Financial Training Agenda

- Introductions
- Financial Information
- Student Payroll
- House Coordinator Information
  - HCM
  - Student Program Cards - PaymentNet Demonstration
  - Other Information
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, New, and Ware College Houses

► Rosalind Carter, Business Administrator
► Gina Marziani, Associate Director
Financial Information
Financial Information

- Purchasing & Payments
- Cash and Deposits
  - Cash Handling Process
- Prizes
- Reimbursements
- Other Information
Purchasing & Payments

- The University has established purchasing policies and protocols in place to assist in making purchases effectively and compliantly

- **Commodity Matrix** - guide for approved methods

- Purchase Order - preferred method

- Purchasing Card - highly preferred

- Student Program Card - highly preferred

- Non-PO Payment Request (via Penn Marketplace) - accepted
Purchasing Methods

- Student Program Card
  - House Activities: pizzas, cookies and milk, movie night
- PO or other approved University purchasing method
  - Equipment: DVD player, sporting equipment, pots and pans for group kitchen - College House Supplies
- Independent Service Provider process
  - Yoga instructor, DJ, etc - work with your House Coordinator
- Advance approvals are required for items or services that cannot be handled via Student Program Card
Non-PO Vendor Payments

- **Plan in advance**
  - Work with your House Coordinator

- **All contracts must be signed by Purchasing**
  - Students must not negotiate contracts with vendors
  - Allow 3-business days for review and signing

- Vendors not in the system must be added to the Marketplace by your House Coordinator

- Original invoices are needed for all payment processing

- Be sure invoices are given to your House Coordinator in a timely manner
Non-PO Payment Request via Penn Marketplace

- Payments that are not able to be transacted by PO or approved procurement card are processed in the Penn Marketplace by your House Coordinator
  - Guest speaker travel reimbursements
  - Pre-approved payments for services such as DJ's used once or Non-Penn yoga instructors
- Your House Coordinator may need to add these individuals to the Penn Marketplace and may need additional information
Independent Service Provider

- All individuals must be vetted *prior* to being engaged for a service or program to determine their status - Limited Engagement or Independent Contractor
- This process will take several days to complete and must be *completed in advance* of the activity for which they are to be paid
- House Coordinators will need to handle this
- Department of Recreation can supply instructors and massage therapists with limited paperwork
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 are to be deposited the next business day
- All Deposits are made through BEN Deposits
- Types of cash received - co-pays, deposits for trips/programs, café sales
Deposits

- All cash deposits require cash bags for deposits
- Checks are to be made payable to “The Trustees of the University of Pennsylvania and stamped with the “for deposit only” stamp
- Large amount of coins must be deposited separately - count before sending
- Deposits are prepared on-line in BEN Deposits
- Funds & a print-out from BEN Deposits are sent to Cashier’s Office, 1st Floor Franklin Building
- Cash depositors are required to wait for a receipt from the cashier
- Receipts are kept on file in your House office
Cash Process

All cash received must be tracked by each College House

▶ A receipt must be given for cash received or returned
▶ A log must be kept to track the cash which includes
  ▶ the amount received or returned
  ▶ the date
  ▶ the business purpose
▶ Deposits must also be tracked in the log and include
  ▶ The amount deposited
  ▶ The date
  ▶ The account number & business purpose
▶ The log must be reconciled
  ▶ Discrepancies must be noted in the log

Cash collected cannot be used for any purchases
Prizes

- Prizes should not have a value greater than $100
- We are required to track all prizes awarded to students as part of College House activities
- Tracking information must be kept in your College House office
- Tracking form can be found on CHAS Financial Center web-site
Prizes - Gift Certificates, etc.

