The Bottom Line

HUMAN CAPITAL MANAGEMENT

MANUAL LEGACY DATA CLEANUP UNDERWAY

Several data conversion issues for Workday@Penn originate in Penn's legacy data systems. The Legacy Data Cleanup Initiative will resolve these data conversion issues and improve the quality of data in these systems to facilitate a smooth transition into Workday.

Data Cleanup in progress:

Manual Cleanup — Data is reviewed and updated manually by **departmental users** - workers who have access to review and update legacy data

- The Workday@Penn Project team will contact users and provide instructions for cleanup (cycles of cleanups)
- Business Objects reports will be provided to support cleanup
- Users will correct data as requested

Data Cleanup completed:

Systematic Cleanup — Data was managed and updated systematically by **PennWorks support and Workday@Penn Project team**

- PennWorks support and Workday@Penn Project team completed batch updates to data in PennWorks and created validation rules to prevent future issues in PennWorks and U@Penn apps

Manual cleanup requires department users to review existing legacy data and make updates as needed. The Workday@Penn team is working with the Change Agent Network:

https://www.hr.upenn.edu/hcm/resources/change-agent-network

to coordinate with departmental users who have access to review and update legacy data for their area. This is an iterative cleanup process to help keep legacy data clean and ensure smooth Workday data conversions. Instructions may include the use of Business Objects reports and other resources that will help departmental users understand and correct impacted data as needed. If you want to use more, please contact your change agent or visit this webpage (PennKey required):

https://www.hr.upenn.edu/hcm/resources/legacy-data-cleanup

25 YEAR CLUB CELEBRATION

The Division of Human Resources

Invites members of the University Community with 25 or more years of service to their annual celebration.

Thursday, October 4, 2018

5 – 7 p.m.

Join us for conversation companionship and dinner!
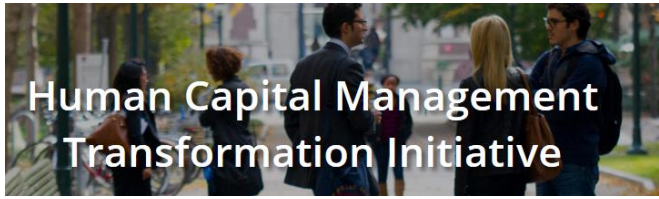
Registration is required for attendance by Friday September 21st, 2018

Please contact 25yearclub@hr.upenn.edu *or* 215-898-3463 *with any questions.*

In This Issue...

HCM CHANGE FREEZE PERIOD STARTS OCTOBER 1, 2018

The official University freeze period of changes to systems, policies, and vendors that impact the Workday@Penn implementation begins on October 1, 2018. After this date, the only changes possible are those that are regulatory in nature, or have critical impact to University operations. All change requests during the freeze period need approval from the HCM executive sponsors.

Cooling	Freeze	Workday Live

May 2018   October 2018   July 2019

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).

ONGOING WORKDAY@PENN SUPERVISORY ORG DEVELOPMENT BY LOCAL CHANGE AGENTS

Currently the HCM Change Agent Network (CAN) members are working within their organizations to identify supervisors for each of their people. This work will continue through all phases of the project through go-live. The hierarchy tool used for performance appraisal processes has been expanded for this purpose. Ongoing work in the tool aims to achieve accuracy in real time by July 2019.

Supervisory organizations are the foundation of Workday. All faculty and staff will be aligned to a supervisory organization, and each supervisory org will be assigned one manager. Additionally, managers may be assigned to more than one supervisory org. Supervisory orgs are not used to manage finance or financial responsibilities; they are used to group jobs and workers for various purposes, including processing and reporting. Supervisory orgs also provide the structure that determines roles, responsibilities, and resources available to each Workday user.

- Click here for more information the Supervisory Org Development (PennKey required).
- Subscribe here to the monthly *HCM Update*. The pace of key announcements will increase over the coming months.

