



GSE Business Office Newsletter



Upcoming Papal Visit

September 26 —27th

All non-essential University operations will be suspended on Friday, September 25th

- Roads will be closed up to 38th Street between Spring Garden and University Avenue
- For detailed information about how the visit will effect the University, see [this article](#)
- Public transportation options will be adjusted. For more information, check out SEPTA's [website](#).
- The payroll cutoff for the week ending September 27th will be moved from Monday to Wednesday September 30th. Additional pay must be submitted by 5 pm on Thursday September 24th. There will be no impact on the September monthly payroll, which runs on September 23rd. Please see the updated Payroll Closing Schedule [here](#).

Event planners estimate approximately 1.5 million people will attend the Papal Mass on Sunday the 27th

In this Issue...

- Page 1: General Announcements
- Page 2: Sponsored Research
- Page 3: Payroll / Human Resources
- Page 4: Payment Processing
- Page 5: Facilities & Inst. Research

Welcome Carolyn Poerio & Sara Saxby!

New Staff Members in Research

Carolyn: I'm originally from Michigan. Philly became home in 2007, when I relocated with my best friend who was a TFA corps member in Camden. Prior to GSE, I served the Penn community doing sponsored project work as an Associate Director of Pre-Awards in the Office of Research Services. When I'm not at work, I'm teaching, practicing yoga, playing with my big dog, or entertaining friends with my husband. Grant work is only as exciting as the work that the funding supports. I love the work that people are doing at GSE and am excited to play a supportive role in it! I like being at Penn because curiosity and engagement are encouraged. The energy of a lively campus is infectious.



Sara: I previously was a grants manager in the renal division in the department of medicine in Perelman School of Medicine. Before that, I was a high school English teacher, and so I am happy to be at GSE and again in a role that supports education. I enjoy the diversity at Penn—there are so many different people doing so many different jobs and it's neat how it all comes together to make the university run. When I am not at work, I enjoy working in my garden, walking my dogs, cooking, and crocheting.

OFFICE LOCATION: 111 S. 38TH STREET

Sponsored Research

PennERA Upgrade

Effective August 31, 2015

- Improved look and feel! All user guides have been updated and are available [here](#).
- PI Reference Guide has specific instructions for uploading, certifying, and submitting proposals. The PI guide is available [here](#).
- Subcontract budgets will now be imported directly from Adobe Research and Related (R&R) Form Sets. This should reduce data entry time and insure accuracy.
- Predictive text replaced alpha-split pick lists for faster searching.
- Background software changes make it technically possible for PennERA to integrate with a single research portal currently being developed by the Office of the Vice Provost for Research.



FAQ & Reminders

- Who do I contact when I want to apply for a grant?
Whether you are ready to start writing a proposal or just beginning to think about the grant application process, please contact [Sara Saxby](#) or [Carolyn Poerio](#) (215-898-9262). We are happy to help!
- When reviewing your monthly grant reports, take note that there are multiple tabs at the bottom of the spreadsheet. The tab that says 'Acct Per Detail' has all of the detailed expenses for the accounting period.

University Research Foundation Funding Opportunity

- Applications are due October 23 at 5 PM
- \$50,000 funding limit for research projects & \$3,000 for on-campus conferences
- Appropriate for pilot projects of junior faculty launching investigative careers or established faculty developing preliminary data or pioneering ideas to support extramural funding
- Full details available [here](#)
- Contact [Sara Saxby](#) or [Carolyn Poerio](#) with any questions

New Employee Rate Agreement

Effective June 17, 2015

- Only rate change affects full-time employee benefits.
- Full-time employee federal fringe benefit rate has increased from 32.0% to 32.2%.
- Totally non-federal benefit rate also increased from 34.3% to 34.5% (including 2.3% tuition benefit).
- Part-time rate is still 9.7%.
- All new salary information entered in PennERA Proposal Development will reflect these new rates.
- For existing proposals with information entered before 6/24/15, users must update PennERA files by opening file for each person and re-saving it.
- For more detailed information, see this month's edition of the [Bottom Line](#).
- Reach out to PennERAhelp@lists.upenn.edu with any questions.

OFFICE LOCATION: 111 S. 38TH STREET

Payroll & Human Resources

Affordable Care Act—Note from H.R.

The Affordable Care Act (ACA) is now in effect and the law can impact medical coverage for part time faculty (associated faculty, academic support staff), part time administrative staff, temporary workers and student workers. The ACA does not have any impact on work study students. The ACA does not change any benefit eligibility or costs for full-time faculty or full-time permanent staff. The ACA effects medical coverage only, not any other benefits that Penn offers to individuals.



The ACA defines a benefits eligible individual as someone who works an average of 30+ hours per week in a month or on a weekly average during a 12-week period. Using the course equivalency method defined by the Feds, a part time faculty member would need to teach three courses in the Fall and three courses in the Spring in order to work an average of 30 hours per week.

Once an individual reaches the ACA eligible criteria, GSE will be charged the full time EB rate by the University. The full-time EB rate is 34.5% in FY16. The part-time EB rate is 9.7%, so the increase in costs is significant. GSE is responsible for paying the full-time EB rate for the entire one-year period, even if the individual turns down the healthcare coverage. This eligibility is reviewed on a fiscal year basis.