- The awarding of Gift Certificates, Gift Cards, or Gift Coupons is highly discouraged in CHAS.
- Gift Certificates, Gift Cards, or Gift Coupons are considered as cash equivalents and therefore are subject to employment taxes without regard to their value.
- The House Dean must request approval in writing in advance from the CHAS Executive Director.
  - 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. 1st - 31st.
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/](http://cms.business-services.upenn.edu/penntravel/)

- Used when Student Program Card cannot be used

- House Coordinators will act as delegate for reimbursements so that the correct account number is used
  - Prevents needless delays
Reimbursements - PennTEM/Concur

- All reimbursements to Penn affiliates are only done electronically as EFT
  - Direct deposit to bank account or pay card
- If no payment information in the database the student must sign up for Direct Deposit
- Concur reimbursements cannot be processed without payment information
Additional Information

- SEPTA tokens only available via bulk sales - House Coordinator purchase
- Token distribution *must* be tracked
  - Who received
  - Date
  - How many
  - Business Purpose
Campus Resources

- Penn Campus Recreation - Wellness Outreach
  - Contact: Chloe Cole (cscole@upenn.edu)
  - https://recreation.upenn.edu/wellness-outreach/

- Penn Transportation
  - https://cms.business-services.upenn.edu/transportation/penn-department-services/charter-vehicle-options.html

- Annenberg Center
  - Offers 25% off student group tickets via journal transfer
  - Contact: Kristine Bonaventura (kbona@ac.upenn.edu)
Useful Websites

- College Houses Financial Center
  - http://www.collegehouses.upenn.edu/resources/financial

- BEN Financials Commodity Matrix
  - http://cms.business-services.upenn.edu/purchasing/making-purchases/purchasing-basics/commodity-matrix.html

- Approved Caterers
  - https://cms.business-services.upenn.edu/purchasing/making-purchases/find-a-supplier/approved-caterers.html

- Individual Service Provider Classification
  - https://www.hr.upenn.edu/policies-and-procedures/processes-and-procedures/service-provider-classification

- Office of the Comptroller

- Travel Website
  - http://cms.business-services.upenn.edu/penntravel
Student Payroll
Student Payroll - Types of Student workers

► Work-study students
  ► Federally funded program
► International work-study students
  ► Penn funded program
► Non-work-study students
  ► Department funded
► Work-study program begins on August 20, 2018 and ends May 19, 2019
Student Payroll - Information Needed

- **ALL** student workers complete College Houses & Academic Services (CHAS) Questionnaire
  - Supervisor - HC or HD must complete supervisor section
- Appointment Letter - all students CHAS template
- W-4 - student workers new to the University or revisions
- I-9 Employment Eligibility Verification 2 part process - students workers new to the University
- Social Security Card - all new workers
- Job Appointment- work-study students ONLY - online process
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

- 2 Parts
  - 1-Employee completes their part on-line according to our instruction sheet at CHAS I-9 Instructions
  - 2-Employee must show original, unexpired documents in person to Alicia or Vicky within 3 days
    - We need employee’s paperwork: CHAS Questionnaire, appointment letter and W-4 to complete part 2

- I-9 Validations Hours in September
  - Monday 3-5, Tuesday - Friday 9-12:30 and 2-5:00 or by appointment - call 215-898-1119
Student Payroll – Information for International Students

► Please refer your new international students to International Students and Scholars Services at Penn Global
► Orientation sessions for new international students
► Instructions on what they need to do to work on campus
► Social Security Card application instructions

► Web-site: http://global.upenn.edu/isss
► Address: 3701 Chestnut St, Suite 1W
► Phone: 215-898-4661
► Email: oipadm@pobox.upenn.edu
Student Payroll - International Students Special Notes

- Must apply for SSN before they start working
  - 10-day waiting period from when they check-in at ISSS before they can apply
  - SSN application instructions: [https://global.upenn.edu/isss/ssn](https://global.upenn.edu/isss/ssn)
- Proof of SSN application required for the hiring process
- Cannot work until the hiring process is completed
- Send CHAS Questionnaire, appointment letter, and additional forms with them when they come to complete I-9 validation
  - If we have no paperwork we cannot complete the I-9 validation
- List of additional required forms: [Foreign Nationals Forms](#)
Students Working at Penn

- No more than 20 hours/week classes in session
- No more than 40 hours/week during breaks
- No more than 2 jobs
- Work week is Monday to Sunday
- Students **cannot** start working without completing all of their paperwork & all online processes
- Do not hold paperwork
  - Batch paperwork by student - questionnaire, appointment letter, etc.
  - Send complete sets to us as students are hired
- Online work-study job appointment must be completed **before** students start working
  - Work-study begins **8/20/18**
Time Reporting

