A Quarterly Newsletter from the Division of Finance http://www.finance.upenn.edu/ September 2020

Penn

The Bottom Line

Workday@Penn

Data Audit and Governance Resource Now Available

New guidance for data owners is available. The pages describe the data necessary to audit, the reasons why correct data is important, the recommended reports to run and audit frequency, which Workday security role can audit and correct the data, and the necessary action to take. The current priorities for data audits and actions include:

- Workers and positions that have not been paid in four months
- Contingent workers who do not hold Workday security roles
- Academic workers who are missing ranks on their academic appointments
- Workers who are missing work email addresses
- Graduate students showing greater than or equal to 87.5% FTE

New Requirements in Updated Workday Policies

A major update to the Role-Based Security Assignments policy is now in place. A new clause requires the separation of duties. Individuals may not hold combinations of roles that circumvent business process transaction approvals by allowing one person to initiate and approve the entire transaction. A new Training Requirements policy took effect July 1, 2020. All individuals placed or hired into a position with certain assigned security roles are required to complete training within 30 days of entering the position.

Return to Campus and Guide to Changes in Work Location

As the University transitions back to on-campus work, HR analysts should follow the steps outlined in the Workday Return to Campus and Guide to Changes to Work Location to update individuals' work addresses. The guide also provides instructions for individuals who need to update their tax forms to ensure the proper taxes are withheld from their pay.

Continued on Page 2

Penn Marketplace Foreign Currency Non-PO Payment Request (QRG)

Starting September 1st, all requests for foreign currency invoice payments must be submitted through the Penn Marketplace Foreign Currency (FC) Non-PO Payment Request form. The PDA-FC form will be retired. This change is being made to align its processes with the Penn Marketplace on-boarding and Non-PO Payment Request workflows. The FC Non-PO Payment Request form will be added to the Marketplace home page and will look very similar to the Non-PO Payment Request. Key differences:

On-boarding:

- FC Supplier will need to be active or on-boarded before submitting a request
- FC Supplier will be reviewed by Tax within the Penn Marketplace on-boarding workflow

FC Non-PO Payment Request:

- FC invoice needs to be attached
- FC and FC amount needs to be provided
- We will ask for the last 4 digits of the vendors bank account # (if available)
- A preliminary translation to USD needs to be provided (will follow the Non-PO approval workflow)
- After approvals the invoice stops in an AP queue
- AP will process the FC payment and adjust the USD amount (actual translation) in the Marketplace prior to feeding BEN.

We are excited to automate the last of the PDA forms and align its process within the Marketplace. This change will provide us with better consistency and compliance.

Continued on Page 3

In This Issue...

Off-Cycle Checks, On-Demand Issuance of Payroll Payments

The on-demand issuance of payroll payments, also known as off-cycle payments, is for emergency purposes only. A request for an off-cycle payment should only be submitted if the employee **receives less than 75 percent of their regular pay**. Requests for amounts less that 75 percent or not part of their regular pay will not be approved. All corresponding Workday transactions must be completed. The Payroll Office processes off-cycle payments weekly (regular pay schedule permitting). Funds will be distributed using the current active payment method in Workday for the payee. *There should never be more than one off cycle request given in a month, and an employee should never receive more than one off cycle payment in a fiscal year.*

Two New One-Time Payments Replace Additional Work

Two new one-time payments differentiate between the type of additional work performed by exempt staff. The choice of Additional Work will soon be obsolete. Use one of the two new one-time payments that best describes the reason for the payment:

- Supplemental Work Teaching
- Supplemental Work Non-Teaching

For a complete list of one-time payments, see the One-Time Payments webpage. The new one-time payment codes have been added to the comp plan to earnings type spreadsheet

Two new object codes for the Supplemental Work Non-Teaching one-time payment plan have been added. The following object codes, not used before in Workday, have been assigned:

- Academic: Object Code 5055
- Monthly: Object Code: 5102

Prevent Duplicate Records During Direct Hire and Contracting

Easily avoid creating a duplicate record when completing a direct hire or contracting a worker in Workday. This tool is useful for HR analysts and HR partners who hire academic workers, postdocs, and temporary workers or who contract contingent workers. Identifying the correct, existing record during the business process streamlines the work effort both for the person performing the hire or contracting, and for the worker with the new appointment or position. Learn how in this four-minute video, Checking for Duplicate Records.

Timekeeper Step to Ensure Appropriate Pay for Terminated Non-Exempt Staff

During the termination business process for non-exempt staff, timekeepers receive a step to verify and approve that all time is entered and approved appropriately. A best practice for HR analysts and HR partners who initiate the termination business process is to verify with the timekeeper that the non-exempt worker has entered all necessary time, and that the time is approved. The verification prevents the worker from missing payment, and the timekeeper from submitting manual timesheets post-termination.

