

Biochemistry & Biophysics Departmental FAQ

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GRANT SUBMISSION

Business Office contacts - [Lisa Ward \(215-573-7972\)](#) & [Joanne Crossin \(215-746-3428\)](#)

[Office of Research Services](#)

PAY & BENEFITS INFORMATION

Business Office contact - [Lisa Ward \(215-573-7972\)](#)

[How to Enroll](#)

[Tuition Benefits](#)

[Benefit Forms](#)

[U@Penn](#) (General tab)

[PSOM Human Resources](#)

[Penn Employee Solutions Center](#)

[Administrative Support for Postdocs and their Mentors](#)

Penn Benefits Center – 1-888-736-6236

VISA/GREEN CARD PROCESS

Business Office contact - [Lisa Ward \(215-573-7972\)](#)

- Contact Lisa Ward (trainees must go through their PI) to start the process on all immigration matters. General information can be found at:
[International Student & Scholar Services](#) - 215-898-4661
- ❖ Please note that monitoring of immigration status is the responsibility of the visa/green card holder and not the Business Office.

PHONE/DATA PORTS & IP ADDRESSES

Business Office contact - [Lisa Ward \(215-573-7972\)](#)

- Contact [Kim Sharp](#) to set up a meeting about you and your lab's needs.
- After meeting with Kim Sharp arrange a meeting with Lisa Ward so that your order for ports and IP addresses can be drawn up.

FACULTY AFFAIRS

Business Office contact – [Sanjukta Banerjee \(215-573-0324\)](#)

- Primary contact for faculty appointments and promotions in addition to the following:

- Liaison to [Office of Faculty Affairs & Professional Development \(FAPD\)](#)
- Advance Faculty Professional Development program
- Teaching Requirement for Assistant Professors
- Faculty Careers: Surveying the Road from Appointment to Promotion (on-line tutorial)
- CV Guidelines
- Teaching activities charts (save sections 3 & 4 to keep track of all of your teaching activities)
- Extension of probationary period Policy & Forms
- Reduction in Duties Policy & Form

REIMBURSEMENTS & EXPENSE REPORTING

Business Office contact - [Joanne Kuloszewski \(215-898-5992\)](#)

Reimbursement requests and expense reporting for travel and non-travel expenses **must be submitted through the Concur system within ten (10) days of the end date of the business-related expense. Expenses submitted more than six months (182 days) after being incurred will not be reimbursed without supplemental approval and should not be submitted without an explanation of extenuating circumstances.** Extenuating circumstances that prevent submission within the 6-month period are expected to be rare. Circumstances that may justify an exception include: extended personal illness, death in the family, unanticipated extended leave of absence and travel outside the country for an extended period of time if documentation cannot be readily sent to the University. **Please be sure to include what account(s) to be charged with your report.**

[Concur profile Set-up](#)

[Travel Profile Set-up](#)

[Concur Mobile App Set-up](#)

[Set-up Business Profile for Uber/Lyft](#)

[Creating an Expense Report](#)

[PDF How-To Guides for Concur](#)

[Video How-To Guides for Concur](#)

[Expense Reporting FAQ](#)

[Travel FAQ](#)

Receipts are required for all reimbursements. Each person requesting reimbursement is responsible for ensuring that the costs are for activities that have been **properly authorized** and are **supported with clear business justification, required receipts, and/or other applicable documentation**. If an expense is being paid by more than one university or entity, copies of receipts are acceptable documentation, provided a brief explanation is attached.

1. An acceptable receipt is a document that contains:

- Transaction date
- Name of merchant
- Itemized transaction details (what was purchased)
- Form of payment used (Type of card used & last four digits of card#)
- Amount of purchase
- Indication that the amount was paid
- Your name (if it is not printed on receipt, please sign it)

2. **An acceptable receipt for an airline or Amtrak ticket** is defined by the type of ticket purchased:

- An acceptable receipt for a printed ticket is the original passenger receipt coupon. Such receipts are provided to the traveler when a printed paper ticket has been purchased.
- An acceptable receipt for an electronic ticket purchased through an agency or on the Web, is the printed itinerary/invoice. The itinerary/invoice should show the airline, flight numbers, times and destinations, class of service, amount and that a payment has occurred. If the itinerary/invoice is not available, travelers should use as supporting documentation boarding passes and copies of credit card statements showing the cost of a ticket and any service or booking fees.
- An acceptable receipt for a change or cancellation penalty is a document showing the additional charge accompanied by an explanation as to the business purpose for the change or cancellation.
- Service fees charged by travel agencies do not always have a receipt; however, they are considered as reimbursable expenses.

