answer to any of these questions is yes, the activity needs to be disclosed to federal sponsors. Please address specific issues/questions to Missy Peloso, Associate Vice President/Associate Vice Provost, Research Services at:

epeloso@upenn.edu

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Join us in Philly for great learning, networking, and knowledge exchange at the upcoming 2020 Northeast/Midwest Section Meeting, April 19-22!

- Attend Workshops for valuable, relevant, invigorating education
- Attend Concurrent Sessions to learn more
- Choose a Certificate Program to further your professional development

**Attend the Keynote Speaker Presentation by our own, MaryFrances McCourt, Vice President, Finance and Treasurer**

Registration Information

Location/Hotel Information

Support the Silent Auction

# Effort Reporting News

**Office of Research Services**

## PLEASE NOTE TWO SIGNIFICANT CHANGES TO PENN'S EFFORT REPORTING PROCESS:

1. Summer 2019 (083119) was the last standalone summer reporting cycle. Starting with the Spring 2020 reporting period, summer payments will be incorporated into the regular effort reporting process according to the pay period end date. June 2020 payments will fold into Spring 2020 effort reports and July and August payments will be reported on Fall 2020 effort reports. Please prepare accordingly.

2. Effort reporting for any weekly paid employees has been eliminated beginning with the current Fall 2019 reporting period since all weekly paid employees were required to submit timesheets through Workday beginning July 1, 2019. Managers and department timekeepers should make sure to approve these timesheets in Workday.

## REMINDERS:

Effort forms must be reviewed and re-certified if payroll reallocations are completed after the initial reporting period closes. As a best practice, prereview and certification must be completed within a reasonable time from the date the effort report is re-generated for payroll reallocations.

DHHS over-salary-cap cost sharing on applicable effort forms must be recorded during PreReview in the "Cost Sharing" column in the effort from. ORS will continue to monitor the reporting of over-salary-cap cost share, where required.

| Effort Reporting Period | Description | Start Date | End Date | Date Forms are Available | Closing Date / Due Date |
|---|---|---|---|---|---|
| 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 |

## CLARIFICATION OF FY 21 PROVISIONAL EB RATES

Due to questions regarding the FY21 **provisional EB Rates** on our most current federal negotiated rate agreement from June 2019, below provides additional clarifications:

1. In the past, future **provisional EB rates** were typically set to be the same rates as the most recent **fixed rates**, however in the June 2019 agreement, the federal negotiators set **provisional EB Rates** for FY21 and beyond that were **different** from the FY20 **fixed EB rates**. While Penn requested provisional rates to be the same as the FY20 fixed rates, we were given different rates based on the federal negotiator's calculated projections. Although it is unusual for Penn, it is not unusual for the federal government.

2. Federal award proposals must utilize rates as negotiated on the DHHS Rate Agreement, regardless of internal Penn EB rate projections from the Penn Budget Office; and these are the rates utilized in PennERA – this has always been the case.

3. Also as always, although the future **provisional** rates will be used on proposals for budgeting now, the negotiated applicable **fixed** EB rates will be the actual rates charged in the BEN General Ledger.

4. We expect the FY21 EB Rates to be negotiated as **fixed** rates sometime in June 2020.

# Effort Reporting News

## Additional Guidance on Payroll Reallocations & Timing Related to Effort Reporting

*A joint message from BEN Helps & ERS Central Administrators*

Just a reminder since the 123119 effort period is **currently open**, if you are trying to reallocate payroll for payroll period ending Jul-19 through Dec-19 and the payroll records have an "X" on the left-hand column, please first hover over the Information icon (the red "i" next to the account combination). If the explanation for the "X" is because the "Payment is on an effort form", please do not submit a reallocation request; please contact the payee's Pre-Reviewer or DC (Department Coordinator) to submit this reallocation. **Reallocations for payments that are currently on an effort form should be done only by someone who has access to that form in ERS.**