PENN EMPLOYEE SOLUTION CENTER ADDS TUITION BENEFITS TO ITS AREAS OF EXPERTISE

The Penn Employee Solution Center now provides customer service to the Penn community for inquiries on tuition benefits. Full-time faculty or staff in benefits-eligible positions, dependent children, and spouses/partners are eligible for tuition assistance at Penn.

This popular benefit generates many questions. Solution Center Specialists provide consistent, up-to-date responses. The Solution Center is available at 215-898-7372 or hcmsolutioncenter@upenn.edu.

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

**Daylight Savings Time
November 4, 2018**

Treaty Exemptions

As the new semester arrives and new students/scholars begin their educational journeys or appointments, please be aware that there are tax agreements between the US and some foreign countries that may exempt certain payments to foreign nationals from federal taxes. Tax Treaty exemptions are granted on a calendar year basis for payments such as scholarship/fellowships and employment income. Please advise all **monthly paid** individuals who believe they are entitled to tax treaty benefits to visit the Tax Office. These individuals must bring their Penn ID to confirm their eligibility and sign the appropriate Tax Treaty documents for the 2018 tax year. They should also bring their most current immigration document(s) with them. Please note that we are unable to provide treaty benefits to **weekly paid** individuals.

In order to meet the deadline for the September 2018 payroll, employees must visit the Tax Office, 310 Franklin Building, 3451 Walnut Street, by Friday, September 21, 2018. If they do not meet the September deadline they may still apply for the exemption, however the treaty benefits will not take effect until October. Please note that Payroll **will not refund** the Federal Withholding Tax for individuals who miss the September 2018 deadline. The individual can claim the exemption when filing their 2018 tax return. Please call the Tax Office at 215-898-6291 with any questions or concerns or submit a Tax Help Desk Inquiry at:
https://apps.finance.upenn.edu:44305/TaxHelpDesk/

Avoid Identity Theft and Mail Delays – Receive W-2 Electronically!

Did you know that you can elect not to have your W-2 printed and mailed to you?

ADP, our W-2 provider, offers individuals the option to suppress the printing of their W-2 and allows you to securely view and print your W-2 from your personal computer. By going paperless, you avoid delays or errors in receiving your W-2 caused by mailing.

Follow these instructions to log-in to ADP W-2 services:

1. On the U@Penn Portal for Faculty and Staff, click on **My Tax Info** in the **My Pay** section
2. Login with your **PennKey** and **Password**
3. Enter your birthdate and last for digits of your SSN; click **[Continue].**
4. After reviewing text, click **[Continue]**
5. At the bottom, click on the link **Click here for W-2 information for tax years 2015 and later**. This will take you to the ADP site.
6. This first page will be the **ADP Dashboard**.
7. In the upper right hand corner, hover over your name and select **Settings**.
8. Click the slider to agree to **Receive paperless statements** and to be notified by email when your W-2 is ready. This will open a new window, where you must check the box to **Receive Paperless Annual Tax Statements** and click on **[I agree]**.

   - *While logged in, make sure your email address is correct in the **Contact Preferences** box. Click **[Edit]** to change.*
   - *Remember to **close ALL browser windows** when finished updating to protect your personal information.*

You have until December 31, 2018 to select this option for your 2018 W-2. Once you opt out of having your W-2 mailed, you will continue to receive them electronically each year until you elect to receive a paper W-2 once more.

As a reminder, W2 forms for tax year 2012 and prior will remain on the U@Penn portal under "My Tax Info". Tax forms for the current and prior two years are available on the ADP site.