Termination Reason Code for Student Workers Who Leave the University

When a student worker graduates and/or leaves the University, select the reason code Voluntary-Personal Reason during the termination business process. To correctly address changes to student worker records, see also the Workday@Penn Supplementary Guidance-Student Worker Records at the End of the Academic Year (pdf) for more information.

New or Newly Enhanced Reports

Look for descriptions of these reports, and which Workday security roles can run them, in the updated Report Inventory on the website.

- CR – Workers with Matching Primary Home and Work Addresses – by Supv Org Default
- Organizational Assignments (Costing Allocations) for Positions
- Compensation Plan Assignments with Actual End Dates in the Future
- Worker Home Addresses
- All Approved Hours Summary
- "Current Employee Not Recently Paid Report" found in Public Folders>Payroll>HCM and Salary Management of Business Objects

New Earnings Code for Administrative Allowance 2 Plan

A new earnings code, RAA2, for the Administrative Allowance 2 Plan, allows for differentiation between earnings for Administrative Allowance and Administrative Allowance 2. For a complete list of allowance plan definitions and their earnings codes, see the Allowance Plan webpage.

Student Registration & Financial Services

2020-2021 Academic Year Work-Study Program

The 2020-2021 Academic Year (fall/spring) Work-Study program begins on August 24, 2020 and ends on May 16, 2021.

A WORK-STUDY STUDENT MUST BE APPOINTED TO A SEMS JOB NUMBER.

The supervisor must request a copy of the student's class schedule at the time of the interview, in order to ensure there is no conflict between class times and the work schedule. Supervisors must renew their Academic Year work-study jobs in order to employ students. Supervisors can access their SEMS account by going to our website at:

http://www.srfs.upenn.edu/seo

Post/Unpost Job: When the job is renewed the posted status remains the same as it was last academic year. If the button in the menu bar indicates Post, the job is not posted to the Office of Student Employment website. Once the supervisor clicks the Post button it will indicate Unpost, which means the job is posted to the website.

The matching share percentage is 60% Federal Work-Study grant or Student Registration and Financial Services account, and 40% department account.

If you have any questions, please send an e-mail to seomail@pobox.upenn.edu.

Continued from Page 1

Foreign National Information Form

Starting September 1st, the Penn Marketplace will no longer be asking for a FNIF form with Non-PO Payment Requests for foreign suppliers with activity inside the United States. The Tax team will be sending an email to the supplier contact during their review of the Supplier Registration. This email will contain a link and directions for completing a record in FNIS (Foreign National Information System). This new process will allow Penn to collect this information in an automated and secure way.

PO Finally Close Request Form/PO Receipt Correction Form

Please use the following Excel files when submitting these requests to the Accounts Payable Helpdesk.

PO Finally Close Request Form

https://www.finance.upenn.edu/sites/default/files/PO-Finally-Close-Request-Form_0.xlsx

PO Receipt Correction Form

https://www.finance.upenn.edu/sites/default/files/PO-Receipt-Correction-Form.xlsx

Need Help with BEN Financials, BEN Deposits, Payroll Reallocations, Concur Travel, Penn Marketplace, Pennant?

1. Call BEN Helps at 6-HELP (215-746-4357), press the appropriate number as prompted, and if no one answers right away, please leave a message and phone number.
2. Ask questions online:
   - BEN Financials, BEN Deposits, Payroll Reallocations: Submit a BEN Helps Ticket
   - Concur Travel: Email Concur Helps at doftemsupp@pobox.upenn.edu
   - Penn Marketplace: Email SupplierSupport@pobox.upenn.edu for supplier onboarding questions; e-mail dofapsup@pobox.upenn.edu for invoice/payment, including the Non-PO Payment Request, questions
   - Pennant: Email Pennant-Help@lists.upenn.edu
3. Search the web:
   - BEN Knows
   - Concur FAQs
   - Penn Marketplace FAQs
   - Pennant FAQs

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. As part of the Onboarding process, all **monthly paid** individuals who qualify for tax treaty benefits will be contacted through email by the Payroll Office. These individuals will receive instructions to log in to the Foreign National Information System (FNIS) and print/view their tax treaty document. They must sign, date and return the appropriate tax treaty documents for the 2020 tax year to the Payroll Office via Secureshare. Please note, at this time, we are unable to provide treaty benefits to **weekly paid** individuals.

In order to meet the deadline for the September 2020 payroll, employees must respond with a signed tax treaty by Friday, September 18, 2020. 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 2020 deadline. The individual can claim the exemption when filing their 2019 tax return. Please contact the Penn Solution Center at (215) 898-7372 or hcmsolutioncenter@upenn.edu with any questions or concerns.

W-2 Forms – Go Paperless!

To secure your personal information, the Payroll Office strongly encourages all employees to turn off printing of paper W-2 forms. Doing so, will help avoid delays or errors in receiving your W-2 caused by mailing.

