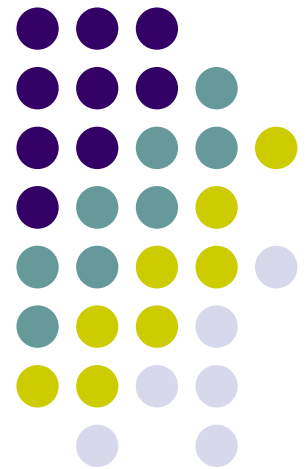


# Penn

College Houses & Academic Services

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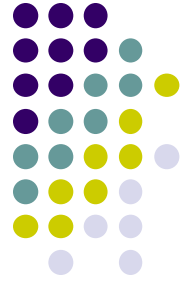
## Financial Training August 2015





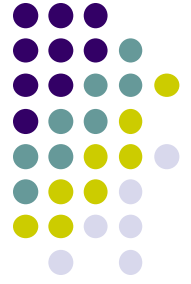
# Financial Training Agenda

- Introductions
- Financial Information
- Student Payroll
  - Hiring Process
  - Work Week & Time Sheets
  - Important Information
- House Coordinator Financial Updates



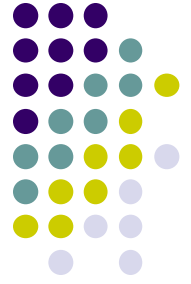
# Financial Center

- Office:
  - Stouffer Commons
  - 3702 Spruce St/6027
  - 215-898-1119 phone
  - 215-573-6789 fax
- Alicia Harrell, Financial Services Assistant
  - Du Bois, Gregory, Kings Court English, Riepe, Rodin, and Stouffer College Houses
- Victoria Bowen, Office Admin Assistant
  - Fisher Hassenfeld, Harnwell, Harrison, Hill, and Ware College Houses
- Rosalind Carter, Business Administrator
- Gina Marziani, Associate Director



# Financial Information

- Purchasing & Payments
- Reimbursements
- Cash and Deposits
- Prizes



# Purchasing Guidelines

- Think about **how** you should purchase something
  - Talk to your House Coordinator
  - What's it for
    - House Activities – Student Program Card
    - Equipment, items used by many others over and over again – PO or other approved University purchasing method
    - College House Supplies – PO, Purchasing Card or other approved University purchasing method
    - College House Staff Activities must use CRef 3145

# University Purchasing Methods



- Purchase Order – preferred method
- Purchasing Card – highly preferred
- Student Program Card– highly preferred
- Invoice & PDA-form – least preferred
- Be sure invoices are handled in a timely manner



# Vendor Payments

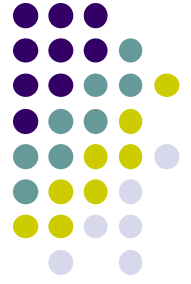
- Plan in advance
- **All** contracts must be signed by Purchasing
  - Students must not negotiate contracts with vendors
  - Allow 3-business days for review and signing
- Vendors not on the approved vendor list will need to complete a W-9
- Individuals will need to complete a W-9 form and a C-12 Form, Independent Contractor Determination and Certification
- Original invoices must be sent with the PDA form for processing
  - Copies or faxed forms will not be processed



# PDA Forms

- PDA-NA Form (Non-Affiliates) used to pay Corporate Suppliers/Individuals or Non Corporate Entities
- PDA-ES Form (Employee/Student) used for taxable payments to Employees/Students
  - Student awards- object code 5344
  - Vendor type services (e.g. photography, musician)
  - Reimbursements go through Concur
- PDA-F Form (Foreign Non-Affiliates) used for all foreign payments and foreign drafts
- PDA-W Form (Wire Transfer) used only for payments over \$100,000 or International Wire/ACH transfer Payments





# PDA Forms Continued

- Vendor # is required for payment to be processed
  - Get vendor number from BEN Financials
  - If the vendor is not in the system a W-9 Form is required and tax ID number must be on the PDA form
  - Individuals are required to complete an Independent Contractor form, C-12 Form and a W-9 Form
- Provide a brief understandable explanation of the business purpose
- Accounting Information – enter appropriate information – see your House Coordinator
- Approval – form must be signed and embossed by appropriate individual usually the House Dean
- Transaction Authorization Card (TAC) must match account number on form