PENN MARKETPLACE
Your Procure-to-Pay Portal

HOW TO CORRECT INVOICE VALIDATION 1 ERROR

Last updated September 4, 2018

A Non-PO Payment Requests will go into the Invoice Validation 1 Error workflow step if there is an issue with an incorrect segment of the account string, i.e. if the Preparer submits the Non-PO Payment Request with an incorrect account string it will be sent to Approval Level 1 in an Invoice Validation 1 Error workflow step.
See the screens shots below for how to correct the Invoice Validation 1 Error.
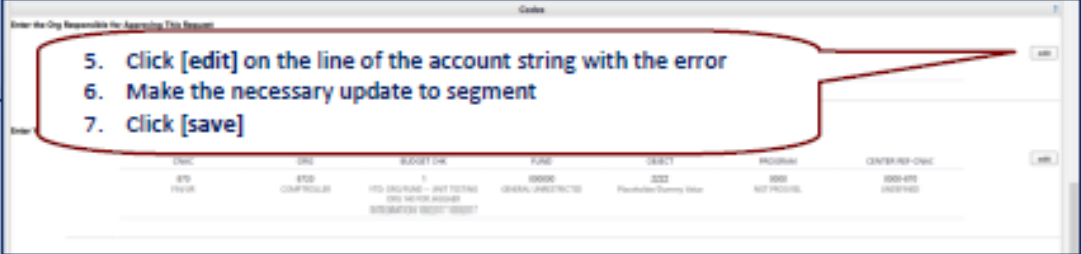
- Approval Level 1 will receive an email notification of the error.

- The Level 1 Approver will have to take the following steps to correct the account string:

    1. Click Assign in the Available Actions drop-down box
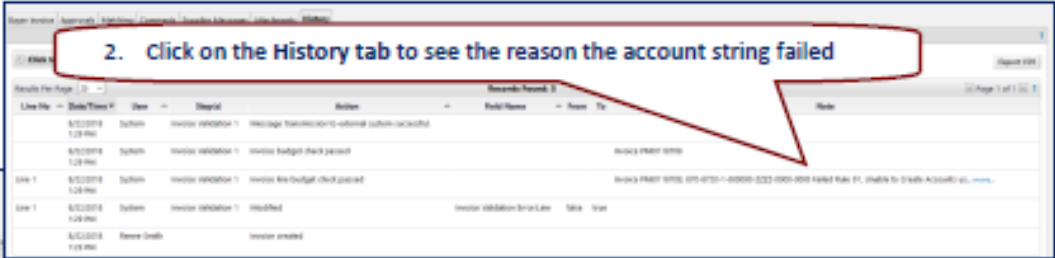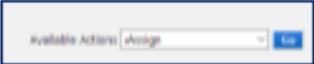
    2. Click on the History tab to see the reason the account string failed

    3. Go to the Buyer Invoice tab
    4. Scroll down to the Codes section

    5. Click [edit] on the line of the account string with the error
    6. Make the necessary update to segment
    7. Click [save]

Reasons for Validation 1 Error:
- ZZZZ cannot be used with this object code
- BC 2 can only be used with this fund
- BC 4 can only be used with this fund
- Failed Rule 56- this object code can only be used with grant funds
- 403- if Non-PO payment request is submitted outside of the hours of Mon-Sat 8am to 8pm (In Available Actions - click "approve and complete" for this error)

PennTax
Tax and International Operations

Notice – NRA Federal Tax Withholding

In August, 2018 a system correction was implemented which affects our Nonresident Alien (NRA) population. This correction results in an increase in Federal tax withholding to comply with IRS regulations. NRAs will see an increase in their Federal Tax withholding beginning for the weekly and monthly pay date of August 31, 2018.

Additionally, when the system correction was implemented a small population of NRAs had Federal tax withheld in error. These individuals have received a separate individual communication. The issue affecting these individuals has been corrected.

Kindly share this information with your NRA population.

If you have any questions, please contact the Payroll Tax Office at: https://apps.finance.upenn.edu:44305/TaxHelpDesk/ or 215-898-6291.

We apologize for any inconvenience this may cause.

