Tradition and Innovation

A new academic year brings a mix of fresh ideas and familiar routines. As we head into fall, you can depend on Human Resources to provide both longstanding and new offerings to encourage and support you throughout the year. The 24th Annual Penn Family Day on October 8 gives staff, faculty, and postdoctoral scholars the chance to experience Penn in unique and fun ways. Be in the know; Penn’s annual wellness campaign, also kicks off in October. This year, check up on your health with a biometric screening and online health assessment, and check out the array of Bonus Actions for new opportunities to improve your health and wellness.

The desire to seek new and better solutions is a driving force of innovation at Penn. This commitment to excellence is also at the center of Penn’s Models of Excellence Awards Program. Nominations are now open for the 2017 awards, and I encourage you to nominate an exceptional individual or team you worked with last year. The nomination deadline is October 21.

Remember, too, that you can rely on Human Resources for support as you seek to develop your career and balance the many aspects of your life. With both the familiar and the new, Human Resources will be here to help you connect, learn, and thrive.

Sincerely,
Jack Heuer, Ed.D., Vice President for Human Resources

Pay Timing in November and December

Dear Penn Faculty and Staff Members:

Prior to the electronic payment of compensation, pay was predominantly made by check and the checks were then manually distributed across campus. To ensure timely check distributions before Thanksgiving and the Special Winter Vacation, a special process was developed to issue checks earlier than the normal schedule. A recent review of this special process indicated that it often required substantial subsequent adjustments because the pay was estimated. This often created confusion for employees.

In our current process, the use of direct deposit and pay cards in lieu of checks has eliminated the risk of untimely payment distribution.

Moving forward, the University will follow the normal payment schedule in the weeks before Thanksgiving and the Special Winter Vacation.

Timing and Awareness

While the actual dates are a minimal change, we understand that any adjustment to the timing of your pay may impact you and your household. Penn is communicating this change now so you can plan in advance. For weekly paid staff, the Thanksgiving giving week and the fourth pay in December both move from Wednesday to Friday. For monthly paid faculty and staff the pay moves to December 30.

Additional Benefits of a Normal Compensation Payment Schedule

You will now receive regular, steady payments based on your actual work, week-to-week or month-to-month, regardless of the season. This payment schedule eliminates the two- or six-week gap in paycheck payments.

Late Fall and Winter Compensation Payment Schedule

This change to the payment schedule is grounded in thorough research and attentive discussions with Business Administrators and others across the University schools and centers.

If you have any questions, please contact the Payroll Help Desk at 215-898-6301 or payroll@change.upenn.edu.

— Jack Heuer, Vice President Human Resources
— MaryFrances McCourt, Vice President Finance and Treasurer
— Anita Allen, Vice Provost

Late Fall and Winter Compensation Payment Schedule

<table>
<thead>
<tr>
<th>Weekly Paid Staff</th>
<th>Monthly Paid Faculty and Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>November</strong></td>
<td><strong>December</strong></td>
</tr>
<tr>
<td>Thanksgiving week payment date: Friday, November 25, 2016, the day after Thanksgiving</td>
<td>Weekly payments throughout the month on Fridays, beginning December 2, and ending December 30, 2016</td>
</tr>
<tr>
<td>Payment date: November 30, 2016</td>
<td>Payment date: December 30, 2016</td>
</tr>
<tr>
<td>The schedule change does not affect payments for this month.</td>
<td>The schedule change does not affect pay for this month.</td>
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<tr>
<td><strong>January</strong></td>
<td></td>
</tr>
<tr>
<td>Weekly payments throughout the month, beginning January 6, 2017</td>
<td></td>
</tr>
<tr>
<td>Payment date: January 31, 2017</td>
<td></td>
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<tr>
<td>The schedule change does not affect pay for this month.</td>
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</table>
2017 Models of Excellence Award Nominations

Penn staff members are known for their exemplary work. Now is your chance to recognize those efforts by nominating your co-workers for Penn’s Models of Excellence awards. Nominations for fiscal year 2017 are open now through October 21, 2016. The new online nomination is available at www.hr.upenn.edu/models.

The Models of Excellence award program celebrates the extraordinary achievements of full- and part-time staff across the University’s schools and centers. Awards are given in three categories: Models of Excellence Award – Recognizes staff member accomplishments that reflect initiative, leadership, increased efficiency, and a deep commitment to service. Model Supervisor Award – Honors supervisors who contribute to Penn’s success. Pillars of Excellence Award – Celebrates the important work that weekly-paid staff members do to promote Penn’s success.

Two lunch-time programs will be held to help you begin putting together a nomination that conveys exceptional performance and award worthiness. Register at www.hr.upenn.edu/modelsbrownbag or models@hr.upenn.edu.

Thursday, September 22 12pm-2pm, 1401 Walnut Street, 5th Floor, HR Conference Room

Thursday, September 29 12:30pm-1:30pm, 3624 Market Street, Suite 1A South, Learning and Education Training Room

All nominees receive a certificate of appreciation for their service. Models of Excellence, Pillars of Excellence, and Model Supervisor winners each receive $500 and a symbolic award. Nominees selected for honorable mention receive $250 and a symbolic award. Awards are presented at the Models of Excellence ceremony on March 28, 2017 at 4:00pm in Irvine Auditorium. (Doors open at 3:30pm; reception to follow.)

