



# GSE Business Office Newsletter



## Weather-Related Closures

After Storm Jonas brought a record 28 inches of snow to Philadelphia, it's fitting to provide a few reminders on GSE's weather-related communications and policies

- If Penn closes, all GSE classes are cancelled.
- GSE facilities normally open during business hours are closed (only accessible with Penn Card swipe)
- No housekeepers or security guards are present.

To determine if normal operations are suspended, please check the following resources:

- Call 215-898-MELT, Penn's emergency information number
- KYW News Radio (1060 AM) - #102 for day classes; #2102 for evening classes
- Visit Penn's public safety [website](#)

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## *Welcome Robert Oder*

### **New Housekeeper at 3700 Walnut**

"I grew up in Somerdale, New Jersey with six sisters and a single mother. I made it through twelve years of Catholic school (although doing so with the last name "Oder" was challenging, to say the least). College wasn't really an option, so I started working in construction when I was sixteen to help support the household. I got the opportunity to join Penn's housekeeping in 1992, when I was 24. I worked at the Annenberg Center for sixteen years, which was a great cultural experience. I've also worked in a couple other buildings and ran a street sweeper for a year. I came to GSE at the end of



## *GSE Café*

### **Spring Semester Hours**

- Monday: 8:30 am — 7:00 pm
- Tuesday: 8:30 am — 7:00 pm
- Wednesday: 8:30 am — 7:00 pm
- Thursday: 8:30 am — 7:00 pm
- Friday: 8:30 am — 3:00 pm

September 2015, and felt at home right away. Everyone here is very pleasant and friendly. Coming to work every day is a pleasure. I love what I do, and I take my job very seriously. I get to meet a lot of interesting and smart people. Everyone here treats me like family and not just a housekeeper. When I'm not at work, I enjoy working in my woodshop. I also enjoy hunting, fishing, and playing with my two German Shepherds. I hope to be at GSE for a long time to come."

**OFFICE LOCATION: 111 S. 38TH STREET**

## Sponsored Research



# National Science Foundation

## Policy Update

Proposals submitted to the National Science Foundation on or after 1/25/16 are subject to the revised [Proposal & Award Policies & Proposal Guide](#). Significant changes include:

- Enforcement of 5 p.m. submitter's local time across all NSF funding opportunities
- Implementation of NSF's Public Access Policy
- Submission of proposal certifications by the Authorized Organizational Representative (AOR) concurrently with proposal submission
- NSF's implementation of the US Government Policy for Institutional Oversight of Life Sciences on Dual Use Research of Concern
- Provision of Collaborators and Other Affiliations information as a new single-copy document, instead of as a part of the Biographical Sketch
- Submission of Biographical Sketches and Current and Pending Support separately for each senior personnel
- Electronic signature and submission of notifications and requests by the AOR only
- Revision of timeframe for submission of final project reports, project outcome reports, and financial closure of awards to 120 days after the award end date
- Numerous clarifications throughout the document

# Agreement Negotiation Assistance

## Provided by the Grants Team

- Having a written agreement in place when you collaborate with another individual or funding partner is critical to protect your work and to serve the best interests of the institution
- The Grants Team can help you with this process!
- Whether you are working on a funded agreement or negotiating data use with a colleague, we may be able to help
- For help with negotiating agreements, please contact Carolyn Poerio at [carolke@gse.upenn.edu](mailto:carolke@gse.upenn.edu) or 215-898-9262

## New Negotiated Indirect Cost Rate Agreement

- On December 9, 2015, the University completed its most recent indirect cost negotiation with the federal government.
- The new rates should be used in proposals for Fiscal Year 17, which begins July 1, 2016
- Full details are available [here](#)



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## Payment Processing & Institutional Research

### *Purchasing Services*

#### **New Website Launched in December**

- The updated website (access [here](#)) is designed to speak to and support many different audiences within the Penn community
- Incorporating feedback from site users and other stakeholders, the new design features:
  - New supplier search capabilities that offer purchasers the ability to refine their requests based on specific criteria
  - Reorganized content so users can quickly find the information they need, using fewer clicks to reach their target destination
  - Simplified industry concepts and terms in easily understandable language
  - Integrated best practices which enhance the overall user experience

### *Penn Travel Card*

#### **Small Credit Balance Write Off**

- In instances when a cardholder carries a small balance between -\$1.00 and \$1.00 for four statement cycles yet without any activity on the credit card during this period, Bank of America (the card's provider) will automatically write off the small balance
- The adjustment will be made in the fourth statement cycle, bringing the card balance to \$0.00
- Cardholders have the option to contact Bank of America at 1-888-449-2273 to request that the transaction is reversed
- Otherwise, no further action is required and the transaction in Concur will be hidden by Card Administration
- If you have any questions regarding this matter, please contact Do Hyun Kim at [kimdoh@upenn.edu](mailto:kimdoh@upenn.edu)



