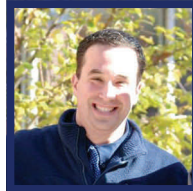




GSE Business Office Newsletter

Welcome Sam Frenkel, Monica Czuczman, & Michael Kelly!

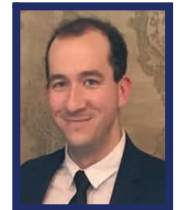
Sam Frenkel joins Penn GSE after working for the University in many capacities since 2003. Sam holds a Bachelor of Arts degree in Elementary Education from American University as well as a Master's Degree in Organizational Dynamics, which he received in May 2016, from Penn. Most recently, Sam was a Business Manager in the Aresty Institute of Executive Education, at the Wharton School, where he managed the financials of Open Enrollment programs. Sam is excited to reconnect with his education roots and expand his financial knowledge overseeing the processing team in the Business Office. When Sam isn't working, he can usually be found singing, acting, playing piano, directing community theater productions or reading mysteries and thrillers. Sam lives in Lansdale, PA with his husband, Marcalino, and his adorable cat, Selena.



Monica Czuczman is a graduate of CUA. She became interested in education after mentoring youth in Washington, DC and working for a global education company in McLean, Virginia. Her transition from working at Wharton to GSE has been a positive experience. Being a Financial Coordinator allows her to engage and share knowledge with all kinds of individuals; she loves helping others meet their needs through administrative processes and learning more about herself along the way! As a part-time ICC student, Monica aims to transfer what she learns in the classroom to her work. On Friday nights, you will often find her playing board games with her husband and friends. Her guilty pleasures include crime dramas and annoying her cat, Yuki.



Michael Kelly was previously a Grants Manager in the Translational Medicine & Human Genetics division of the Perelman School of Medicine. Before that, he was the pre-award Grants Manager here at GSE. He is very excited to be back at GSE in a role that supports education. He loves working at Penn, particularly because of the culture here at GSE. While he's not working, he enjoys playing soccer, going to concerts, and spending time with his dogs. Michael is working on his Master's degree at GSE.



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New Office Hours

3700 Walnut, Rm 219

In an effort to provide excellent service throughout the GSE community, the business office has begun to implement Office Hours at 3700 Walnut. Throughout the week, representatives from Sponsored Research and Payment Processing will be available to answer questions, process transactions and awards, etc. outside of Jason Presley's office on the 2nd floor. We encourage your feedback on hours and services offered during this introductory period.



GSE Café

Fall Semester Hours

- Monday-Thursday: 8:30 AM—7:00 PM
- Friday: 8:30 AM—3:00 PM

Payment Processing



Independent Contractors and Honorarium Payments

- Thank you to the divisions that met with us about Independent Contractor process changes (set to be implemented in Jan 2017 by the IRS and Penn).
- Penn is limiting the independent contractor status: most individuals paid as non-affiliates will have to be added to payroll in a temporary role. We appreciate groups that start the conversion process early!
- If you are unsure of when to extend payment to an individual/company or when to pay an honorarium, please contact the Business Office for guidance.
- Individuals who are paid directly, in most cases, may need to be added as a temporary affiliate on Penn's payroll unless deemed a special case by the Business Office. Corporations, Businesses and Partnerships will need to provide TIN information to be set up as a service provider in our Purchasing system.

Coming Soon to GSE:



- Stay tuned for a new Amazon Business Program to feature prime shipping, built-in tax exempt services and the future integration of Whispercass, Amazon's digital e-Book service
- Sam Frenkel is working on piloting a program for the University. Suggestions and questions are welcome!

Did You Know?

- Did you know that Amazon's **Whispercass** service is a great way to manage e-book distribution to students?
- It's easy to set up a "classroom", add students and add content.
- Purchasing of e-titles is done once and your purchasing card is only charged one (making reconciling a breeze) and the service available anywhere you can access Amazon.com.
- Need more information? Contact Sam Frenkel who can put you in touch with divisions and departments currently using the service.



Global Activities Registry

- Please be sure that you are using the Global Activities Registries System (GAR) when traveling abroad on Penn GSE-related business.
- Registering through this system takes about 5-10 minutes, but will give you access to free health coverage, medical assistance and travel emergency services. Log into the system [here!](#)

Gift Card Policy

- Penn has a strict policy in gifts to Penn staff, faculty, and students (review [here](#))
- Generally, Penn discourages the use of gift cards due to IRS regulation; however we understand that certain situations may warrant their use.
- When issuing a gift of any kind, please be sure to check with the Business Office **before** you make your purchases. Contact Greg or Sam for Unrestricted Funds and Helen for Grant Funds.
- Requests are reviewed by Jason Presley.

