

MANAGEMENT

FACULTY HANDBOOK

**Management Department
Wharton School
University of Pennsylvania
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Philadelphia, PA 19104-6370**

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Website: www.management.wharton.upenn.edu

Introduction and Contents

This handbook has been designed to assist the faculty in the Management Department in getting things done. It will help faculty determine what services the staff provides and what items the Department furnishes, how and from whom to get them. This handbook also outlines specific procedures that affect faculty on a continuing basis (e.g., accounts payable, course activities, etc.). The handbook's function is to provide a quick reference to most of the commonly asked questions; however, it is not designed as an end-all, catch-all. There are exceptions to every rule. The most important contribution of this handbook is to give faculty a basic understanding of our bureaucracy and who to talk to about it. Procedures that are effective are procedures that change. Therefore, over time many of these procedures will be updated. Feedback is vital. Consulting with the Department's Manager, Linda Pierson, is always the first and most constructive step when comments and concerns come up. Please keep this handbook within reach whenever a question arises, and let Linda know if a question is not answered here.

The handbook is set up in the following manner:

- A listing of Department staff and contact information:
 - Contact Information
 - Staff Organization Chart
 - Staff Directory
 - Index of Staff Services

- A listing of Department procedures according to the following areas:
 - General Operations
 - New Grant Submission Process
 - Course Scheduling & Teaching Policies / Guidelines
 - Higher Level Approval
 - DARTS: General Guidelines
 - DARTS: Purchases and Non-Travel Reimbursement Policies
 - Reimbursements: Request for Payment Policy
 - Travel & Entertainment Reimbursement Policy
 - Wharton Student-Faculty Meals Program
 - Hiring Students, TA's, RA's, Graders
 - Space Policy
 - Visiting Doctoral Students