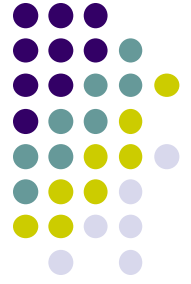
# PDA Forms Continued

- Attach original invoice, make copies for House Office
- Deliver to 440 Franklin Bldg
- Will call requests require 3 business days to process
  - Must be delivered inside of the Account Payable office
  - A/P Office hours 10-2 Mon-Fri
- Individuals CAN NOT be paid with a Student Program Card – this includes VENMO, TaskRabbit , & other third party vendors
- Employees/Students will not be reimbursed for out of pocket payments to individuals

# Independent Contractor & Consultants



- Any individuals being paid for services who are not employees or students will need to complete a W-9 and a C-12 form prior to being paid.
- See the Independent Contractors & Consultants Guide on-line for more details
- Call our office if you still have questions



# Reimbursements

- All reimbursement for Penn faculty, staff & students must go through the Concur System
  - On-line booking and reimbursement systems
  - <http://cms.business-services.upenn.edu/penntravel/>
- Used when Student Program Card cannot be used
- House Coordinators should act as delegate for reimbursements so that correct account number is used from the start
  - Prevents needless delays

# Reimbursements – Penn TEM/Concur

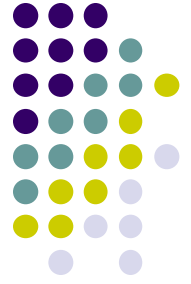


- Submit a Travel & Entertainment Reimbursement Request form to your House Coordinator (HC)
- Information is passed on to CHAS Financial Center to add student to Concur system
- HC completes expense report as a delegate
- Payee “submits” expense report
- Expense Report is reviewed & approved
- Reimbursement sent electronically to payee

# Reimbursements – PennTEM/Concur



- All reimbursements to Penn people are done electronically as EFT
  - Direct deposit to bank account
  - ADP Aline Card
- If no payment information in the database the student must sign up for Direct Deposit – ADP cards will not be issued for this
- Reimbursement cannot be processed without payment information



# Cash Handling

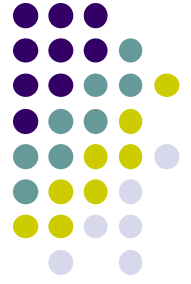
- University Policy requires all checks and cash received to be deposited on the day of receipt
- Cash or checks received over the weekend or at night must be deposited the next business day
- All Deposits are made through BEN Deposits
- Students are allowed to have BEN Deposits access with House Dean approval
- All cash deposits require cash bags for deposits

# Deposits



- All checks are to be made payable to “The Trustees of the University of Pennsylvania
- All checks must be stamped with the “for deposit only” stamp
- Coins must be handled separately – count before sending
- Designated person with BEN Deposits access prepares deposit on-line and prints out the Deposit Summary Screen or the View Deposit screen
- Funds & Print-out go to Cashier’s Office, 1<sup>st</sup> Floor Franklin Building
- Cash depositors are required to wait for a receipt from the cashier
- Receipts are returned to the House office





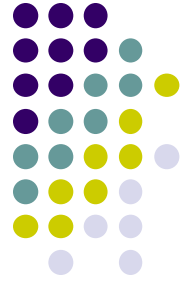
# Other Items to Consider

- Co-pays should be tracked
  - Name and amount paid
    - Receipts?
  - Event
  - Amount returned
  - Amount deposited
- Septa token distribution ***must*** be tracked
  - Who received
  - How many
  - Business Purpose

# Prizes

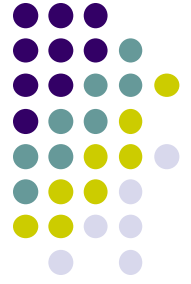


- We are required to track all prizes awarded to students as part of CH activities
- Prizes should not have a value greater than \$100
- Tracking information must be kept in CH office
- Tracking form has been developed and can be found on CH Financial Center web-site



# Prizes – Gift Certificates, etc.

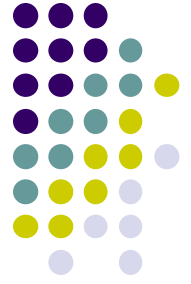
- The awarding of Gift Certificates, Gift Cards, or Gift Coupons is **highly discouraged**
- Gift Certificates, Gift Cards, or Gift Coupons are considered as cash equivalents and therefore are subject to employment taxes without regard to their value
- Advance written approval from CHAS Executive Director is required
  - Please allow 3 business days for requests to be approved
- Recipients of such must be reported to CHAS FC on a quarterly basis: 9/30, 11/30, 3/31, 6/30,
  - Students on payroll will have awards added to gross income
  - Students not on payroll are required to complete a W-9
- **Gift cards must not be given out between Dec. 1<sup>st</sup> – 31<sup>st</sup>**