Sponsored Research & Institutional Research



Frequently Asked Questions For the Grants Team

Q: When should I let the business office know that I intend to apply for a grant?

A: As soon as you know! Ideally, you should let the business office know *at least* one month ahead of the sponsor's due date

Q: Sara, the pre-award grants manager, always mentions "internal review" of proposals. Who reviews my proposals?

A: Proposals are reviewed by your department chair, the business office, the dean's office, and the Office of Research Services. These reviews happen sequentially, not simultaneously, so it's important to allow sufficient time for internal review when planning your proposal submission.

Upcoming Grant Opportunities

Spencer Midcareer Grant Program

- Due September 13, 2016

NAEd/Spencer Dissertation Fellowship Program in Education Research

- Due October 6, 2016

NAEd/Spencer Postdoctoral Fellowship Program in Education Research

- Due November 3, 2016

Expense Reporting 2.0

- We've made the switch to our new on-demand web-based expense reporting system!
- Those of you who get expense reports can now access them any time during the month.
- You can look at the expenses rolled up into higher level categories and compare this year's expenses to the last two years in various different views.
- You still have all the details you did before, and can filter to focus on just certain types of expenses.

Training

- We've offered training sessions during the summer and will continue to offer them this fall.
- Contact Sam Frenkel if you would like to attend.
- We'll go over how to connect and use the various new interactive features and answer questions about ways to make good use of the information.

Contact John Irwin or Sam Frenkel with any questions or suggestions.



Frequently Asked Questions

Q: How do I find these reports?

A: You connect to www.upenn.edu/qlikview (Firefox works well). You need authorization to see the expense reporting tool and to have access to reports. The people who used to get reports emailed to them are the initial users for this site. New people need permission from account owners (contact Sam Frenkel/John Irwin).

Q: How up to date is the information? Do I still have access to the detail from previous reports?

A: The information is current as of the end of the previous day. You have the exact same detail as before; just in a more flexible form. You can sort and filter the data or export it to Excel for additional formatting options.

Q: Can I print out tables?

A: Yes. There's an icon at the top right of the tables that you can click on to print. Your printing options are controlled by your web browser (Internet Explorer, Safari, Firefox, Chrome). You may find you prefer printing from Excel after sending the data there.

Human Resources & Payroll



New Temp Agency

- [AppleOne Philadelphia/AllSourcePPS](#)
- No longer using Unique Advantage (as of 7/1/2016)
- Contact:
 - 3440 Market St. Suite 400
 - 215-252-9023

E-Timesheets

For all weekly paid staff members

- All full time weekly paid staff members and supervisors will be using the system by mid-September.
- We will then begin to phase in temporary workers, student workers, and work study students.
- The system was originally designed in the School of Arts and Sciences (slightly modified to support University wide adoption).
- The compliance protocol is the same: approvals still required from the employees, supervisors, and payroll administrators.
- A great benefit is leave balances are clearly visible to the employee and supervisor
- Employees must submit their timesheets by Thursday at 5:00 each week.
- If any changes occur after your timesheet submission, please contact the GSE HR office and communicate the changes early Monday morning.
- Supervisors have a window to approve timesheets from 5:00 PM on Thursday to Friday at 1:00 PM
- Primary and Secondary supervisors can be assigned to comply with approval guidelines.

You can access the e-timesheets system by using this link: <https://timereporting.apps.upenn.edu/timeReporting/jsp/fast.do>

Reminder e-mails will come from this e-mail address: etimesheets_noreply@upenn.edu

We are very proud to be one of the first schools outside of the original pilot program to take advantage of this new payment processing method. If you have further questions, please contact the GSE HR team.

OFFICE LOCATION: 111 S. 38TH STREET



Global Registry

- For all Penn-affiliated international travel
- [Register your Trip](#)
- [Travel Health](#)
- [Travel Tools & Resources](#)

Student Worker FAQ

Q: How many hours can a full-time student work per week?

A: No more than 20 hours.

Q: How do I hire a student worker?

A: Information on hiring a workstudy student can be found [here](#). For non-workstudy students, contact [Coral Haas](#) and request a New Hire form.