4. **For mileage reimbursement in a personal vehicle** evidence of the mileage of the trip must be provided. Concur-TEM [provides a tool for this purpose](#).

5. **An acceptable receipt from the rental car company:** itemized receipt showing the breakdown of costs, i.e., size of vehicle, daily rate, tax, concession fees, city surcharge, etc. A credit card transaction record does not contain detailed information and it is not itself considered adequate documentation.

6. **An acceptable receipt for business meals: an itemized meal receipt**, along with the credit card payment receipt if a credit card was used for payment. Without an itemized meal receipt, it

is difficult to ensure that unallowable costs such as alcohol are separated from indirect cost allocations, as required by the IRS. **Alcohol cannot be charged to Federal grants.**

7. **An acceptable receipt for hotel charges:** itemized hotel receipt provided at time of checkout showing the room rate, tax and other items.

9. **A receipt in foreign currency** must be accompanied with the U.S. Dollar equivalent amount. The equivalent dollar amount can be obtained from:

- Credit card statements. The best and most accurate currency conversion is the conversion that credit card companies provide on statements.
- Oanda currency conversion. For non-credit card receipts in a foreign currency, use the Oanda currency conversion site. See the Oanda site at <http://www.oanda.com/converter/classic>

MAIL & EXPRESS SHIPPING

Business Office contact –[Joy Paulding](#) (215-898-5669)

The departmental mail room is located on the second floor of the Anatomy-Chemistry building, across from the Business Office, room 242. Faculty, student and staff mailboxes are located in the department mail room and packages addressed to the department can be found there as well. The department's university mail code is 6059 and the department mailing address is:

University of Pennsylvania
Perelman School of Medicine
Dept. of Biochemistry & Biophysics
3620 Hamilton Walk
242 Anat-Chem Bldg
Philadelphia, PA 19104

If you receive a package you will receive notification via email and are expected to retrieve your package in a timely manner. If you would prefer to have your package delivered directly to your office please make sure to use your building address and include your floor and room number. A list of School of Medicine building addresses can be found [here](#).

Using express mail services (UPS, FEDEX, DHL)

ALL express shipping at the University of Pennsylvania must be processed using the university's eShip@Penn platform. To become a designated Shipper and gain access to eShip please send a request to our department's Business Administrator [Lisa Ward](#). For shipments of hazardous materials from collaborators to you for which Penn is paying please refer the instructions at the

end of this section. If you have trouble creating or tracking a shipment please contact the department Administrative Assistant [Joy Paulding](#).

Make **No table of contents entries found**.

[eShip Tutorials](#)

[EHRS Training for shipment of hazardous materials](#)

Per EHRS regarding inbound hazardous materials shipments: In order to provide you a temporary inbound hazardous account #, prior to **EVERY SHIPMENT**: Forward the information below to eShip@exchange.upenn.edu and copy Michele Bryant bryantmi@upenn.edu.

- 1) Include *your* contact information (including phone number)
- 2) Provide Ship From & Ship To information
 - a. Sender Name/Address, phone or email
 - b. Receiver Name/Address, phone or email
- 3) Estimated date of shipment
- 4) Budget code where the shipment should be charged
 - a. Your default department 26 digit code
 - b. (OR) the Fund/Grant/Acct that is paying for the shipment
- 5) If the need for an account number is URGENT (immediate, next few hours) please note clearly in your email. When at all possible, request in advance!
- 6) You will be notified of the FedEx number within 1 business day from eShip email, or receive confirmation to ship on an existing F/E number that was provided to you previously.
- 7) These account numbers should ONLY be provided for *Inbound Hazardous*, or *2nd to 3rd Party* hazardous shipments, where Penn is not packaging. All other non-regulated inbound (return) and regulated outbound shipments can & should be processed via eShip@Penn ®.
- 8) **Do not share your account number internally**. Each individual shipper should follow this process for every shipment.

BUILDING ACCESS & ORDERING KEYS

Business office contact – [Joy Paulding \(215-898-5669\)](#)

- All PSOM buildings are locked buildings and require your Penn Card to be registered with security so that you may access PSOM spaces. The form and instructions for obtaining building access can be found [here](#).
- To order keys for you lab you must complete a [Departmental Key Request Form](#) and bring or send it to [Lisa Ward](#) for her signature. **Please be aware that if you are ordering multiple keys you will need to denote on the form who each key is for; every key must be assigned to a person and that key orders can take upwards of six weeks to be completed by the university locksmith.** Once Lisa Ward has approved the form it will be submitted by Joy Paulding who will notify you when your key order is ready for pickup.. Any questions or concerns about Key Orders should be addressed to Joy Paulding.