NEW FEDERAL AGREEMENT FOR FY19 EMPLOYEE BENEFIT RATES FOR SPONSORED PROGRAMS

The proposed employee benefits rates for use on sponsored programs during FY19 and for all new proposals have been accepted by the federal government:

FY19 Employee Benefit Rate for Full-Time Employees: **30.5%**

FY19 Employee Benefit Rate for Part-Time Employees: **9.0%**

The new agreement and updated rate information can be found at this website:

http://www.upenn.edu/researchservices/penndata.html

INDIVIDUAL SERVICE PROVIDERS: CLASSIFICATION AND PAYMENT TRAINING

Class Full

The following **Individual Service Provider** trainings have been added to Knowledge Link:

Monday, September 10, 2018 2:00 – 4:00 p.m.
~~Friday, September 21, 2018 10:00 a.m. – 12:00 p.m.~~
Monday, October 1, 2018 10:00 a.m. – 12:00 p.m.
More to follow…

Who Should Register: Individual Service Providers: Classification & Payment training is intended for anyone who is involved with any of the following:
- Hiring employees or temporary workers
- Processing honoraria payments
- Procuring the services of and paying independent contractors or other individual service providers
- Creating or approving BEN Buys requisitions or purchase orders for independent contractors

Pre-requisites: Attendees should review the following materials found on the Service Provider Classification website in advance of the session.
- Independent Service Providers: Classification and Payments presentation
- Service Provider Questionnaire (Service Provider Completes)
- Service Provider Evaluation (School/Center HR Director Completes)
- Procedural Guide for Independent Contractors and Limited Engagements
- Limited Engagement Agreement: US Citizen
- Limited Engagement Agreement: Non-Resident Alien

General Objectives: On completion of this module, the participant should be able to:
- Understand the key federal laws and regulations governing and Penn policies for classifying, paying, and taxing employees and individual service providers
- Utilize the worker classification questionnaires to properly classify individual service providers
- Properly process and submit payment requests for the various individual service provider classifications (employees, temporary workers, independent contractors or other individual providers) and honoraria
- Locate resources for assistance

There has been a recent change when completing Section 1 of the I-9 in the Compliance Center (www.hr.upenn.edu/I-9). When the employee is completing Section 1 of the I-9 in the Compliance Center they must enter their initials for the "Employee Electronic Signature" and then press continue. This will take the employee to the next screen entitled, "Next Steps" which explains the list of acceptable documents the employee can use to complete Section 2 of the I-9. The employee should hit continue at the bottom of this screen and it will take them to the final page of the I-9 packet which should show all of the I-9 packet checked as completed. The employee's Personal Information, ACA Notice, Payroll Options Notice, and I-9 should all be checked as completed on this screen. If all of sections of the I-9 packet have been checked as completed the employee can then logout of the Compliance Center and they are now finished completing Section 1 of the I-9 packet in its entirety. Please let your employee's know that when they log into the Compliance Center on the Welcome Screen (first screen) of the Employment Center page there is a link that states:

PLEASE CLICK HERE to download instructions related to filling out your I-9 before continuing Please have them click this link as this will provide them with a PDF of detailed instructions for completing Section 1 of the I-9.

ON JUNE 26, 2018, THE KNOWLEDGE LINK USER INTERFACE WAS UPDATED TO BETTER SERVE OUR COMMUNITY.

Much of the basic Knowledge Link framework My Learning and My Team tabs remain the same. The new features include enhanced user interfaces, updated graphics, and a redesigned course catalog, all of which should improve the user experience.

What Changed?
- **All users** experienced changes in Knowledge Link with the look and feel of the:
  - header bar at the top of the page
  - icons associated with eLearning, instructor-led learning, etc.
  - course catalog.
- **Supervisors** experienced minor changes to appearance of navigation and a simplified interface for assigning and registering courses to their employees.
- **Knowledge Link Administrators** will experience minor changes to navigation.

These changes will differ based on the Penn entity you work for. To preview the changes impacting you, please select the entity for which you work:
- University of Pennsylvania
- UPHS & Penn Medicine (including PSOM)

For questions regarding this update or any issues encountered, please submit a ticket to Knowledge Link Support Request.

Thank you.