# Useful Websites

- College Houses Financial Center
  - <http://www.collegehouses.upenn.edu/resources/financial>
- BEN Financials Commodity Matrix
  - <http://www.purchasing.upenn.edu/buyinfo/matrix.php>
- Office of the Comptroller Form Library
  - <http://www.finance.upenn.edu/comptroller/forms/>
- Independent Contractors & Consultants Guide
  - [http://www.finance.upenn.edu/comptroller/tax/contractor\\_guide.shtml](http://www.finance.upenn.edu/comptroller/tax/contractor_guide.shtml)
- Independent Contractors Form (Form C-12)
  - <http://www.finance.upenn.edu/forms/contractor-form.pdf>
- Office of the Comptroller
  - <http://www.finance.upenn.edu/comptroller/index.shtml>
- Travel Website
  - <http://cms.business-services.upenn.edu/penntravel>

# Student Payroll - Types of Student workers



- Work-study students
  - Federally funded program
  - Grant for a specific amount of funds
  - Department 50% program 50%
- International work-study students
  - Penn funded program
  - Grant for a specific amount of funds
  - Department 50% program 50%
- Non-work-study students
  - Department 100%

# Student Payroll – Information Needed



- **ALL** student workers complete College Houses & Academic Services (CHAS) Questionnaire
- Supervisor – HC or HD **must** complete supervisor section
- W-4 (**new** student workers or revisions)
- Job Appointment– Work-study students **ONLY** – Online process
- I-9 Employment Eligibility Verification – 2 part process (**new** student workers)

# Work-study Job Appointment



- On-line Job Appointment process
- Supervisor appoints student to job in SEMS
  - Any different wage rate from SEMS must have HD signature on Questionnaire
  - Mid-year raises need approval of HD
  - Start date must fall within current pay period
- Students cannot begin working before Job Appointment is completed
  - House budget may be charged full salary

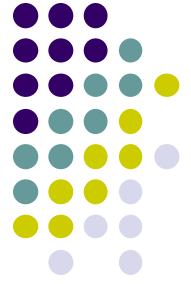
# I-9 Employment Eligibility Verification



- On-line validation process – **must** be started first day of employment or prior to that
- 2 Parts
  - Employee completes their part on-line according to our instruction sheet at [CHAS I-9 Instructions](#)
  - Employee must show **original, unexpired** documents **in person** to Alicia or Vicky within **3 days**
- I-9 Validations Hours in September
  - Monday 2-5, Tuesday - Friday 8-12:30 and 2-5:00 or by appointment – call 215-898-1119 for entry before 9 am



# Student Payroll – International Students



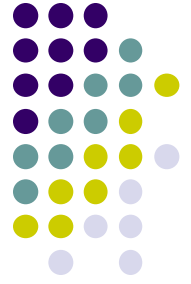
- Please refer your **new** international students to International Students and Scholars Services
  - Required orientation for new international students
  - Social Security Card application instructions
    - <http://global.upenn.edu/isss/ssn>
  - Students seeking a Social Security Number for on-campus employment are required to complete the Social Security: On-Campus Work Authorization for F-1 and J-1 Students
- Web-site: <http://global.upenn.edu/isss>
- Address: 3701 Chestnut St, Suite 1W
- Phone: 215-898-4661
- Email: [oiadm@pobox.upenn.edu](mailto:oiadm@pobox.upenn.edu)

# Student Payroll – International Students **Additional** Forms Needed



- International Students must go to International Students and Scholars Services first
- FNIF – Foreign National Information Form
- Social Security Card or proof of application
- I-94
- Picture Visa
- Unexpired Picture Passport
- I-20 for F1
- DS-2019 for J1

# Student Payroll – International Students continued

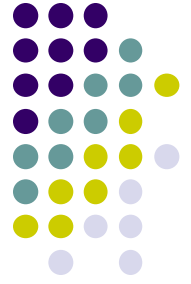


- There is a required 10-day waiting period from when they enter the country before they can apply for an SSN
- Proof of SSN application is required for the hiring process
- Will not be able to work until appointment/hiring process is complete
- Send their completed CHAS Questionnaire with them when they come to complete I-9 validation
  - If we have no paperwork we will not do the I-9 validation