For additional guidance on when to use *regular vs restricted reallocations* in the *Payroll Reallocation Application (PRA)*:

| Payment on an Effort Form? | Related Effort Period is… | | |
|---|---|---|---|
| | **Not Yet Opened** | **CURRENTLY Open** | **CLOSED** |
| YES → | N/A | Available in PRA for regular reallocation BUT access is limited (follows ERS access)* | Available in PRA only for **Restricted Reallocation** |
| NO → | Available in PRA for regular reallocation* | | |
| *\* In any case, if **non-CPUP Object Code change** is also involved, **Restricted Reallocation** is the only option* | | | |

For example, since the 123119 effort period is CURRENTLY OPEN, users should NOT submit restricted reallocations on payments related to periods JUL-19 thru DEC-19 (the only exception is for non-CPUP object code changes). In general, reallocations for these pay periods should be entered as regular reallocations in PRA; however, reallocations for payments that are currently on an effort form can only be done by someone who has access to that form in ERS.

Additional Resources/Guides:

- [Payroll Reallocations Decision Tree](#)
- [ORS Restricted Salary Reallocation Request Form](#) (with instructions included)
- [Effort Reporting Dates](#) and other information
- [Resources under Payroll Reallocations Application](#) (including a link to training):
- BEN Helps: 6-HELP (215-746-4357) option #5 (Payroll Reallocations) or [BEN Helps Online Support](#)

Bank of America, the Penn Travel Card bank provider, has introduced new features for cardholders to manage their accounts.

## Penn Travel Card Statements Going Green – Transitioning to Online Delivery Only

Penn Travel Cardholders can now enjoy the convenience of one-stop access to even more features in the bank's online card management platform called Global Card Access. The transition to paperless credit card statements offers cardholders several tangible benefits:

- Electronic statements are available sooner;
- Automated email notifications are sent when a monthly statement becomes available;
- Cardholders can easily track non-reimbursable expenses for payment;
- Accessing statements electronically provides added security and eliminates the need to dispose of sensitive documents; and,
- Online statement delivery continually offers cardholders access to a 13-month cycle of historical card statements.

Cardholders who have not registered yet in Global Card Access are encouraged to do so. Registration will offer easy access to valuable tools such as:

- **Alerts** – Receive alerts through SMS text message, email, or by voice messaging to track spending and protect your card from fraudulent activity;
- **PIN Check** – View your PIN in a few simple steps;
- **Lock/Unlock Card** – Suspend the ability to use your card temporarily; and

- **Statements** – View, save, or print your monthly statement.

Simply provide a few details and create a username and password when prompted during the registration process.

Additional information can be found at Bank of America's Card Assistant webpage.

## Mobile Wallet Now Available

Penn Travelers who prefer the convenience of a mobile wallet now can add the Penn Travel Card to their mobile wallet by following these steps:

- **Open** the wallet app on your mobile phone;
- **Add** your credit card details by taking a photo of the front of your Penn Travel Card or by manually entering the necessary information;
- **Verify** your account information by selecting a one-time passcode through text or email, or you may call the toll-free number listed with the mobile wallet to speak to a service representative at the bank.
- **Watch** for a notification on your device that your account is active and ready to use.

This new feature can be used to pay at any global merchant location that accepts mobile payments.

Questions for Bank of America? Please call 1-888-449-2273.

Questions for Penn's Card Administrator? Please contact Travel Card Support at:
travelcardsupport@upenn.edu

**Penn Purchasing Services**

Purchasing Services is pleased to announce that a recent strategic-sourcing initiative has resulted in a new portfolio of *Preferred Contract Caterers*. In alignment with University priorities, key award criteria included sustainability, supplier diversity, utilization of local food sources, and an assessment of each supplier's ability to provide and serve high-quality food safely and in a cost-competitive manner.

The process entailed a year-long effort to gather stakeholder input prior to soliciting proposals from both approved and prospective caterers. Over 60 caterers have been awarded master contracts and are now designated with Preferred Contract Caterer status. Among this set of caterers, 39 hold at least one diversity classification and 46 companies are based in Philadelphia (19 in West Philadelphia).

Catering@Penn has been developed to encourage visitors to search for providers based on any combination of criteria such as cuisine type, service offerings, and geographic location.