Beginning with tax year 2019, Forms W-2 will be available for viewing and printing in Workday. You will also still be able to upload your tax information into most tax filing software. To turn off printing of your W-2, refer to the Self Service-Access Tax Withholding Forms tip sheet. These steps should be completed before December 31 to ensure that a W-2 for the current tax year will not be mailed.

Note: If you had previously opted out of having your W-2 printed by ADP, you will still need to go into Workday and make the election to only receive electronic forms by following the steps outlined in the tip sheet.

Forms W-2 for tax years 2018, 2017 and 2016 are available on the ADP website by clicking on the "My Tax Info" link on U@Penn. For copies of Forms W-2 for tax years 2015 and prior, contact the Penn Solution Center at (215) 898-7372 or hcmsolutioncenter@upenn.edu.

Daylight Savings Time
November 1, 2020

PennERA Upgrade

In April, a significant upgrade to Penn's Electronic Research Administration system was completed, and the team is currently working on moving the application from on-premises to a cloud-hosted environment. In addition, the team has been updating and expanding PennERA's knowledge base of end-user support materials, including user guides, quick reference guides, and a variety of other training and learning materials.

The team has prepared useful information for users as they work in the newly upgraded system:

Best Business Practices

Naming Conventions for Files to Be Uploaded

- Create separate folders for the attachments needed for each proposal.
- Name Word documents & PDF files similarly to those in Proposal Development (Summary, Aims, etc.) to make them easier to retrieve.
- Follow the sponsor's instructions for such issues as:
  - Filename length (< 50 characters).
  - No special characters.
  - No duplicate names, even for temporary, "placeholder" uploads.
- Use a different name when replacing previously uploaded files.

Working Collaboratively Across Schools

- Security for proposals is established by central administrators.
- PIs have access to all proposals on which they are the primary PD/PI, or "Contact" PD/PI for multiple-PI records.
- Business Administrators have access to proposals that are submitted under their ORG numbers, as well as proposals using one of their ORGs as a secondary Associated Dept.
- If working with another School/Center or non-authorized ORG, users can designate authority to others.
- From the Navigation Menu select **Profile > Delegation > [Add]** and select the person you will be working with on the proposal. Determine if he or she is to have View or Edit access to your proposals.
  - Delegation grants access to all proposals for a PI, not just a specific record.

Common Proposal Development Questions

Q: How Do I Add Other Significant Contributors?

A: Other Significant Contributors are no longer added on the Budget Screen. The entry is now made on the Personnel Screen. For Penn personnel, select "Personnel Type = Other Significant Contributor". For non-Penn personnel who are not part of a SubAward, the entry is different, because their Institution must now be selected before they can be added. The Personnel Type to select is "External Consultant – Other Significant Contributor". Their institution is then entered and if not found, you will need to provide the PennERA Help Desk with the institution's information including their DUNS number. PennERA will add entries with either one of these Personnel Types as Key and automatically use the Role of Other Significant Contributor.

More Info: See pages 55-57 in the updated PD User's Guide for further details on Other Significant Contributors:

https://researchservices.upenn.edu/document/proposal-development-user-guide/

Q: How Do I Add Personnel with 0% Effort (e.g., Mentors, Consultants without Measurable Effort)?

A: Personnel who need to be added with no effort (and are not Other Significant Contributors) must be added using one of the "Consultant" personnel types (Consultant – Key; Consultant – Non-Key; External Consultant – Key; External Consultant – Non-Key). This is a system type and does not affect the role on the proposal. The desired project role should still be entered.

More Info: For the Mentor example, see the Quick Reference Guide for NIH K Proposals:

https://researchservices.upenn.edu/document/pennera-proposal-development-nih-career-development-k-proposals/

Continued on Page 6

Office of Research Services

PennERA Upgrade

Q: When Do I Need to Make a Manual F&A Adjustment? What Are the Correct Steps?

A: When?

- Manual F&A is usually only necessary in generic records with a non-federal sponsor.
- Manual F&A in an S2S record should only be done if the rate needs to be changed, such as in T32's or K's that use an 8% rate.

More Info: See pages 121-124 of the updated PD User's Guide:

https://researchservices.upenn.edu/document/proposal-development-user-guide/

Specific types of changes are described, and steps are provided for each situation.

Important Note: If you believe PennERA's default calculations are incorrect, please contact the Help Desk ***before*** you make any changes.

Reference Materials

Updated and new reference materials, including quick reference guides, are available on the PennERA website at:

https://researchservices.upenn.edu/areas-of-service/pennera/proposal-development-reference-materials/

Questions

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/

– The PennERA Project Team

Multiple Reallocations – How to Handle

If you need to reallocate more than one payroll payment for a person, and one reallocation can be done as a regular reallocation and one has to be done as a Restricted Reallocation Request (RRR), it's fastest to submit the regular reallocation and the RRR separately.

Once you successfully submit a regular reallocation, no one else needs to review it and it will usually post the same night.