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Contact Information

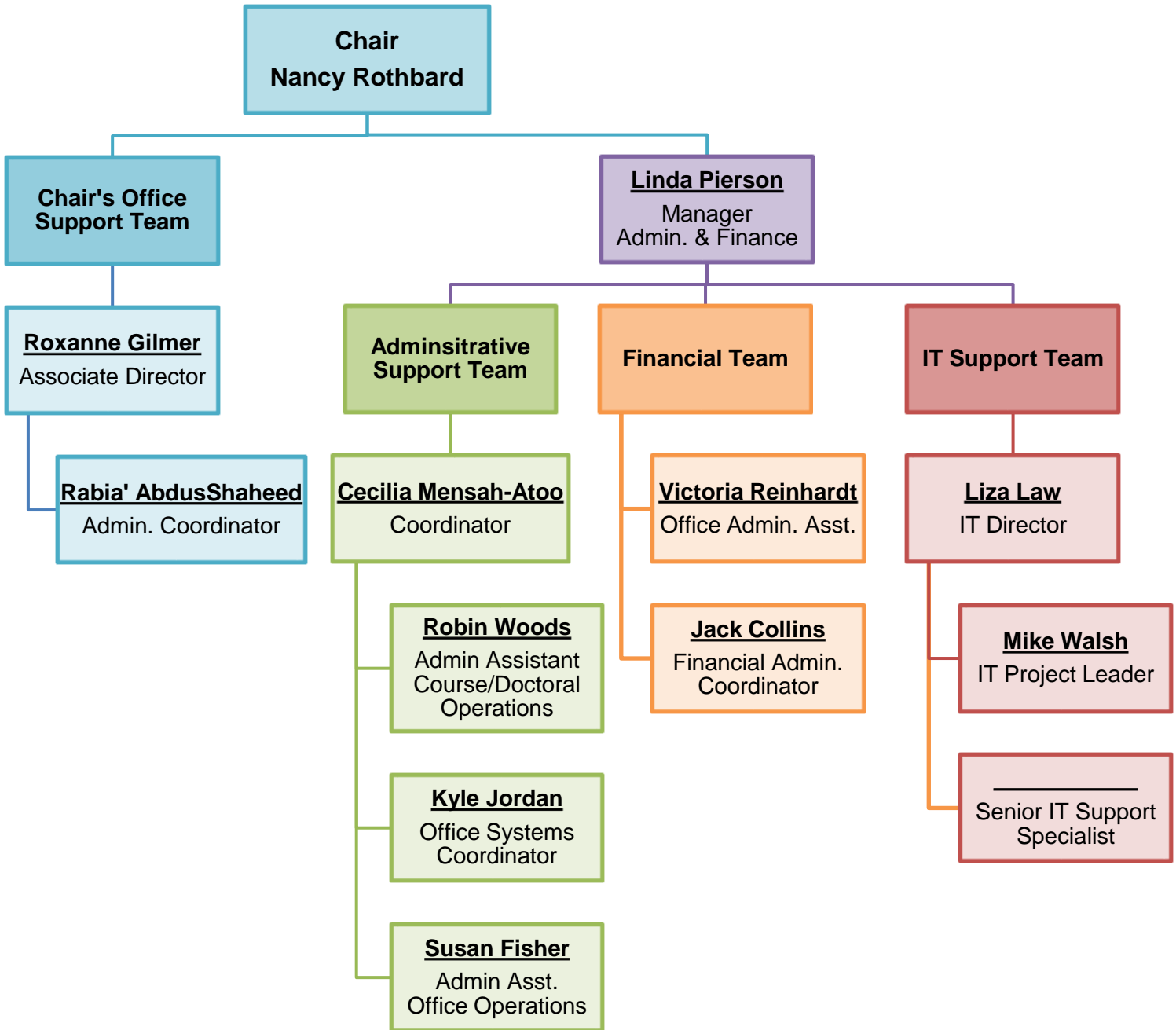
Emails

Administrative Helpdesk	MGMT-Support@wharton.upenn.edu
Course Requests	MGMT-course-helpdesk@wharton.upenn.edu MGMT-courseinfo@wharton.upenn.edu
Front Desk	MGMT-frontdesk@wharton.upenn.edu
Management Conference Room	MGMT-ConferenceRooms@wharton.upenn.edu
IT Help Desk	MGMT-helpdesk@wharton.upenn.edu
Grader Requests	MGMT-grades@wharton.upenn.edu
Payroll Requests / Student Time Approvals	MGMT-payroll@wharton.upenn.edu
Management Travel	MGMT-travel@wharton.upenn.edu

Important Telephone Numbers

University Public Safety	511 (on-campus telephone)
University Public Safety	(215) 573-3333 (off-campus telephone)
Division of Public Safety Main Number	(215) 898-7297
School Closings / Weather Emergencies	(215) 898-MELT (6358)
Penn Shuttle	(215) 898-RIDE (7433)
Penn Escort Service	(215) 898-WALK (9255)
Division of Public Safety Special Services	(215) 898-4481

Management Department Staff Organizational Chart



Staff Directory

RABI'A ABDUSSHAHEED

*Administrative Coordinator to
the Chair*

abdusshr@wharton.upenn.edu

(215) 898-7724
3210 SH-DH

JACK COLLINS

*Financial Administrative
Coordinator*

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2102 SH-DH

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*Administrative Assistant
Office Operations*

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Associate Director

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KYLE JORDAN

Office Systems Coordinator

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2043 SH-DH

LIZA LAW

IT Project Leader

lizal@wharton.upenn.edu

(215) 573-0241
2009 SH-DH

CECILIA MENSAH-ATOO

*Coordinator
Office Operations*

atoo@wharton.upenn.edu

(215) 898-5449
2047 SH-DH

LINDA PIERSON

*Manager, Administration, &
Finance*

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(215) 898-1071
2104 SH-DH

VICTORIA REINHARDT

*Office Administrative
Assistant*

reinharv@wharton.upenn.edu

(215) 746-8635
2101 SH-DH

MIKE WALSH

Senior Systems Administrator

mikew@wharton.upenn.edu

(215) 573-4124
2011 SH-DH

ROBIN WOODS

*Administrative Coordinator
Course/Doctoral Operations*

woods@wharton.upenn.edu

(215) 898-7971
2045 SH-DH

DARTS: Purchases and Non-Travel Reimbursements

All purchases and reimbursements will be deducted from your DARTS account, unless you specifically ask for the amount to be taken out of another fund.