### *Administrative Services Website Update*

- Access [here](#)
- Site includes abbreviated Community Matrix, Travel Tips, and extensive FAQs (including specifics on Concur, transportation, and the Penn Travel Card)

### *Institutional Research*

#### **Expense Reporting Update**

- We've developed a web-based tool for expense reporting that will help us with our budgeting processes in the future
- It is expected to change from test mode to production mode in early February and will co-exist with the existing expense reporting process
- The enhancements will include on-demand access to spending in a summary view as well as detail view, and will include charts of monthly spending totals for comparison for 2 prior years
- We are looking for feedback as we gain experience with this new tool so we can improve it
- Requests for information, training, or access to any school/student-related data can be sent to John Irwin, [johni@upenn.edu](mailto:johni@upenn.edu)

## Facilities

### *Making 3700 Walnut More Family Friendly*

- Recently, infant changing tables have been installed in the 2nd and 4th floor handicap bathrooms
- The new changing tables complement our existing lactation room located on the 2nd floor.

### *Space Heater Amnesty Day*

#### Held by the Green Campus Partnership

- On Monday, February 22, from 11 am—2 pm in Houston Hall's Reading Room (next to Bodek Lounge), the Green Campus Partnership will hold a [Space Heater "Amnesty" Day](#)
- Although space heaters are technically prohibited on campus, many Penn staff and faculty use them to stay warm during cold winter months
- Not only are space heaters fire hazards, but they consume a large amount of electricity
- Join Penn's energy conservation efforts during the Power Down Challenge by trading in your old space heater for an energy-efficient CozyToes™ heated foot pad
- CozyToes™ heated foot pads are a new alternative to space heaters and only use 75 watts (up to 95% less energy than conventional space heaters)
- Fill out this [form](#) by Monday, February 8th to request yours
- Questions? Email [sustainability@upenn.edu](mailto:sustainability@upenn.edu)



### *Facilities Reminders*

- Please remember to remove items from the floor during vacuuming days
  - Monday: 4th Floor
  - Tuesday: 3rd Floor
  - Wednesday: 2nd Floor
  - Thursday: 1st Floor
  - Friday: Spot Vacuuming—all floors
- Ensure that seats are placed in their original position after using a classroom
- Report any facilities issues to [Terence Newby](#) and [Tony Delgozzo](#)



## Human Resources & Payroll



### *Aline Card Update*

#### Information from Payroll

##### What is an Aline Card?

- The Aline card is an alternative to having pay and expense reimbursements directly deposited to a checking account.
- The Aline Card works like a Visa® debit card. Payment is automatically loaded onto the Aline Card every payday, providing immediate access. You can use the Aline Card as a debit card for in-store and online transactions, to pay bills online, withdraw money from ATMs, and get cash back after purchases. You can also cash a check for the full amount of your pay or write checks, provided by ADP, against your Aline Card account.

##### What changes have gone into effect?

- Permanent Cards: Due to the volume of unused permanent cards being issued, ADP has updated the process where the permanent cards are not issued until after 10 actual payroll deposits.
- Bill Payment Updates: Any current automatic bill payments ended 7/1/15 and Aline Card participants are now required to use the services of “Evolve Money” to set up scheduled payments.
- Fund Transfers: You are not able to initiate ACH debits/transfers from your Aline card to another account whether your own personal bank account or a biller/retailer. You are still able to make direct payments to your billers/retailers in their stores or websites.

### *W-2 Forms Available*

#### University ADP W-2 Services Can Help!

- A complete breakdown of your W-2 Form with detailed explanations is provided [here](#)
- The University provides W-2 Services for all employees, which include:
  - Access W-2 form information for tax years 2013 and later
  - Opt out of printing W-2 Form (must elect by December 31)
  - Receive email notification when a new statement is available to view (must enter email address into ADP)
  - Upload W-2 form information directly into tax software
  - Online help and FAQ
- To Access these services:
  - Log in to ADP W-2 Services from the following U@Penn secure [website](#)
  - Click on “My Tax Info” (enter additional security information)
  - Click on “Click here for W-2 information for tax years 2013 and later”
- If there are any problems, please access the online help on the ADP W-2 Services website or contact the Tax Office at [Tax@exchange.upenn.edu](mailto:Tax@exchange.upenn.edu) or 215-898-6291

### *Short-Term Disability & Sick Leave Policy Revisions*

- Under the new policy, staff members will be eligible for short-term disability on the first day of the month following their hiring
- Staff members will continue to accrue sick days up to a new maximum of 24 days
- Penn’s current sick leave and STD policies remain in effect through 6/30/16
- Human Resources will hold information sessions to explain the new policy in greater detail. You are encouraged to attend at session at Claudia Cohen Hall on Tuesday, February 9 from 10–11:30 am