- All time is reported via eTimeSheets
- Student workers are added to eTimeSheets by CHAS Financial Center when all paperwork is submitted
- Time must be reported when it is worked - Do Not Hold Hours
  - Each week is reported separately
  - eTimesheets allow 4 week look back
- All timesheets must be reviewed & approved by the House Coordinator or House Dean
eTimeSheets Schedule

- Editing of the timesheet must be done by the designated times

<table>
<thead>
<tr>
<th>Time Sheet Required by</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Sunday</td>
<td>9:00 PM</td>
</tr>
<tr>
<td>Supervisor (HC or HD)</td>
<td>Monday</td>
<td>10:00 AM</td>
</tr>
<tr>
<td>CHAS Financial Ctr (ORG Admin)</td>
<td>Monday</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>Payroll</td>
<td>Monday</td>
<td>3:00 PM</td>
</tr>
</tbody>
</table>

- If a student forgets to report hours he/she should notify his/her supervisor who can add the additional hours
- If supervisor changes timesheet employee must approve again
- Approvals can occur retroactively
- All timesheets must be approved by employee, supervisor and Org. Administrator
eTimeSheets Email Notifications

- The system will send out email notifications as follows

<table>
<thead>
<tr>
<th>Type of Email</th>
<th>Recipient</th>
<th>Weekly</th>
<th>Hourly</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Needed</td>
<td>Employee</td>
<td>Yes</td>
<td></td>
<td>Thursday</td>
<td>5:00 a.m.</td>
</tr>
<tr>
<td>Approval Needed</td>
<td>Primary Supervisor</td>
<td>Yes</td>
<td></td>
<td>Friday</td>
<td>5:00 a.m.</td>
</tr>
<tr>
<td>Approval Needed</td>
<td>Secondary Supervisor</td>
<td>Yes</td>
<td></td>
<td>Friday</td>
<td>2:00 p.m.</td>
</tr>
<tr>
<td>Approval Needed</td>
<td>ORG Administrators</td>
<td>Yes</td>
<td></td>
<td>Monday</td>
<td>8:00 a.m.</td>
</tr>
<tr>
<td>No Timesheet Notification</td>
<td>Employee</td>
<td>Yes</td>
<td></td>
<td>Thursday</td>
<td>Noon</td>
</tr>
<tr>
<td>Expiring Roles or Distributions</td>
<td>ORG Administrators</td>
<td>Yes</td>
<td></td>
<td>Friday</td>
<td>8:15 a.m.</td>
</tr>
<tr>
<td>Touched Timesheets</td>
<td>Employee</td>
<td>Yes</td>
<td></td>
<td>Daily Mon-Sun</td>
<td>Every 15 minutes</td>
</tr>
</tbody>
</table>

- System generated messages are from: [etimesheets_noreply@upenn.edu](mailto:etimesheets_noreply@upenn.edu)
Receiving Student Pay

- Students Employed in a Federal Work-Study Job
  - Direct Deposit to US bank account
  - Paper Check - checks must be picked up at the Cashier’s Office in the Franklin Building lobby Mon through Friday, 9 am - 12:00 pm, and 2:00 pm to 4:30 pm
  - Students will be notified by email when their check is available for pick up

- Student Employed in other jobs
  - Direct Deposit to US bank account
  - ADP Aline Card - pay card
  - [http://www.finance.upenn.edu/comptroller/payroll/](http://www.finance.upenn.edu/comptroller/payroll/)
  - Cards mailed to local address
  - Be sure local address is correct & up to date everywhere
Receiving Student Pay

- Receiving student pay
  [http://www.sfs.upenn.edu/Aline/student-pay.htm](http://www.sfs.upenn.edu/Aline/student-pay.htm)

- Encourage your staff to use Direct Deposit
  - If you have authorized direct deposit, your paycheck is automatically deposited into your designated US bank account
  - Students who sign up for Direct Deposit for SRFS refunds are put on Direct Deposit for payroll
Student Payroll - Important Information

- Hand deliver payroll documents
- Always send personal information in a confidential mail envelope
  - Please take a couple with you
  - Additional supplies can be ordered from Penn Mail Service
- If you cannot hand deliver talk to your Payroll person for an alternative
- Do not email forms with personal information
Important Websites