Purchase request should be made through Victoria Reinhardt as the University is eliminating reimbursements to individuals. Individual purchases will be reimbursed, but original receipts and business purposes must be provided - **you will not be reimbursed for tax.**

Any equipment (i.e. computers, printers, cell phones, calculators, etc.) purchased through the University regardless of funding source is University property.

Academic Book Purchases

To order a book, you can submit the website address (and/or order form) to Victoria Reinhardt. Please include a detailed business purpose in the email.

Business Cards, Department Letterhead, Personalized Notepads

Any item bearing the Wharton logo and used for official purposes must be approved. Standards of appearance are strictly followed.

Victoria Reinhardt places all orders for business cards and personalized note pads. Samples may be viewed before ordering, and proofs must be signed off before final printing. The department will supply the first order of business cards and personalized notepads to new standing faculty (associated or temporary faculty are not authorized for business cards). More supplies can be purchased using DARTS. Individualized letterhead is not supported by the Department.

Computer Equipment, Software, and Supplies

New faculty receive their initial system and software from the department. All other purchases are charged to your DARTS. The University must be the purchasing agent. Personal funds will not be reimbursed. Any equipment purchased (i.e. computers, printers, cell phones, calculators, etc.) through the University, regardless of funding source, is University property. This property cannot be retained by you if you leave the University.

Mail and UPS

Mail and UPS expenses will be charged to your account. DARTS accounts are not charged for any first class mail, including bulk mailings. University postal services cannot be used for personal mailings (i.e., holiday cards).

Memberships, Conference Fees, Subscriptions, Journal Submissions

These expenses are paid directly by the department and charged to your DARTS – simply provide enrollment/subscription forms to Victoria Reinhardt.

Submission fees are processed through Accounts Payable. The check will be included with the manuscript and forwarded by that office. Or, you may pay the fee with a personal check. A copy of the canceled check (front and back) is required for reimbursement.

Private, personal club memberships (including the Penn Club) will not be reimbursed through the University.

Photocopying

All photocopying charges, whether done in Reprographics or on the departmental copiers, will be charged to your DARTS. The Department charges a per-copy fee. The actual amount for any work done by Reprographics will be charged; Reprographics charges are higher than the department's.

Note: It is illegal to copy books in their entirety. Consequently, neither department staff nor Reprographics will copy entire books. Please purchase all books.

Requisition Forms

Bookstore and Computer Connection purchases should be made on requisition forms for tax purposes. Please email Victoria Reinhardt to request a requisition; detail the business purchase and the requisition will be issued. Purchases made with requisitions receive a 10% discount. To use the form you will need to present a valid Penn ID at the time of purchase. Return the gold copy to Victoria Reinhardt within 1 day of receiving the requisition form. Requisitions may not be used for personal purchases.

Special or Custom Office Equipment or Furniture

The department supplies a desk, credenza, a desk chair, two visitor chairs, 3 two-drawer file cabinets, and 20 book shelves and one desk lamp. All other equipment or furniture requested will be charged to your DARTS. The purchase of furniture for a home office is not an allowable expense.

Supplies

To order supplies that are not provided in the supply closet contact Victoria Reinhardt.

Telephone Bills

This amount is deducted from DARTS.

Policy on IT & Telecommunications Reimbursements for Faculty

Computing Equipment: Laptops, Desktops, iPads, Printers

As with any reimbursement request, for each new device, please state the business purpose. Most of this equipment is expected to have at least a 2-year useful life. If you need to purchase say a 2nd laptop within a 2-year window, you need to provide the University with a detailed note indicating how the desired product provides valuable functionality for teaching or research beyond what your existing products/technologies provide.

Please note, all of these devices are considered to be property owned by the University.

Cellular Devices: Cell Phones, iPhone, Blackberries

You are allowed to get reimbursed for one device. The University's preferred way is that you purchase your cellular devices through the University (in our case through Victoria). As above, these devices are expected to have at least a 2-year useful life. If you need to purchase say a new device within a 2-year window, you need to provide the University with a detailed note indicating how the desired product provides valuable functionality for teaching or research beyond what your existing products/technologies provide.

Please note that all equipment/devices purchased through the University or reimbursed by the University are considered University property and must be either returned to the University or bought out upon departure from University employment.