Be in the Know

Get on Track to Wellness with Be in the Know 2016-2017

Penn’s Be in the Know wellness campaign, part of Penn Healthy You, makes it easier to bring greater health awareness and more fitness activities into your life. Be in the Know gives faculty and staff the opportunity to improve their wellbeing while earning up to $200.*

This year, Be in the Know kicks off in October 2016 and runs through August 2017. Register today at www.hr.upenn.edu/beintheknow.

Get Started with Core Actions

Participation begins with the Core Actions: A Biometric Screening and Online Health Assessment. Complete both required Core Actions to earn your first 100 points and $100.**

On-Campus Biometric Screenings

The free, confidential screenings provide you with key indicators of your health status, such as blood pressure, cholesterol levels, and blood sugar.

Online Health Assessment

This brief questionnaire gives you a personalized report on your current health and recommendations on how to maintain or improve your health and wellbeing. The online health assessment will be available on Penn’s wellness portal, penn.staywell.com, on a rolling basis beginning in October 2016 for those who have completed their biometric screening.

Earn More with Bonus Actions

Bonus Actions are opportunities to go beyond the biometric screening and online health assessment to improve your health—and earn more cash. They’re available on campus and online at Penn’s wellness portal, penn.staywell.com. Complete Bonus Actions to earn points and an extra $50 or $100 in additional incentives.*** Bonus Actions may be completed and points earned at any time during this year’s Be in the Know campaign. However, cash incentives still will not be awarded until you complete the two Core Actions.

What’s New This Year

More points, More Cash, More Often! Earn up to 200 bonus points for $200! Incentive payments will go out as soon as November 2016 and will be made every other month this campaign year.

Three Tracks to Fit Your Goals

We’ve made things simple this year with three tracks to choose from: Core Track, Easy Choice Track, and Custom Track. So you can just do the basics, choose a package of activities, or totally customize your Be in the Know experience.

Campus Recreation Partnership

This year, you can apply all of your incentive dollars toward a Penn Campus Recreation membership and exciting recreational services.

New Mindfulness Bonus Actions

We’ve built on Penn’s popular mindfulness program options to include new online meditation programs and mindfulness workshops.

Physical Activity Credit

Earn Bonus Action points for staying active this year!

Year-Round Campaign

On-campus biometric screenings will be offered each semester, letting you join the Be in the Know campaign any time during the year.

Check the Be in the Know webpage at www.hr.upenn.edu/beintheknow for key dates and more information.

*All cash incentives are less applicable payroll taxes. Incentives will be included in November 2016, January 2017, March 2017, May 2017, July 2017, and September 2017 paychecks, or in Campus Recreation accounts. Payment times depend upon when you complete the Core Actions and qualifying Bonus Actions.

** Your privacy is strictly protected. Penn will never know your questionnaire answers, what your screening results were, or your personal health goals.

*** Your privacy is strictly protected. Penn will never know your questionnaire answers, what your screening results were, or your personal health goals.

MY HEALTH AND WELLBEING

Wellness Program Highlights

From expert nutrition and weight loss advice to disease prevention strategies, we can help you embrace a healthy lifestyle. For a complete list of workshops and to register, visit www.hr.upenn.edu/myhr/registration or contact Human Resources at 215-573-2471 or qowl@hr.upenn.edu.

Sugar Detox: 10/6; 12:30pm-1:30pm; free

Sugar has gotten bad rap in the media recently. Learn why from a Family Food Registered Dietician, who will help you identify hidden forms of sugar, reduce the amount of added sugars you consume, and understand which sugars to avoid.

Quality of Work Life Workshop Highlights

These four workshops offer information and support for your personal and professional life challenges. For a complete list of workshops and to register, visit www.hr.upenn.edu/myhr/registration or contact Human Resources at 215-573-2471 or qowl@hr.upenn.edu.

It Costs How Much? What to Expect When Paying for Senior Care; 10/18; 12:30pm-1:30pm; free

Sooner or later, everyone who cares for an elderly family member faces the issue of cost. This webinar will review the costs of care options and explain how payers such as Medicare, Medicaid, veteran’s benefits, and longterm care insurance work. With this information, you’ll be better equipped to make decisions for you and for your family.

Professional & Personal Development Program Highlights

Improve your skills and get ahead in your career by taking advantage of the many development opportunities provided by Human Resources. See a complete list of programs and registration information at knowledgelink.upenn.edu or contacting Learning and Education at 215-898-3400.

Introduction to Finance for Non-Financial Managers; 10/21; 1pm-4pm; $75

Understand the basics of budgets and financial reports so you can hold relevant discussions and render decisions based on financial data. You’ll learn about key terms, financial statements, budgets, forecasting, and more.

HR CALENDAR

Programs and Events

Visit www.hr.upenn.edu/events for details.

September

23 Health and Wellness Walk

28 Cross Cultural Communication

Thinking About Retirement

Conflict Resolution

29 How toNominate a Staff Member for Team for a Models of Excellence Award

30 Guided Meditation

October

5 Engagement Starts with You

6 Sugar Detox

7 AMAs Lean Process Management

11 Guided Meditation

12 Gentle Yoga

17 Mindfulness Monday

18 It Costs How Much? What to Expect When Paying for Senior Care

19 Penn Certificate Program in Administrative Excellence

22 Mastering Change

21 Intro to Finance for Non-financial Managers

922-3400.

www.hr.upenn.edu/myhr/registration or contact Human Resources at 215-573-2471 or qowl@hr.upenn.edu.

Visit WWW.HR.UPENN.EDU/NEWSLETTERS/PENN@WORK or Follow us on Twitter @CAREERSATPENN