-Knowledge Link Support Team

Penn Purchasing Services

NEWS FROM THE PROJECT TEAM! We are pleased to report that a series of videos have been produced to offer additional training resources to the Penn user community. Topics include:

- Supplier Registration for Individuals/Payees
- Supplier Search
- My Supplier Requests Dashboard
- Supplier Onboarding – Proxy Registration
- Invoice Search in Penn Marketplace
- Will Call Option in Penn Marketplace

Coming shortly…

- Non-PO Payment Request Approval Process
- Setting a Substitute Approver
- Supplier Registration for Business Entities and Independent Contractors

Click here to access these videos:
http://www.finance.upenn.edu/ftd/documentation.shtml#PME

BEST PRACTICE WHEN HANDLING CONFIDENTIAL INFORMATION. Any documents with confidential information such as a W-9, W-8, or a passport should only be loaded into the portal by the supplier/payee during the registration process. This information should NOT be attached to a Non-PO Payment Request. To reinforce this behavior, the following language now appears on the Non-PO Payment Request: DO NOT ATTACH ANY CONFIDENTIAL INFORMATION (W-9, W-8, etc.).

SUPPORT FROM THE PENN MARKETPLACE TEAM. If end users have technical issues or require user support, contact BEN HELPS at 215.746.4357 or enter a ticket via BEN Helps Online Support at:
http://BENHelps.finance.upenn.edu
For additional information about Penn Marketplace, please contact:
PennMarketplace@upenn.edu

Did You Know…

Shopper Role Considerations:

Please reference the matrix below when determining which individuals within your organization would best fit the Shopper Role criteria as opposed to granting them access to BEN Buys.

Requirements	Shopper Only	Requisitioner Only / PO Manager
Will only shop Penn Marketplace Suppliers	X	
Doesn't have time nor interest to train for BEN Buys access	X	
Benefits from knowing Penn's price and availability to make the best informed sourcing decision, but doesn't have BEN Buys access	X	
Has the Ability to configure a product on a supplier website that is in the Penn Marketplace, but doesn't have BEN Buys access. Currently sends configuration and/or requirements to the business officer who will create the order	X	
Needs to receipt orders		X
Needs to shop/order from suppliers **NOT** in the Penn Marketplace		X
Currently has Requisitioner Only responsibility in BEN Buys		X
Required to enter accounting codes during the requisition checkout process		X
Required to enter RAM (Radioactive Materials) number to complete order		X
Needs to enter tagging information when ordering a capital asset		X

Any comments or concerns can be submitted to PennMarketplace@upenn.edu

ANNUAL SUPPLIER SHOW 2018

learn the whys of using preferred Penn Suppliers

TUESDAY, SEPTEMBER 25

10 AM - 2 PM
ANNENBERG CENTER FOR PERFORMING ARTS
3680 WALNUT STREET

OVER 50 SUPPLIERS   **SUPPLIER SAMPLES**   **DOOR PRIZES**   **LUNCH**

Green Purchasing Award Presentation 12:15 PM
Office Supply Swap Pop-Up Store

For more details and preregistration: www.upenn.edu/purchasing/supshow18

BusinessObjects Web Intelligence and the Data Warehouse Office Hours September – December

Enterprise Information & Analytics (EI&A) is offering the following "office hours" sessions this Fall. These sessions are hands-on, held in Sansom West and open to users of any of the various data warehouse data collections. You can use the time to work on your own specific reports (or customized version of a Public folder report) and EI&A staff with knowledge of all data collections will be available for questions. Registration via Knowledge Link (search for "Data Warehouse BusinessObjects Office Hours- Freestylin' -Open Lab") **is required.**

Wednesday	*Wednesday*
October 24	**November 28**
1:00 - 3:00 p.m.	**1:00 - 3:00 p.m.**

Due to scheduling conflicts, we were only able to schedule these two organized sessions. If you need help with BusinessObjects in general, or particular reports/data, please do feel free to reach out to the EI&A team any time via da-staff@isc.upenn.edu. We'll be glad to work with you as needed, whether over the phone, on a Blue Jeans session, or in person.