If the desired reallocation has to be done as a RRR because the object code is changing or because the Effort Reporting Period is closed, the Payroll Office needs to review and approve it, which could take several days depending on their availability. Also, when the Payroll Office receives a RRR which includes payments which could have been done as a regular reallocation, it takes longer for them to review and approve the RRR than if the RRR contained only the payments which could not be done as a regular reallocation.

Just a reminder that a reallocation where the object code isn't changing and the payroll is for Spring Effort (01/01/2020 - 06/30/2020) should be submitted as a regular reallocation by the person's PreReviewer/DC/SubDC until the late afternoon of Friday, October 2, 2020. Starting in the evening of Friday, October 2, 2020 or in the morning of Saturday October 3, 2020, a reallocation where the object code isn't changing and the payroll is for Spring Effort (01/01/2020 - 06/30/2020) would have to be submitted as a Restricted Reallocation Request.

Effort Reporting News…

https://researchservices.upenn.edu/systems/effort-reporting-system/

Spring 2020 Reporting Period

The Spring 2020 effort forms (ERS period 063020) are now available for review and are due for completion (PreReview and Certification) by **Friday, October 2, 2020.**

For schools with 9-month faculty appointments and summer pay, summer payments are incorporated into the regular effort reporting process according to the pay period end date. June 2020 payments are folded into Spring 2020 effort reports and July and August payments will be reported on Fall 2020 effort reports.

Reminders

1. Effort reporting for weekly-paid employees has been eliminated beginning with the Fall 2019 reporting period since all weekly-paid employees are required to submit timesheets through Workday beginning July 1, 2019. Managers and department timekeepers should make sure to approve these timesheets in Workday.
2. Payments to individuals on non-service fellowship object codes are not considered "effort" and therefore do not appear on effort reports. These are:
   - Object Code 5043 - Post Doctoral Fellow
   - Object Code 5046 – Educational Fellowship Recipient

   These object codes are for individuals on training grants or recipients of fellowships where the payment is a stipend for which there is no service required.
3. 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.
4. Please monitor negative pay balances by individual on accounts. These are often the result of retroactive Workday position changes, which need to be resolved in the Payroll Reallocations Application, as ERS will NOT allow effort forms to proceed with negative balances.
5. 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.

Reporting Period	Description	Start Date	End Date	Date Forms are Available	Closing Date / Due Date
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
063021	Spring Semester	01/01/21	06/30/21	TBD	TBD

New Federal Agreement for FY21
Employee Benefit Rates for Sponsored Programs

The employee benefits rates for use on sponsored programs during FY21 and for all new proposals

FY21 Full-Time Employees: 29.5%

FY21 Part-Time Employees: 9.0%

Provisional rates for budgeting FY21 and beyond are the same.

For more information, go to: https://researchservices.upenn.edu/resources/penn-data-for-proposals/

Also note that the University's federally negotiated EB rates should also be used on any UPHS salaries and wages charged to federally sponsored programs.

More News from the Office of Research Services (ORS)

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

Federal Award Extension to September 30, 2020

The Office of Management and Budget has issued an extension to the flexibilities available on federal awards due to the COVID emergency, including permitting the continued use of federal funds to continue to pay personnel on grants who are unable to work due to the disrupted university operations. **The expiration date is September 30, 2020.**

We will be evaluating the new limitations included in the language in the coming days. Access the letter on the Office of Research Services **website**.

New FAQs from NSF

NSF has recently updated community guidance with revised FAQs on proposal preparation and award administration.

ORS will be hosting a pop-up session to discuss the new NSF disclosure requirements, the new biosketch formats, and take-aways from recent audits.

The session will be held on:

September 24, 2020

1 - 2 p.m.

Registration for the session is directly available on Knowledge Link.

Training Opportunity NCURA Webinar: Compliance and Uniform Guidance

ORS is pleased to be able to continue to offer external professional development opportunities to the Penn Research Administration community during our remote work. Webinars will be made available via Zoom and hosted by ORS staff. Registration for the Penn community is via Knowledge Link. The next offering will be an NCURA webinar on Compliance with the Uniform Guidance on **September 15, 2020 from 2:00 -3:30 p.m.**

The Uniform Guidance is one of the most important regulatory changes implemented in decades. While its purpose was to reduce administrative burden and safeguard against waste or misuse of funds, compliance remains the primary focus. With new proposed changes on the horizon, IHEs (Institutions of Higher Education) once again prepare to implement policies and procedures in a seemingly never-ending quest for compliance. This session will explore the Uniform Guidance sections on cost principles, internal controls, and audits.

Speakers:

Tolise Dailey, Training Manager, Office of the Vice Provost for Research, Johns Hopkins University

David Schultz, Assistant VP, Research Administration and Finance, Rensselaer Polytechnic Institute

Direct Link for registering for the webinar – click here

Any questions or issues with registration please contact Tina Nemetz at tnemetz@upenn.edu

We hope to see you there!

Shopping at the Penn Bookstore

Following the University's retirement of the Transaction Authorization Card (TAC Card), customers of the Penn Bookstore now have multiple options for making purchases.