Importantly, Purchasing Services worked closely with Penn Sustainability to conveniently provide information about participating suppliers' capabilities to service Penn at various levels of "green" requirements. The online tool also allows individuals to easily seek diversity suppliers. Penn's buyers are encouraged to use the site to explore options that embrace and support Penn's goals of sustainability and economic inclusion.

For additional information, please contact Penn Purchasing at sourcing@upenn.edu.

**Penn Purchasing Services   PennEHRS** Environmental Health & Radiation Safety

**TUESDAY, MARCH 24**
10 AM – 1:30 PM   SMILOW COMMONS

**RESEARCH AND LAB SAFETY SUPPLIER SHOW**

**For more details and pre-registration:  www.upenn.edu/purchasing/supshow20**

In order to better define University procurement roles, clarify terminology, and update language to support compliance efforts, Purchasing Services has revised six financial policies:

- **2301 Authority and Responsibility for the Purchase of and Payment for Products & Services** - revised to accurately reflect roles, responsibilities, and obligations.

- **2302 Commitment to Economic Inclusion** - revised to update language with respect to Penn's commitment to economic inclusion, while clarifying the expectation of the Penn buying community.

- **2305 Compliance with Procurement Policies** - revised to describe categories for which exclusive or near-exclusive terms exist, and to define and describe preferred contract supplier status.

- **2306 Contract Compliance** - revised to accurately reflect roles, responsibilities, and obligations, while confirming best value as the core criteria by which awards are made centrally.

- **2307 Exemption from State Sales & Use Tax** - revised to clarify roles in interpreting tax laws and servicing the University's tax exemption.

- **2308 Competitive Bidding** - revised to remove unrealistic category-specific mandate.

The updated policies have been vetted by School/Center leadership and are currently in effect. Please become familiar with the updates to the policies and implement any changes in your departments that may be necessary. These policies can be found within the Financial Policy Manual on the Division of Finance website.

Should you have any questions, please contact Purchasing Services at Procure@upenn.edu.

# Correction to How Salary Encumbrances on Grant Funds are Calculated When Posting to BEN Financials

An update has been made to how payroll encumbrances on grant funds are calculated when posting payroll encumbrances to the GL. Effective January 30, 2020, the payroll encumbrances are calculated and posted only for work to be performed up until the grant fund's **Current Budget End Date**. Costing allocations which go beyond the Current Budget End Date will continue to be charged to the grant fund up until the grant fund's Account End Date, **but the encumbrances will reflect payroll only up until the Current Budget End Date.**

Please note that if the grant fund's Current Budget End Date is earlier than the Pay Period End Date for a monthly-paid person in the final month of the current budget period, the payroll for that last month is not being encumbered in the GL, though the payroll will still be charged to the grant fund in that month, based on the Costing Allocation.

# Models of Excellence Program

Congratulations to this year's honorees! This year Penn's Models of Excellence Program honors 110 exceptional staff members who play key roles in Penn's successes every day. Please save the date for the 2020 Models Ceremony on April 28, 2020 in Irvine Auditorium, 4pm-5pm. Reception immediately following.

**Models of Excellence Award - Team Honorees**

**Penn Museum Sphinx Move Team**

**Transform Penn's Data Center Team**

**Models of Excellence Award – Individual Honoree**

**Kyle Cassidy**

**Pillars of Excellence Award Honorees**

**Jamie Apgar**

**Christopher Ferraiolo & Michah Mack**

**Seth J. Fitsgerald**

**Ada Lawry**

**Model Supervisor Award Honoree**

**Leigh Gantz**

**Don't miss all of the Honorable Mentions as well!!!**

# 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 **May 1, 2020**

**The Winner will receive a gift certificate for lunch for two to the University Club**

1. What was the reason some womployees received two W-2's for 2019?
2. Name one person who is receiving a Models of Excellence Award this year.
3. When is the next Individual Service Providers: Classification and Payment Training?
4. Provide the Policy number, name and change for a Purchasing Policy update.
5. What is the new name upgraded from Lynda.com?