MOVE REQUESTS & MAINTENANCE REQUESTS

Business office contact – [Joy Paulding \(215-898-5669\)](#)

- If you need to move or throw out equipment/furniture/other items within your lab/office or from your lab/office to another space in a PSOM building that you cannot handle yourself please email Joy Paulding with the following information:
 - The location of the item; building, floor number, room number and approximate location of the item within the room.
 - Approximate weight and dimensions of the item
 - The location the item is to be moved to; building, floor number, room number and where in the room the item should be placed.
 - **If the item is equipment and the initial cost of the equipment was \$5,000 or more please also include the equipment tag number.**
 - An account number to charge
- **For non-emergency maintenance** requests please email Joy Paulding with a detailed description of the issue, location including building, floor and room number, and account to charge. She will submit your request to Facilities.
- **For emergency maintenance** (e.g. Floods, Leaks, No Electric Power to Critical Equipment, Hot/Cold Temperatures that would have an immediate impact on animal welfare or critical equipment, Cold Rooms & Fume Hoods in Alarm) Please call 215-898-7208 immediately to report the issue and write down the tracking number you are given. Then email that tracking number along with a detailed description of the incident to Joy Paulding so she can assist with any necessary follow up.
- A list of the Building Administrators for all PSOM buildings can be found [here](#). They are an excellent resource for facilities questions about your particular building.

HIRING UNDERGRADUATE STUDENT EMPLOYEES

Business office contact- [Joy Paulding \(215-898-5669\)](#)

- ❖ Students attending class in the Fall and Spring Semester may only work a total of 20hrs/week between all jobs roles. During the Winter and Spring Breaks when classes are not in session students in class can work up to 40hrs/week.
- ❖ Students may work up to 40hrs/week during the summer session even if they are in classes.
- If the student will be a work study employee the supervisor must create position for them through the [Student Employee Management System \(SEMS\)](#).
- Email [Joy Paulding](#) at least one week before your prospective hire's start date with: the student's name, the student's contact information, whether they will be a work-study or regular students employee, what account number you want their payroll charged and their official start date.
- The supervisor must complete and sign the University approved template offer letter for student employees can be found [here](#) under the sections entitled 'Sample Offer Letters'. For legal reasons you must use a University approved offer letter as your template.
- Joy will then send the student a PDF of the W-4 to complete along with instructions for completing the online TALX I9. International students will also need the documents listed [here](#) under the heading Non-Resident Aliens.
- All new hires are required to complete the online TALX I-9 **BEFORE** their first day at work. This is a Federal regulation. [Acceptable documentation for TALX I9](#).
- After completing the I-9 they must bring their signed offer letter, completed W-4, social security card, valid picture ID, and any other identification/documentation used to complete the I9, **original identification documents only, copies cannot be accepted**, to Joy Paulding in the business office to complete the hiring process.

HIRING TEMPORARY EMPLOYEES

Business office contact- [Joy Paulding \(215-898-5669\)](#)

- ❖ Temporary employees may work up to 40hrs/week but must not exceed 999 hours within a calendar year. If this happens the supervisor/PI will be responsible for paying the employee benefits.

- The supervisor must complete and sign the University approved template offer letter for Temporary employees can be found [here](#) under the sections entitled ‘Sample Offer Letters’. For legal reasons you must use a University approved offer letter as your template.
- Email [Joy Paulding](#) at least one week before your prospective hire’s start date with: the person’s name, contact information, official start date and what account number you want their payroll charged.
- Joy will then send the student a PDF of the W-4 to complete along with instructions for completing the online TALX I9. International applicants will also need the documents listed [here](#) under the heading Non-Resident Aliens.
- All new hires are required to complete the online TALX I-9 **BEFORE** their first day at work. This is a Federal regulation. [Acceptable documentation for TALX I9.](#)
- After completing the I-9 they must bring their signed offer letter, completed W-4, social security card, valid picture ID, and any other identification/documentation used to complete the I9, **original identification documents only, copies cannot be accepted**, to Joy Paulding in the business office to complete the hiring process.

HIRING MINORS, INTERNS OR TRAINEES
Business office contact- [Joy Paulding](#) (215-898-5669)

- You must complete the [MIT Checklist](#) and the other forms stipulated therein. All documents should then be sent to [Oforie Murray](#) in the PSOM HR Satellite Office. Forward HR approval to Joy.
- Those under the age of 18 will also need [working papers](#) from the Philadelphia School District.
- Once MIT approval has been documented proceed with the steps listed under Hiring of Temporary Employees.