- College Houses Financial Center
  - [http://www.collegehouses.upenn.edu/resources/financial](http://www.collegehouses.upenn.edu/resources/financial)

- Student Employment Office
  - [http://www.sfs.upenn.edu/seo/](http://www.sfs.upenn.edu/seo/)

- International Student & Scholar Services (ISSS)
  - [http://global.upenn.edu/isss](http://global.upenn.edu/isss)

- Receiving Your Student Pay
  - [http://www.sfs.upenn.edu/Aline/student-pay.htm](http://www.sfs.upenn.edu/Aline/student-pay.htm)

- Penn Employee Solution Center
  - 215-898-7372 or [hcmsolutioncenter@upenn.edu](mailto:hcmsolutioncenter@upenn.edu)
House Coordinator Information
Card for staff other than RA or GA please provide information before they apply for a card:
- Full name, PennCard #, Penn email, phone, position
3 year renewal cycle
Cards are Tax Exempt - remind staff of this feature
Cardholder **must** tell vendor they are tax exempt
PA State and Use Tax number on back of card
Tax exempt letters 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 outside of normal business hours you can call the number on the back of the card for assistance
Student Program Card
Transaction Reconciliation

► Cardholders reconcile on a transactional basis
► Submit transaction reconciliation within 2-3 business days of transaction
► DO NOT allow staff to hold receipts until the end of the month
► Reconciliations must be signed no digital signatures
► Review for compliance and keep for use with monthly statement reconciliation
  ► Review what was purchased for program compliance and appropriately documented business purpose
  ► Check for taxes
Monthly Reconciliation

- Access PaymentNet monthly to print statements for your College House
- Match transaction reconciliations to monthly statement
  - Check that the amounts are the same if not contact the cardholder
- House Coordinators signs and House Dean signs
- Follow-up with cardholder as needed
- Complete monthly summary report and submit to Gina by the 15th of the following month
  - Include Faculty on this report
- Use the notes and be sure to follow-up on next month
SP-Card Cash Policy & Reconciliation

- Cash withdrawal policy varies from house to house - check with House Dean
- 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 the house for deposit through BEN Deposits monthly
  - A copy of the deposit receipt is to be kept with the reconciliation
  - Identify who has returned cash
  - Do a separate deposit line on for each person on the deposit
- 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 and/or transactions
  - Cardholder are required to obtain a duplicate receipt
- Accidental use of card for personal items must be reimbursed
- Credits need to reconciled
- Holding receipts to the end of the month to reconcile
SP-Card Limits

- Allow 3 days for all limit change requests
- All requests go to Gina and Roz via email
  - Provide a justification as well as amounts of old limit and new limit
  - House Dean’s approval required
  - Reconciliations must be up-to-date
- Can change limits temporarily or permanently
  - Credit limit
  - Single transaction limit
  - Cash advance limit
- You must check to be sure vendor is not a PO vendor before making a requests for one-time purchase limit increase greater than $1,000
BEN & Reallocations

- All card transactions are imported into BEN Financial on a weekly basis
- Review transactions every week and reallocate if necessary
  - House Coordinators are responsible for reallocating both student card and House Dean card transactions
  - CHAS FC staff are responsible for reallocating House Coordinator transactions
- Use appropriate Obj Code and C-Ref
  - i.e. staff retreat to Poconos - student domestic travel 5204 (not student activities 5208)
  - Staff training and all staff related expenses use C-Ref 3145
- Journals will post weekly
- Manual journal will be required for changes after posting
Reimbursements and Concur

- All Penn faculty, staff and students are reimbursed through Concur
- All others are reimbursed using Non-PO Payments in the Penn Marketplace
  - Guest speakers who are not being paid
  - Non-Penn affiliated partners of senior staff in the College Houses
- All Concur reimbursements are done via EFT (electronic funds transfer)
  - Students will need to sign up for direct deposit
- Concur classes offered several times a year
  - New Concur Users - how to do an expense report
  - Open House Q&A for Experienced Users
- Expenses older than 182 days will not be approved
SEPTA Update

- Tokens can only be purchased in bulk
- Still working on multiple rider card solution
- SEPTA sales of tokens will end once multiple rider solution implemented
- Key Cards are not to be purchased with Student Program Cards
- SEPTA recommends that we continue to use tokens
Questions???