UPGRADE TO THE NEXT RELEASE OF BUSINESSOBJECTS: BUSINESS INTELLIGENCE 4.2

This month Penn is upgrading to the next release of BusinessObjects: Business Intelligence 4.2. BI4.2 is very similar to our current version (BI4.1) so no report conversion or other changes by users are required. However, there are some exciting new enhancements. Highlights include:

- Improved query performance for reports with multiple data sources
- Recycle Bin for deleted report recovery
- Geo Mapping
- Reference Cells (similar to excel)
- Improved HTML client functionality
- Enhanced support for Firefox, Chrome and Edge web browsers.

How-To guides to help you become familiar with the new features of BI4.2 will be available on the web once the new version is live.

The upgrade is planned for the weekend of September 22, 2018. Over the course of that weekend, the current BI4.1 version will be unavailable while the upgrade to version 4.2 is completed. Further information, including the exact timing of the outage, will be communicated to BusinessObjects users via the Warehouse listserv closer to the date.

Please feel free to contact da-staff@isc.upenn.edu if you have any questions about the upgrade in the meantime.

QUARTERLY QUOTE

"Either write something worth reading or do something worth writing."

Benjamin Franklin

Financial Systems Fast Facts

BEN Knows

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

- BEN Financials Access **eForms** *must* **be filled out by the User**. A Supervisor may not submit eForms on User's behalf. Exceptions are as follows:
  - When a Responsibility or an ORG access is being removed/deleted from the User and the User is no longer at the University.
  - If the User has transferred out of the Supervisor's department, and the Supervisor needs to remove the User's access to specific ORGs.
  - If the User is remaining in the department but the User's position has been reorganized to remove a BEN Financials responsibility.
- To **permanently change your Default Approver for Requisitions only**, the BEN Financials eForm is no longer needed; just email the Purchasing Department directly at PurchasingSupport@upenn.edu to request the change.
- To change a Buyer, a **Change Buyer Request Form** can be found in Documents/Forms, under the Comptroller's website at: http://www.finance.upenn.edu/comptroller/forms/#BEN. **The form can be e-mail to Purchasing Services at** PurchasingSupport@upenn.edu

- An **Alternate Assignment** for PO Manager is needed when:
  - PO Manager leaves the University*
  - PO Manager transfers Departments (ORGs) and does NOT retain the PO Manager Responsibility*
- To **obtain an Alternate Assignment**
  - Alternate assignments can be used in BEN Financials to designate a delegate approver for invoice holds while the PO Manager is out of the office. Previously, these requests needed to be e-mailed to Financial Systems. However, a form to submit this request electronically is now available on the Purchasing Services website. The form is located under Policies & Forms>Purchasing Forms>Request Vacation Rule (http://cms.business-services.upenn.edu/purchasing/policies-a-forms/purchasing.html). The requester may enter a timeframe for the effective dates as well as selecting if the delegate will be approving requisitions/purchase orders (Vacation rule), invoice holds (Alternate Assignment), or both. The delegation request will automatically expire at the date and time given.

** When PO Manager leaves the University **or** does not retain PO Manager Responsibility, the Supervisor needs to complete the **BEN Financials Access Request eForm** and note Remove PO Manager and enter an Alternate Assignment on the eForm.*

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 **November 1, 2018**
The Winner will receive a gift certificate for two for the University Club!
Last Quarter's Winner – Congrats!
Joyce Jones, MBA, Administrative Coordinator Department of Biostatics, Epidemiology & Informatics

1. List one reason for an Invoice Validation 1 Error?
2. What is the target date for Workday@ Penn?
3. What is the Employee Benefit Rate for Full-Time Employees for Sponsored Programs?
4. What is the phone number and email address for the Penn Employee Solution Center?
5. What is the date and time of the Purchasing Services Annual Supplier Show?