Purchases using any of these options is tax free and customers will receive the 10% departmental discount.

Purchase Orders: PO's are designed for pre-planned purchases where the item, price, and quantity are known such as bulk purchases of books, course materials and regalia, as well as special orders. Shoppers will be able to leverage the BEN PO system and processes and payment processing will occur as with any other external vendor to the University.

P-Card: Customers can also continue to use the P-Card as it is currently allowed.

Penn Bookstore Charge Card: Working with Penn's P-Card provider, JP Morgan, the University has established the *Penn Bookstore Charge Card*. This card is available in those instances where the Purchase Order and P-Card are not feasible options. The Penn Bookstore Charge Card is available in two forms:

- **Individually Issued Bookstore Charge Card:** This is a new payment type that follows the same processes and policies as the individual P-Card except that it can only be used at the Penn Bookstore. The Bookstore Charge Card is designed to allow for smaller, spontaneous purchases.
- **Department Issued Bookstore Charge Card:** This card is the same as the Individual Issued Bookstore Charge Card, however this card is issued to a custodian as delegated by each department. An individual in a department will apply for the card and serve as its custodian. This charge card is safeguarded by the custodian and can be used by any individual as determined by each department.

Individuals who are issued Bookstore Charge Cards as well as any Custodian of the Department Issued Bookstore Charge Card will be required to take training and will be subject to the University's policies and procedures. Dollar thresholds will default to the P-Card values; however they can be adjusted upon agreement and approval of the School/Center business office and Purchasing Services.

In developing solutions, the Penn Bookstore has worked with Penn Purchasing, and School/Center administrators, to ensure that the following objectives were in place:

- Continued sales tax-exempted purchasing
- Flexibility on who can shop and pay for Bookstore merchandise
- Supportive of spontaneous or unplanned purchases
- Familiar administrative tasks to apply, issue and maintain purchasing mechanism
- Financial controls to ensure accountability and limit risk
- Flexible and scalable implementation that is determined by each School/Center

The application for the Penn Bookstore Charge Card, along with information on training, can be found on the Purchasing Services website.

For questions please contact:

Bookstore Charge Cards:

PurchasingCardSupport@upenn.edu or

(215) 898-3606

Purchase Orders:

procure@upenn.edu or
(215) 898-7218

Bookstore Operations:

lewclaps@upenn.edu or
(215) 898-7595

Procurement Information for PPE and Related Supplies

As the next phases of operations return to campus, Penn Purchasing Services would like to remind everyone of the process and general escalation steps that should be followed when purchasing Personal Protective Equipment (PPE) and related supplies.

1. **Localized Buying through Preferred Suppliers**: Leveraging Penn's preferred supplier network and distributed/decentralized purchasing structure, individual programs, departments, divisions, Schools, and Centers should continue to purchase directly for their organizations in accordance with the standards that have been developed by EHRS and Purchasing Services. Purchases should be made directly through Penn Marketplace with the preferred suppliers that have been identified on the sourcing guidance grid.

2. **Special Spot-Sourcing**: For items that are difficult to source, additional suppliers within Penn Marketplace may also be considered if the items are purchased in accordance with EHRS guidance and specifications outlined in the sourcing guidance grid.

3. **Central Sourcing Support:** If further sourcing support is needed, contact the Purchasing Services' central strategic sourcing team at Sourcing@upenn.edu, and a sourcing manager will be able to promptly support efforts to purchase supplies.

4. **Emergency Inventory:** Recognizing that certain items remain in high demand and low supply, a central emergency inventory of the following items will be maintained to support University operations:
   - **Surgical Masks** – Maintained by EHRS
   - **Cloth Masks** – Maintained by EHRS
   - **Hand Sanitizer** – Maintained by EHRS
   - **Disinfectant Wipes and Disinfectant Spray** – Maintained by FRES and EHRS
   - **Soap and Paper Towels for Labs** – Maintained by FRES.

For assistance in obtaining items from emergency inventory, contact information is as follows:

- **For face coverings and hand sanitizer,** contact ehrs@ehrs.upenn.edu or 215-898-4453.
- **For disinfectant products, soap, and paper towels,** contact your School's Building Administrator, who will coordinate with FRES/EHRS.

For general supplies questions or concerns related to critical PPE, please contact Sourcing@upenn.edu.

- Penn Environmental Health & Radiation Safety
- Penn Facilities & Real Estate Services
- Penn Purchasing Services

PO Manager on Vacation?

If a PO Manager will be temporarily unavailable to approve Requisitions/POs where they are the default Approver and/or to manage invoice holds on their POs, please complete the "Request to Add a Vacation Rule and/or Alternate Assignment" online form on Purchasing's website at https://cms.business-services.upenn.edu/purchasing/policies-a-forms/purchasing.html. Click on the 'Request Vacation Rule' on the menu to the left of the screen.