# Work Week

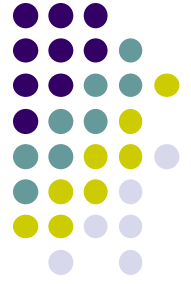


- **Students cannot start working without completing all of their paperwork & all online processes**
- **Do not hold paperwork, send paper forms to us immediately as it is completed**
- Online work-study job appointment must be completed **before** students start working
  - Work-study starts **8/24/15**



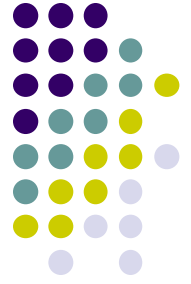
# Time Sheets

- Enter name of college house, activity, account number
- Enter week ending date - Work Week is Monday through Sunday
- Name **MUST BE PRINTED LEGIBLY AND SIGNED BY THE STUDENT EACH WEEK**
- Do not use nicknames
- **NO STUDENT SIGNATURE NO PAY WILL BE PROCESSED**
- **MAKE SURE Time Sheets HOURS are TOTALLED**
- Students cannot exceed 20 hours per week when classes are in session and 40 hours per week during breaks



# Time Sheets continued

- Time Sheets are **due** in the Financial Center by **10:00 AM Friday**
  - 10:00 AM Monday guarantee – may not get to them if received later
- Time must be reported when it is worked – **Do Not Hold Hours** because they have not completed paperwork
- Time Sheets must be for the current week
- Time Sheets for a previous week must be marked **“LATE”**
- **Do not combine weeks on a single time sheet**
- All Time Sheets must be *reviewed* & signed by the House Dean or House Coordinator



# Receiving Student Pay

- Students Employed in a Work-Study Job - Change in how you receive your work-study pay
  - Work-study students will no longer receive work-study pay on the ADP Aline Card (VISA debit card). If he/she is not enrolled in direct deposit he/she will receive a paper check.
- Paper Check
  - Paper checks can be picked up at the Cashier's Office in the Franklin Building lobby Mon, Wed., Thurs, Friday, 9 am – 4:30, and Tuesday, 10 am – 4:30. Students will be notified by email when a check is available for pick up.

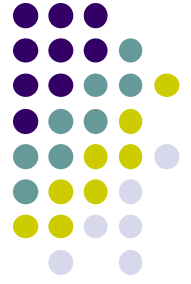


# Receiving Student Pay

- Encourage to use Direct Deposit
  - If you have authorized direct deposit, your paycheck is automatically deposited into your designated US bank account.
  - If you are not enrolled, sign up now using your US bank account, or select a local bank.
  - You must sign up on-line for direct deposit.

([https://medley.isc-seo.upenn.edu/penn\\_portal/u@penn.php](https://medley.isc-seo.upenn.edu/penn_portal/u@penn.php))

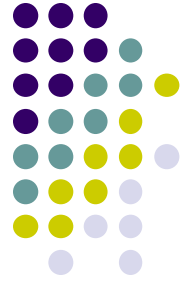




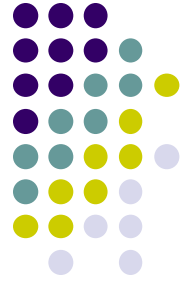
# Receiving Student Pay

- Students Employed by Penn in a NON Work-Study Job there is no change
  - ADP's Aline Card (Visa debit)
  - Direct Deposit – encourage your students to use this option
- ADP Aline Card
  - Visit University's Payroll website for additional information
    - <http://www.finance.upenn.edu/comptroller/payroll/>
  - Cards mailed to local address
  - Be sure local address is correct & up to date every where.

# Student Payroll - Important Information

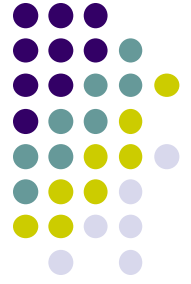


- Always send confidential information in a confidential mail envelope
  - Please take a couple with you
  - Additional supplies can be ordered from Penn Mail Service
- Please use a cover sheet when faxing timesheets
  - Fax machine used by all Central CHAS staff
- Try to fax during normal business hours, M-F 9-5



# Payroll Problems

- Most problems need to be resolved with the College House supervisor/manager
  - We will not change reported hours without authorization from the College House office
- Take time to review the information on the Student Employment Website



# Important Websites

- College Houses Financial Center
  - <http://www.collegehouses.upenn.edu/financial/index.html>
- Student Employment Office
  - <http://www.sfs.upenn.edu/seo/>
- International Student & Scholar Services (ISSS)
  - <http://global.upenn.edu/iss>
- I-9 On-line Verification
  - <https://www.newi9.com>
- Receiving Your Pay at Penn
  - <http://www.sfs.upenn.edu/Aline/student-pay.htm>