Last Quarter's Winner
Congratulations!!
Shannon Freitas
Director of Administration
Institute of Contempoary Art

*Spring Forward*
*March 8th 2:00 a.m.*

On October 28, 2019, we upgraded from Lynda.com to LinkedIn Learning. Now you can access more courses than ever before and stay current with LinkedIn's constantly evolving learning network.

Along with access to more courses, you can now connect your LinkedIn and LinkedIn Learning account. Linking your personal LinkedIn account is optional, but there are some advantages and considerations:

You'll have the choice to share completed courses and showcase newly gained knowledge on your personal LinkedIn page. You'll also be able to access comments, questions, and answers that other LinkedIn users post within specific courses while you're taking the course.

- In addition to logging in with your PennKey, you'll need to log in with your personal LinkedIn account each time you access a LinkedIn Learningcourse.

- The University of Pennsylvania will not have access to any of your personal information, and nothing will be posted to your personal LinkedInaccount without your permission. For more details, please see LinkedIn Learning's Privacy Information.

- If you decide not to link your personal LinkedIn account at this time, you can always add it later. If you do link your account, you can unlink it at any time.

If you haven't logged in yet, please navigate to linkedinlearning.upenn.edu to get started. If you are a current Lynda.com user, please make sure to login before March 31, 2020, to ensure your profile information and learning history are migrated. After the 31st, it will not be possible to retrieve these.

If you have direct links to Lynda.com courses posted anywhere, please reach out to ISC Client Care at help@isc.upenn.edu to get support on updating them. They will no longer redirect to LinkedIn Learning courses after March 31, 2020.

*--ISC Client Care*

# FROM THE DESK OF THE CASHIER...

## Smart Safe Training

Cash Depositors are given access to make cash deposits into the Smart Safe. Before making your first deposit, you'll need to complete the 30-minute hands-on SMART SAFE Training in order to learn how to make a deposit into the Smart Safe.

At the training, you will receive your PIN to log into the safe and perform a test deposit (Cashier will provide funds for test deposit). The hands-on session will cover the deposit process in detail and answer any questions you may have. For additional information, see the Cashier's Office FAQs at:

https://www.finance.upenn.edu/cashiers-office/cashiers-office-closure-faq

Below are the next training dates:
February 27, 2020
March 10, 2020
March 26, 2020
April 14, 2020
April 23, 2020

To register for an upcoming course, go to Knowledge Link at
http://knowledgelink.upenn.edu/
and type 'Smart Safe' in the Find Learning Search box.

If you have any questions regarding the Smart Safe training requirements or the deposit process, please contact Cash Management at:
dofcashmgmt@pobox.upenn.edu or 8-7256.

# BEN Knows

## PO Managers – Approving in Another Acccounting Period

If a PO Manager receives the "PO_SUB_PO_INVALID_GL_DATE" error message, it means that the Requisition was created in an earlier month than the PO is being approved. The BEN Knows is at:

https://www.finance.upenn.edu/content/posubpoinvalidgldate

This error means that the PO you are attempting to update was created in an accounting period other than the accounting period which the update is being made.

- From the **PO Manager Responsibility**:
  - Select **Notifications**
  - Click on the **rejected purchase order from your Worklist**
  - Scroll down to the bottom of the Notification and click on **"Open Document"**
- The Oracle Applications splash screen will appear and then the "Notifications to Purchase Orders" form will open
  - Click **[Lines]**
  - Click **[Shipments]**
  - Click **[Distribution]**
- Change the GL Date to a current accounting period (e.g., Today's date)
- Save your change by selecting **File>Save** from the menu bar or press **[Ctrl] S**
- Go back to the Notifications to Purchase Orders form (where the PO lines are shown)
- Click on **[Approve]**

Or, if the **PO Manage rejects the Requisition,** and the Requisitioner can submit the Requisition again (without making any changes), and the system will automatically update the GL date to the current month.

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## *Did You Know…*

…**Not to use [Approve and Forward]** or **[Forward]** when approving or rejecting a requisition. Only use **[Approve]** or **[Reject]** when either approving or rejecting a requisition. See page 42 of the Requisitoner User Guide.



**The Bottom Line**   March 2020



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