Promotional Products and Brand Apparel 2020 Announcement

Penn Purchasing Services

Penn Purchasing Services is pleased to announce the selection of a new set of licensed promotional products suppliers, including 14 Preferred Contract Suppliers that are now available to the University community for purchasing promotional products and branded apparel.

Preferred Licensed Supplier	Contact	Phone Number	Diversity/Local Ownership Classification
4 Imprint	Karla Kohlmann	800-760-4137	
Agio Brand Solutions	Michael Tolassi	267-480-7110 x101	LGBT, Protected Veteran, West Phila.
American Marketing Co.	Brendan Kelly	800-962-6340 x227	
BDJ Ventures	Bernard C. Wright	215-266-2062	African-American
Bodacious Promotions	Cassandra Hayes	484-453-8833	African-American, Woman
BTC Envelopes & Printing	Andrew Magnus	215-852-9038	African-American, West Phila.
Club Colors	Alexis Bittner	800-249-2582 x229	
Custom Ink, LLC	Tarie Johnson	972-347-4103	
Earth Heir	Sasibai Kimis	+601-3211-7994	Asian, Woman
Geiger Brothers	Jeanne Carroll	610-316-6755	
Impact Dimensions, LLC	Suzanne McGettigan-Kelly	732-673-4811	Hispanic
Kronco.com, Inc.	Mark Kronberger	215-547-6594	
Pride Products	Wendy Ferber	973-564-6300 x101	Woman
The Barash Group, LLC	Nan Barash	610-527-7266	Woman

These suppliers were chosen after a rigorous and inclusive Request for Proposal process led by Purchasing Services that included:

- engaging key stakeholders from across the University to ascertain the criteria they seek when selecting and working with a promotional products company;
- analyzing supplier spend recorded by Penn departments;
- identifying and inviting qualified local and diverse suppliers to participate; and
- soliciting proposals from almost 50 companies and selecting the suppliers that most closely matched Penn's requirements.

In earning Preferred Contract Supplier status, these best-in-class suppliers offered pricing, service, and support that will deliver excellent value to the Penn community. While in the past there were only three suppliers awarded this designation, the increase to 14 Preferred Contract Suppliers will offer the Penn Community a variety of options for: product selection, pricing, distribution, and negotiated pricing. Having more Preferred Contract providers was something Penn key stakeholders felt was highly desirable. These companies can develop customized, creative solutions using their respective product portfolios, which contain a wide range of unique items to tailor a proposal to meet the needs of their clients. Importantly, each of these companies adheres to recognized sustainable and socially responsible practices and many are diversity-owned and local businesses.

Should these companies not meet a particular need, 17 additional licensed suppliers identified during the RFP process are available. Penn faculty and staff can find additional licensed and approved promotional items suppliers by visiting https://cms.business-services.upenn.edu/publications/02-promotional-items.html.

Members of the Penn community are reminded of the importance of working with licensed promotional items suppliers. These companies have agreed to adhere to the University's Code of Workplace Conduct for Penn Licensed Product Manufacturers, which outlines a set of production standards and labor practices.

Questions may be directed to Sourcing@upenn.edu.

Penn-Affiliated Travel Remains Suspended, Petitions Now Being Accepted

Penn-affiliated travel is currently suspended due to the ongoing COVID-19 pandemic. This includes both domestic travel (with overnight stay) and international travel. If you or someone in your department has questions regarding travel during the pandemic, please refer to Penn's Travel Guidelines and Procedures.

At this time, faculty and staff with ***essential*** travel needs, may submit a petition for travel approval. Essential travel is:

1. Travel that must be performed at the time in question ***AND***
2. Travel whose goal cannot be accomplished through another means

Petitions are reviewed by Penn's Committee on Travel Risk Assessment (CTRA). More information on petition procedures can be found at the website above. If a petition is approved, the traveler must 1) register their trip in MyTrips and 2) book flights in Concur, or by calling World Travel, Penn's approved Travel Management Company.

Important For Travel Approvers: Please do not approve an employee's flight or hotel reservations unless you have seen the approval email from CTRA.

We thank you in advance for assisting us with these new (temporary) procedures. If you have any questions regarding travel during the pandemic and/or the petition process, please email travelsafety@pobox.upenn.edu. For questions regarding travel suppliers and services or assistance with Concur, please email travel@upenn.edu.