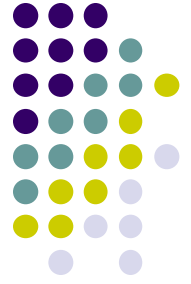


# HOUSE COORDINATOR INFORMATION

# Announcements

- Living Learning Gift Fund
- Splitting costs between Houses
- HC Timesheet signatures





# Concur – New this Year

- You can see Concur user status in BEN Financials – GL Inquiry – TEM Details Form
- No taxes will be reimbursed – University Policy
- No Third Party Payment Apps
  - VENMO
  - TaskRabbit
  - etc
- Fraudulent Charges
  - Notify the bank, JP Morgan, immediately – number on the back of card
  - Provide details of the charge from Payment Net
  - Card will be overnighted to Penn
  - Can also reach out to Card Administrator for assistance

# Concur



- Only Penn faculty, staff and students can be reimbursed through Concur.
- All others must be reimbursed using Guest Travel Reimbursement (GTR) Worksheet and PDA-NA form. This includes any non-Penn affiliated partners of senior staff in the College Houses.
- There is a TEM Information Reimbursement form you can use to facilitate the process. It is not required but it may make the process easier for you.
- You can check BEN Financials to see if student is active in Concur, if not send me their name and PennID#
  - Approximately two-day turnaround before you can enter an expense report for them. If any other information is needed I will contact you.
  - There may be faculty or staff who do not want you to be their delegate and have requested that their business office block all delegates. They will do their own expense report. Ask them to include a comment to forward their report to you.



# Concur

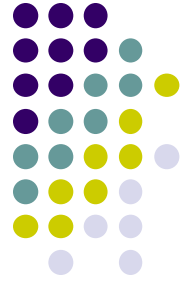


- Once the person appears in your drop down list in Concur Expense you can do a report for them.
- Check to see if they are under CHAS or another department. You can do this by noting the School/Center information that appears in the expense header when you start the expense report. If the School/Center comes up as “86-APRL” they are under CHAS and no special notes, comments or instructions are needed.
- Be sure to change ***all*** of the information that does not pertain to your College House account number. You may need to change the **School/Center, Funding Source, Program, and C-REF.**
- Be sure to include the name of your College House in the Business Justification (this is especially important for students); provide an understandable justification for the expense; and the date of the event if applicable. It needs to be understood by people outside of the College House system.

# Concur



- If the person being reimbursed does not have your account number as the default information the report will be reviewed by someone who is not in CHAS. Please include the following comment “Please Approve and Forward this expense report to Rosalind Carter without review. The report will be thoroughly reviewed by College Houses & Academic Services (CHAS). The cost object has been set for a CHAS account.” You can also request that reports be forwarded to Alicia or Vicky depending on which House is to be charged.
- You can see who their default approver (reviewer) is in Concur under their profile. You must be administering for them. Select Profile, Personal Information, Expense Settings, Expense Approver. Their default approver will be listed along with an email address. You may want to contact them to help move the form along.
- You may also check with me or in BEN Financials.

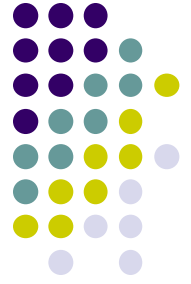


# Concur

- Once you have entered all of the expense items and clicked “Notify Employee” contact the student reminding them to submit the report.
  - Each receipt represents a separate expense item
- If someone gives you receipts for multiple events please combine all the expenses in one report
  - give a generic business justification in the header (i.e. Expenses for Rodin College House activities from date to date);
  - on the expense line provide a specific business justification (i.e. expenses for Sophomore career workshop).
- Once I approve a report I send it to the House Dean for final approval.
  - Do not have reports sent to the House Dean first as this may add extra steps.
- Please note: you need to be very diligent in making sure the correct account number (cost object ) is on the report and that the report is completed correctly. If I have to send it back it will need to go through the entire process again.