Payment of Monthly Usage Charges

The following are charges that you can get reimbursed for, if they are accrued for business related purposes:

- One internet connection at home.
- Data plans for iPads.
- Mobile internet access fees for laptops
- The monthly usage charges for one phone, e.g., a Blackberry, or an iPhone, or a regular cell phone (both data plans and call charges). The University's preferred way is that you purchase your cellular device through the university (in our case through Victoria). That way the monthly usage charges will be directly billed to your account, and you do not need to file reimbursement requests every month. Alternatively, you can submit your cellular device bill every month. When you do so, please note the percentage of usage that was conducted for business related purposes. For instance, you might indicate that 75% (or 50% or 100%) was for business related purposes. Please note, if you have a telephone bill that contains more than one number, it is your responsibility to highlight the charges on your bill that are connected to the phone that you have designated as your "business phone."

Please note, all of these usage charges will come from your DARTS account.

Reimbursements: Request for Payment

Payments to Individuals

The University wants to stop the reimbursements to individuals. However if there is a need to pay an individual, the University requires that an original invoice, a business purpose for the purchase, and the receipt given within 10 days of service. To avoid having to be reimbursed all orders or request should be sent to Victoria Reinhardt. Here are a few things necessary for processing a payment to an individual:

- A check is produced for vendors within thirty (30) days from the date of the invoice, provided the invoice is not "on hold" in BEN Financials.
- A W-9 is required for all individuals in order to be added to the vendor database. In addition, a W-9 is required for all individuals at the beginning of each calendar year in order to remain active in the vendor database.
- A C-12 is required for all individuals with the status of Independent Contractor

Travel & Entertainment Reimbursement

Travel to academic conferences and meetings, both domestic and foreign, will be charged to your DARTS – unless specifically requested to be reimbursed from another fund. Please refer to www.travel.upenn.edu for extensive information regarding travel, including personal/business meal expenses while traveling, entertainment expenses and other important details.

Note: First Class travel is prohibited unless traveling abroad for flights seven hours or longer.

Travel Planning Process

- Where possible, utilize one of Penn’s preferred agencies to purchase tickets. You will find them listed on the Travel Portal: www.travel.upenn.edu
- Have your BA’s name and fax number available prior to making a reservation for the airline billing account requires BA approval and accounting information prior to ticketing.
- Non-standard travel arrangements such as first class airfare or deluxe hotel accommodations must be approved on a Reimbursement Justification form by the appropriate level of higher level approver prior to payment.

While Traveling

- Maintain original detailed/itemized receipts for all expenses incurred in excess of \$25.
- Travel Advances are limited in scope and purpose and require an Advance Justification form as to why standard payment methods do not apply.
- Be mindful of University policies related to expense limits, e.g. business meals should not exceed \$35 per person for lunch or \$80 per person for dinner. Exceeding these limits requires a Reimbursement Justification form completed by the traveler and approved at the designated approval level prior to payment.

When Submitting a T&E Reimbursement form for Processing

Timely Submission of Reimbursement forms. Submit reimbursement requests within 10 days of the trip end date to ensure compliance with IRS accountable plan requirements and avoid unfavorable tax consequences. Reimbursements submitted after 6 months will not be reimbursed.

Business Purpose. Document the business purpose of each trip. Business meals should be stated on the front of the Travel form and listed on the C-1A form. Explanations such as “University Business” or “Business Meal” are not sufficient. Provide enough detail on the supporting pages or on the Reimbursement Justification form to ensure that an external reader would understand the business purpose of the expense. Include project/research titles when applicable.

Necessary supporting documentation. Include meeting agendas, conference registration documents, etc. to support the business purpose of trips. Include all original receipts for items of \$25 or more to support the expenses for which reimbursement is requested. Original receipts

must show the nature of the expense, date of purchase, name of merchant, amount of charge, transaction details, form of payment and that payment has been made. Meal receipts must be itemized.

Private information. Be mindful of private information. Use a black marker to conceal credit card numbers, social security numbers, and other private information.

Entertainment and Business Meals. Include on C-1A forms the names and business affiliation of individuals entertained or participating in business meals. Remember, meals with Penn colleagues are generally unallowable. Certain exceptions apply – refer to policy #2361. Circumstances meriting exception to this rule must be clearly documented on the Reimbursement Justification Form (C-5).