It is the responsibility of the hiring officer and the departments and programs to monitor the hours that are being worked and to manage their budgets effectively. Requests for temporary positions will be reviewed/granted on an annual basis and will be up for renewal annually. If you are using a temp from Unique Advantage, none of these concerns are applicable. Unique Advantage temps are employees of Unique Advantage, not Penn.

Additionally, when you hire an individual to teach a course, please speak with them about any other courses they may be teaching at Penn. For example, if someone you hire will teach two for GSE, and two for Arts and Sciences, you should be aware of this and factor in the related benefits costs. If you have any questions, please contact [Coral Haas](#).



Philadelphia Wage Tax Rates

- Philadelphia resident rate has changed from 3.92% to 3.9102%
- Philadelphia non-resident rate has changed from 3.4915% to 3.4828%
- Contact tax@exchange.upenn.edu or 898-6291 with any questions

FAQ & Reminders

- When are timesheets due?
Thursday afternoon or Friday morning
- The fax number to turn in your timesheet is 215-746-6572

Payment Processing

New Policies Concerning Payments to Individuals

Coming in 2016

Look out for more information early next semester. The definitions of honorarium and independent contractor have been updated. A new category, limited engagement provider was also created (see below). New processes and forms are being devised.

- **Honorarium Payment** is a gratuitous payment of money or other thing of value to a person for the person's participation in a usual academic activity for which no fee is legally required. Honorarium payments are provided as a token of appreciation for participation in an activity or event, and not as a contractual obligation to pay for services rendered.
- **Limited Engagement** is a service provided by an individual who performs a one-time or one-time-per-calendar-year service as an academic guest speaker, artist, presenter, special lecturer or distinguished guest speaker at University functions.
- **Independent Contractor** is a non-employee, as determined by the University according to applicable law. They generally have a separate workplace, are not supervised when they are working, and have a set of skills generally not available within the organization.



Upcoming Concur Classes

New Users—Concur Travel and Expense

- October 5, 2015, 2-4 PM.
- Click [here](#) for Knowledge Link registration.

TEM Expense Report Approver Q&A Open House

- October 6, 2015 2-4 PM.
- New instructor-led Concur Q&A for Default Reviewers and Approvers.
- Click [here](#) for Knowledge Link registration.

All classes held at 3401 Walnut St, 4th Floor

Note: If registration link does not work, log onto Knowledge Link and search for scheduled classes with "Concur" in the title.

FAQ & Reminders

- Before renting a car for University Business, you must take Penn's "Fundamentals of Safe Driving" course.
- Click [here](#) for Knowledge Link registration.

Direct Bill Option

Best Practice for Booking Airline Tickets

- The University has a direct bill option for the payment of airline tickets. It can be used for any ticket purchased that is university-related and eligible to be expensed to a 26 digit budget code.
- This option is available for faculty, staff, and students. It is also the preferred method when booking guest travel that is at the University's expense.
- Travelers can book air travel in Concur and select direct bill option under Payment Method.



Penn Hotel Rates

Must book with a Penn Budget Code

- Hilton Inn at Penn: \$250/night effective 7/1/15—12/31/15
- Sheraton Philadelphia University City: \$194/night effective 7/1/15—6/30/16

OFFICE LOCATION: 111 S. 38TH STREET

Facilities & Institutional Research



Contactless PennCard

- The University announced that the Penn community will transition from use a magnetic stripe (found on the back of the current card) to a contactless chip embedded in the card.
- The contactless card has an embedded chip and antenna which transmits the Penn ID when it is held within a few inches of the card reader.
- Contactless swipe readers will be installed at all GSE buildings by the end of October.

eShip@Penn

The University introduced eShip@Penn, a new and enhanced express shipping process over the summer.

- Chose from a variety of carriers (UPS, FedEx, and DHL)
- Shop and compare costs.
- Track shipments
- Preprint shipping labels.

Institutional Research

- We provide data about students, admissions, financial aid, instruction, faculty/staff, and certain financial matters to support management decision-making.
- We also developed a web-based tool for reporting on student information to assist managers in administering their programs and train people to use it.
- Requests for information, training, access, or any other pertinent information can be sent to [John Irwin](#)

OFFICE LOCATION: 3700 WALNUT ST.

FAQ & Reminders

- Who should I contact concerning minor facility maintenance issues?
 - * 3700 Walnut - [Terence Newby](#)
 - * St. Agatha - [Sherri King](#)
 - * St. Leonard - [Karen Carter](#)
 - * 3440 Market - [Tony Delgozzo](#)
 - * Hamilton Village - [Tony Delgozzo](#)
 - * Divinity School - [Tony Delgozzo](#)
- Please do not tape/tack flyers to surfaces in 3700 Walnut St. Bulletin boards located on the first floor, west end of floor, are available for general announcements. Thank you.

MEMBERS OF THE GSE FAMILY

ALLIED BARTON



DAY SHIFT
JASMIN LEE



NIGHT SHIFT
ELIZABETH QUARTERMAN

HOUSEKEEPING



DAY SHIFT
YVONNE GERBER



DAY SHIFT
SEDEROMAN PIZARRE



WEEKEND SHIFT
DANTE BENN



NIGHT SHIFT
PAULA JOHNSON