Sincerely,

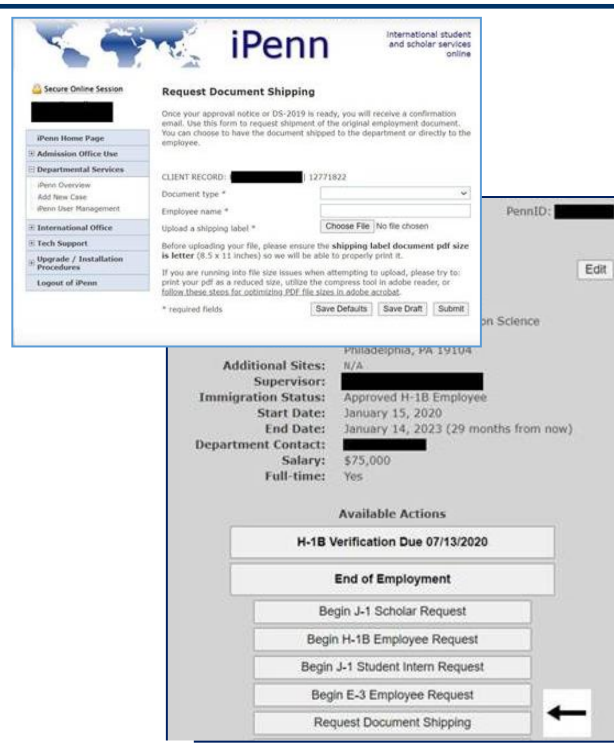
Artemis Koch, on behalf of CTRA

Immigration Documents Available via a New Shipping eForm

As part of our ongoing commitment to improving our remote work procedures, we have created a **shipping eform** to allow departments to request immigration documents (H-1B approval notices, DS-2019 documents, etc.) from our office for shipment. To request hard copies of these documents, please:

1. Navigate to the individual's **iPenn Detail View** page;
2. Click the **Request Document Shipping** eform in iPenn;
3. Complete the Request Document Shipping eform by uploading a prepaid shipping label. ISSS will ship the document using the label within 3-5 days of receiving the completed eform.

See the screenshots of the iPenn Detail View Page and new Shipping eForm. We hope this new process makes document shipping more efficient and user-friendly.



Penn Libraries From Your Desktop

As the University of Pennsylvania prepares for an unprecedented academic year, schools and centers have been asked to economize their FY21 budgets.

Subscriptions and software currently purchased through your center may already be accessible through the Penn Libraries. We would like to introduce some of the Libraries' most popular resources.

WHAT'S AVAILABLE

In addition to physical and online books, the Penn Libraries offers electronic access to thousands of newspapers, databases, and journals; a selection of frequently accessed titles appears below.

Newspapers and magazines: *The Economist, The Atlantic, The New Yorker, Wall Street Journal, Chronicle of Higher Education, Fortune, Foreign Policy, Scientific American*

Journals: *Harvard Business Review, The Lancet, The Journal of Consumer Research, Annual Review of Psychology,* and *The Journal of Statistical Software*

Databases: NexisUni*, PubMedPlus, and DowJones Factiva**

HOW TO CONNECT

Log in to the **Franklin Catalog** using your PennKey, then set the drop-down menu to Journal Title Keyword to enter the name of a newspaper or journal (e.g. *Wall Street Journal*). This is the most comprehensive search through the library's subscriptions and the best way to check to see if we have access to a certain newspaper or journal.

EBooks can also be accessed through the Franklin Catalog (select Online under the Access menu to find books available online) or through these major ebook database platforms.

The ***Lean Library* browser extension** offers off-campus access to Penn Libraries' licensed content from any laptop or desktop computer. Download the extension and it will automatically detect when you are on a website that contains content the library subscribes.

PressReader offers access to more than 6,000 newspapers and magazines from more than 100 countries in 60+ languages. With *PressReader*, users can view an enhanced digital copy of an available publication and read it online from cover to cover, just the way it was printed. Connect using your PennKey to find international top titles as well as national and local newspapers.

SOFTWARE

The Penn Libraries has deployed a **Virtual Computer Lab** for students to access software applications normally accessible in Library computer labs. Software includes in-demand titles that students can't easily access by other means, including Stata and NVivo.

GET IN TOUCH

Want to find out if the Libraries has access to a specific newspaper, or need help navigating these resources? Chat with a librarian Monday through Friday from 9am to 5pm, or send a question any time. Our staff will respond in 24 hours or less.

Visit the Libraries' website to find the latest updates on phased service availability and connect with us for virtual support.

I encourage you to share this information with your faculty and staff and to keep it handy as a quick reference guide throughout the year.

* ***Nexis Uni*** covers thousands of news, legal and business sources, including print and online journals, television and radio broadcasts, newswires and blogs; local, regional, national and international newspapers with deep archives, and extensive legal sources for federal and state cases and statutes.

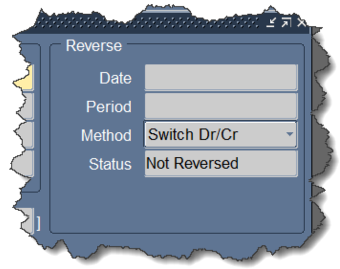
**** *Factiva*** offers access to full-text articles from more than 30,000 news publications, easily searchable by date range, publication name, subject, author, and more.