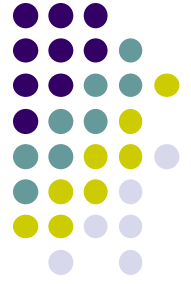


# STUDENT PROGRAM CARDS



# Application Process

- New on-line application process
  - Instructions on CHAS Financial Center website
  - <http://www.collegehouses.upenn.edu/resources/financial>
- For new cards for staff other than RA or GA please provide:
  - Full name
  - PennCard #
  - Penn email
  - Phone
  - Staff position



# Training

- All cardholders are required to complete the training every year
- Training is in Knowledge Link
  - <http://knowledgelink.upenn.edu/>
  - Search “Student Program Card”
- Must pass quiz with score of 100%
- Cards cannot be given out until training is completed
- All Cardholders must sign card agreement yearly and return signed agreements to CHAS



# Activation & Usage

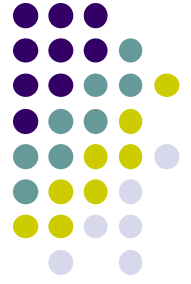
- To activate call the number on the card
- If your House allows cash withdrawals request a PIN when activating card or call the number on the back of the card to request a PIN
- Appropriate use covered in Knowledge Link
  - Also use Commodity Matrix to determine appropriate use
- Ask for receipt if one not given automatically
- Keep all receipts
- Detailed receipt required
- Must attempt to obtain a duplicate receipt
  - Request sales draft from bank
  - Use CHAS Substitute Receipt form if no detailed receipt available and for other missing receipts



# Activation & Usage

- These cards are Tax Exempt
- Cardholder **must** tell vendor they are **tax exempt**
- PA State and Use Tax number on back of card
- If vendor requires a tax exempt letter one must be requested from Purchasing – [Tax Exempt Request](#) – and sent directly to vendor
  - Once the letter is received cardholder can request a refund of the tax paid
- If card is declined call the number on the back of the card for assistance





# Reconciliation

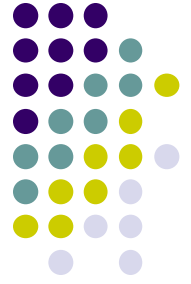
- Reconcile on a transactional basis
- Submit transaction reconciliation within 2-3 business days of transaction
- DO NOT hold receipts until the end of the month
- Reconciliation must be signed **no digital signatures**
- Review for compliance and keep for use with monthly statement reconciliation



# Reconciliation

- Access PaymentNet monthly to print statements for your College House
- Match transaction reconciliations to monthly statement
- House Coordinators signs and House Dean signs
- Follow-up with cardholder as needed
- Complete monthly summary report and submit to Gina
- Use the notes and be sure to follow-up on next month
- All reconciliations must be completed prior to departure at end of year

# Cash Policy & Reconciliation

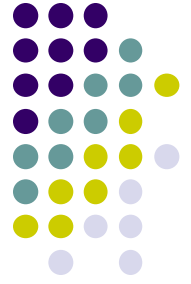


- Cardholder must have prior approval to make cash withdrawals
- All cash transactions must be reconciled on a transactional basis on a *Cash Reconciliation Form*
- Small amounts of cash may be carried over
- Larger amounts must be turned into to the department for deposit through BEN Deposits monthly
  - A copy of the deposit receipt is to be kept with the reconciliation
  - Itemize by cardholder amount deposited
- All unspent cash must be turned in at the end of the academic year before the cardholder leaves campus

# Cardholder Follow-up: Potential Problems

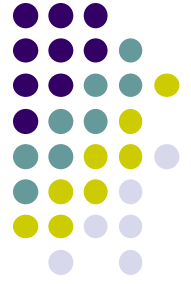


- Missing receipts
  - Request a duplicate from vendor
  - If Vendor is *unable* to provide call the card company at 888-297-0768 and request a “copy of a sales draft.”
- Accidental use of card for personal items
- Credits
- Fraudulent activity
- Holding receipts to the end of the month to reconcile



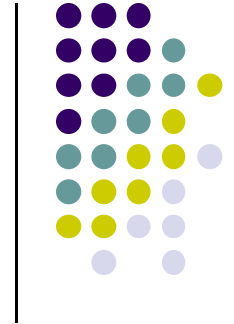
# BEN & Reallocations

- All card transactions are imported into BEN Financial on a weekly basis
- All default to Obj 5208
- Review transactions every week and reallocate if necessary
- Use appropriate Obj Code staff events are not student activities
- Journals will post weekly (like P-card)
- Manual journal will be required for changes after posting
- Use Cref 3145 for staff activities



# Limits

- Requests for limit changes go to Gina and Roz via email and must show House Dean approval
  - Please put all request in writing and provide a justification
  - Reconciliations must be up-to-date
- Change possible for
  - Default limits
  - Temporary limits
    - Set period of time
    - One time use
- Plan ahead – ideally 3 business days



Questions???