Per Diems. If requesting reimbursement for meals on a per diem basis, ensure that this method is used consistently for the entire trip. Note: Domestic per diems have lower first and last day per diem rates. If traveling locally, partial per diems apply unless the person is in travel mode for 12 hours or more.

Spousal Travel. In general, spousal travel is not a reimbursable expense. Specific IRS guidelines apply. IRS regulations require that the presence of these individuals serve a bona fide business purpose (he or she has a significant role in the proceedings or makes an important contribution to the success of an event) and is sufficiently documented (e.g. invitation requesting that the spouse attend or an explanation outlining the bona fide business purpose).

Foreign currency conversions. Provide support for foreign currency conversion calculations. Acceptable support includes credit card statements (be sure to black out personal information and card number) or print-outs of conversions calculated on Oanda.com.

<http://www.oanda.com/converter/classic>

Mileage Reimbursement. Documentation of personal vehicle travel (mileage reimbursement) must include the reason for travel and the number of miles driven. Suggested websites to document mileage: www.google.com/maps and www.mapquest.com. Miles to and from the airport are acceptable. Current mileage reimbursement rates: <http://cms.business-services.upenn.edu/pennttravel/about/faqs-and-helpful-information/51-expense-faqs.html#ExpRpt-9>

Reimbursement Justification Form (C-5). Explain all items not contemplated by the written policies on the Reimbursement Justification (C-5) Form. Examples of items include, but are not limited to:

- Higher class of service than standard on the airlines and Amtrak
- Employee use of sedan/limo service
- Reimbursement submitted 182 days after last day of travel
- Unnecessary fees (Amex card late fees, hotel no-show fees, lost ticket fees, etc.)
- Missing/incomplete supporting documentation and/or lack of original receipts
- Any expenses that require an explanation and warrant further review
- Exceeding meal thresholds

- a. Local meals with Penn colleagues
- b. Failure to use Amex card for travel-related expenses (encouraged as “Best Practice”)

Signature. Your signature on the form certifies that the expenditures listed on the form were incurred while on official university business, comply with all applicable policies, are accurate and that you are not requesting reimbursement from any other source.

Direct Deposit. Best Practice is to sign up for direct deposit through Payroll. With direct deposit, travel reimbursements will be processed directly into your bank account and information can be obtained by clicking on “My Reimbursements” from the U@Penn website

Higher Level Approval

Wharton’s Policy for the new higher level approver on Travel & Entertainment reimbursements thresholds are as follows:

- Faculty: \$500 and above needs higher level approval
- Staff: All T & E reimbursements need higher level approval
- PhDs: All T & E reimbursements need higher level approval (PhD Coordinator is acceptable as higher level approver)
- Recruiting: \$500 and above needs higher level approval
- Seminar Speakers: \$500 and above needs higher level approval
- Guest Lecturers: \$500 and above needs higher level approval

Travelers **WILL** Be Reimbursed for the Following Miscellaneous Expenses Incurred While On University Business

- | | |
|---|---|
| <ul style="list-style-type: none"> • business office expenses (faxes, copying, services) • business phone calls • conference fees • currency conversion fees • gasoline (only if using a rental car or a Penn-owned vehicle) • ground transportation (taxi, bus, airport vans, etc.) • immunization costs if associated with an upcoming Penn authorized international business trip | <ul style="list-style-type: none"> • internet access fees • laundry/dry cleaning/suit pressing on trips exceeding five days • local mileage to and from the airport • parking and tolls • reasonable number of personal telephone calls home • reasonable tips • reasonable fees related to the issuance of visas and passports for Penn authorized international business trips |
|---|---|