PURCHASING EQUIPMENT & SUPPLIES FOR YOUR LAB
Business Office contact - [Joanne Kuloszewski](#) (215-898-5992)

- **You must designate at least one person in your lab to order supplies through Penn’s procurement system** known as the Penn Marketplace. In order to gain access to the system they must [register](#) and take the training course for [Ben Buys Requisitioner](#). For questions and concerns about training or access to Ben Buys/PennMarketplace please contact the department Business Administrator [Lisa Ward](#) (215-573-7972). Once access is granted orders for lab supplies and equipment can be made by the lab’s designated Requisitioner though final approval of all orders rests with Joanne Kuloszewski in the department business office.
[Penn Marketplace Quick Reference Guide](#)

[How-to Request a New Supplier](#)

[Penn Purchasing FAQ](#)

[Penn Purchasing Main Website](#)

[Penn Approved Caterers](#)

- **To order supplies for your initial lab setup while your designated Requisitioner(s) completes their training** send an email to [Joanne Kuloszewski](#) with the following information:
 - Vendor the items should be ordered from. Vendors must come from the Penn Purchasing Department's list of [approved suppliers](#).
 - **A Bid-Waiver from the PI if the chosen approved vendor is a non-contract supplier**
 - Items to be ordered along with the corresponding item/part number and the price for each item.
 - Location that the items should be shipped to
 - An account to charge
- **Equipment purchases that are \$5,000 or over require the following:**
 - Quote from [approved supplier](#)
 - Copy of the quote, location of equipment (building, floor, and room number) must be sent to [Joanne Kuloszewski](#) so that she can enter the item into Penn's equipment management system.
 - **A Bid-Waiver from the PI if the chosen approved vendor is a non-contract supplier**
 - An account to charge

DRY ICE, LIQUID NITROGEN & CORE FACILITIES

Business Office contacts –[Katie Heer](#) (215-898-8022) & [Lisa Ward](#) (215-573-7972).

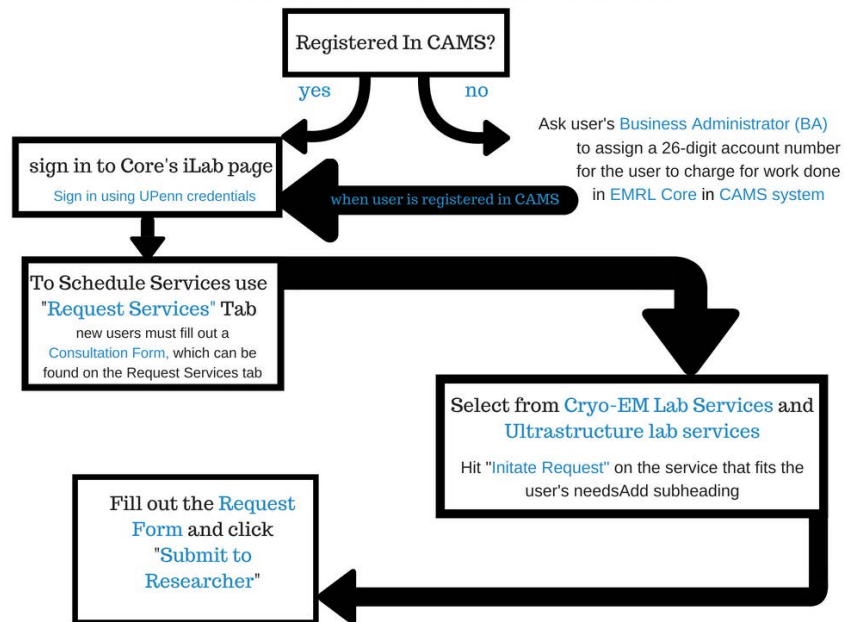
- **Use of Core Facilities**
 - Contact Lisa Ward to settle on account to charge and get set up in CAMS
 - Billing and general questions can be forwarded to Katie Heer
- [Electron Microscopy Resource Laboratory \(EMRL\)](#)

[Research Instrumentation Shop \(RIS\)](#)

[Quantitative Proteomics Core](#)

[Biophysical & Structural Biology Core](#)

iLab internal User Guide



- **To order Dry Ice and/or Liquid Nitrogen** contact Katie Heer to set up account, billing and delivery schedule.