Kenneth Zeferes, Senior Business Manager

Did You Know…

…if you are a **PO Manager who has transferred departments** but retained your PO Manager responsibility, please remember you will still receive Hold emails on your PO's from the original department. You should first use the '[Request Comment](#)' option to have the original department research the invoice on Hold. Once you receive a reply from the original department, you, as the original PO Manager, can then manage the Hold by using one of the options listed on the [Managing Holds QRG](#).

…when preparing a Manual Journal Entry the **'Reverse'** section **should not** be completed unless there is a 'business need' for the journal entry to be reversed. For detailed instructions on how to complete a manual journal entry, please refer to **Manual Journal Entry [User Guide](#) or the [QRG](#)**.



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 **December 1, 2020**
The Winner will receive a gift certificate for two for the University Club for Fall 2021!

Last Quarter's Winner
Congratulations!
Arlene Adair
Grants Manager
Graduate School of Education

1. What Manual Journal Entry Category is used to correct a previous transaction or clear suspense activity?
2. List three new or newly enhanced Workday reports?
3. What is the date all requests for foreign currency invoice payments must be submitted through the Penn Marketplace Foreign Currency (FC) Non-PO Payment Request form?
4. What are the three ways to purchase from the Penn Bookstore?
5. Name the three places I can go for BEN help?

Quarterly Quote

"If a man empties his purse into his head no one can take it away from him. An investment in knowledge always pays the best interest."

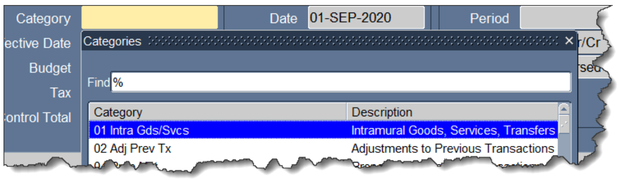
Benjamin Franklin

Penn Division of Finance

BEN Knows

https://www.finance.upenn.edu/ben-knows/ben-knows

Manual Journal Entry – Category 01

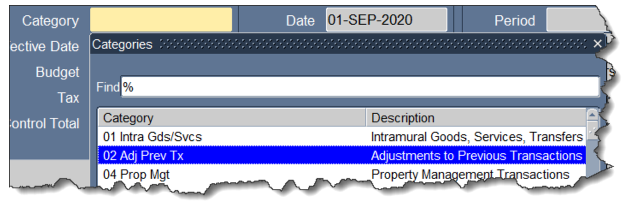


The Category 01 Intra Gds/Svcs is used for intra-mural services, service center activity, transfers between centers.

In Journal Entry Responsibilities *(except Journal Entry – G&C Cost Transfer)*:

- Choose **Journals>Enter**
- Click **[New Journal]**
- Enter the **journal name** in the Journal field using the proper naming convention
  - ORG (4 digits)
  - Preparer's initials (3 characters)
  - Date (MM/DD/YYYY)
- Enter a **description** for journal
- Tab to the **Category** field
- Select **'01 Intra Gds/Svcs'** from the ellipsis icon
- Click **[OK]**
- Click in the Descriptive Flexfield box [ ] located in the journal header next to the Control Total
- Enter the following information:
  - For Type of Service, select **Intramural Services**
  - Enter a **Description**
  - Enter **Date Rendered** DD-MON-YY
  - Enter **Cost Basis** for transaction
  - Enter optional **Additional Comments**
- Click **[OK]** to close box
- Enter the **Line #**; University convention is 10
- Enter the **Account #**
- Enter the **Debit** or **Credit**
- **Context** box nor required for Category 01
- Click on **[Check Funds]**
- Click on **[Reserve Funds]**

Manual Journal Entry – Category 02

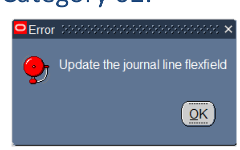


The Category 02 ADJ Prev TX is used to correct a previous transaction or clear suspense activity.

In Journal Entry Responsibilities *(except Journal Entry – G&C Cost Transfer)*:

- Choose **Journals>Enter**
- Click **[New Journal]**
- Enter the **journal name** in the Journal field using the proper naming convention
  - ORG (4 digits)
  - Preparer's initials (3 characters)
  - Date (MM/DD/YYYY)
- Enter a **description** for journal
- Tab to the **Category** field
- Select **'02 Adj Prev Tx'** from the ellipsis icon
- Click **[OK]**
- Click in the Descriptive Flexfield box [ ] located in the journal header next to the Control Total
- Enter the following information:
  - For Type of Adjustment, select either **Clearing Suspense Transactions** or **Correction of Previous Trans**
  - Enter a **Reason for Adjustment**
  - Enter optional **Additional Comments**
- Click **[OK]** to close box
- Enter the **Line #**; University convention is 10
- Enter the **Account #**
- Enter the **Debit** or **Credit**
- **Context** box is required for Category 02.

  Note: This will appear if you try to pass the box



- Click on **[Check Funds]**
- Click on **[Reserve Funds]**

For more information regarding a Manual Journal Entry – refer to the Manual Journal Entry User Guide or the QRG.