Travelers **WILL NOT** Be Reimbursed for the Following Miscellaneous Expenses

- airline club membership dues
- air phone usage
- alcoholic beverages if purchased in a non-business capacity
- annual fees for personal credit cards
- auto repairs
- baby-sitting/day care
- barbers and hair salons
- personal cell phone monthly fees
- clothing or toiletry items
- corporate card delinquency fees or finance charges
- club memberships for business, pleasure or recreation expenses related to vacation or personal days taken before, during, or after a business trip unless they resulted in the reduction of the total cost of the trip.
- golf fees/ski lift tickets, etc.
- health club or exercise room fees
- items confiscated by airport security
- frequent flyer upgrades
- spa charges
- laundry charges (unless trip is 5 days or longer)
- limousine/sedan services (see Policy 2360 for exceptions)
- loss or theft of airline tickets
- loss or theft of personal funds or property
- medical expenses while traveling
- mini-bar alcoholic refreshments
- movies (in-flight or in-room movies)
- "no show" charges for hotel or car services (see Policy 2358 for exceptions)
- optional travel or baggage insurance
- parking tickets or traffic violations
- personal entertainment i.e. sporting events, theatre, etc.
- personal telephone calls in excess of reasonable calls home
- personal reading materials i.e. magazines, newspapers
- pet care fees
- rental car options such as LDW, PAI and liability
- rental car upgrades to premium or luxury class
- repairs to personal vehicles
- saunas, massages
- shoe shines
- souvenirs or personal gifts
- tuxedo/evening gown rentals

Wharton Student-Faculty Meals Program Reimbursement

Eligible Instructors

- The program is open to all members of the standing faculty and to adjunct/visiting/lecturer faculty who are instructors of the students.

Eligible Students

- Eligible students are Undergraduate or MBA students enrolled in your class.
- Meals with teaching assistants or guest speakers are not reimbursable under this program.

Requirements & Program Details

- At each gathering with your students for breakfast, lunch, or dinner, you must take out a *minimum of three* and a *maximum of seven* students.
- Gatherings with two or more faculty members are welcome but, for each attending faculty member, there must be at least three and no more than seven students in attendance.
- You will be reimbursed for the cost of your own meal as well as your students' meals, as long as the cost of the meal does not exceed \$25/person for breakfasts and lunches and \$50/person for dinners.
 - Any additional amount up to University maximums (\$35 lunch / \$80 dinner) may be reimbursed by faculty member funds (DARTS).
- You will be reimbursed for meals in restaurants, as well as catering/expenses for meals offered to students in your own home. (Catering services require a university purchase order.)
- Standard university policies apply regarding alcohol. (In general, this means that alcohol can only be reimbursed for dinner gatherings at which no undergraduates are present.)

How to Get Reimbursed

- Submit original itemized receipts to Victoria Reinhardt as you do with other travel and entertainment expenses.
- Please note whether the student is an Undergraduate or MBA. Reimbursements will be returned if this information is not provided.

Additional Notes

- This program may be modified at any time based on budget, demand, or unanticipated issues

ADP Aline Visa[®] Debit Card

All pay and reimbursements are made via Direct Deposit or the ADP Aline Visa[®] Debit Card. Please read on for some important reminders about the new process.

Who Receives an ADP Aline Card?

Faculty, staff and students receive ADP Aline Cards if they:

- didn't enroll in Direct Deposit
- don't have an approved Direct Deposit account on record, or
- change or cancel their Direct Deposit.

The card, along with detailed instructions, will be sent to the individual's home address.

New Hires and Re-Hires

It's important for new hires and re-hires to understand that they won't be receiving paper checks. Please be sure to explain the pay and reimbursement process to any new hires or re-hires in your area. The sample offer letters on the [Human Resources website](#) have been updated to include information about the ADP Aline Cards. Please discard any old versions you have and begin using the new versions immediately.

Choosing Direct Deposit

Faculty, staff and students can choose Direct Deposit at any time. Please direct them to the [U@Penn portal](#) (see the Payroll and Tax section) to enroll. Note: They must have an email address in the University of Pennsylvania online directory prior to enrolling in direct deposit. Email addresses can be updated in the [online directory](#) by clicking on "Update directory listings".

Changing or Cancelling Direct Deposit

If faculty, staff or students change or cancel their Direct Deposit, they'll receive ADP Aline Cards. When they change their Direct Deposit banking information, they'll be paid via ADP Aline Card until their new Direct Deposit accounts become active.

Questions?

For more information on these payroll options, visit Payroll's website at www.finance.upenn.edu/comptroller/payroll/receiving_your_pay.shtml. If you have any questions or concerns, please contact Payroll at payroll@exchange.upenn.edu or 215-898-6301.

Hiring Graders, RA's, TA's, Work-Study Students, Student-Workers, Temp Extras

Prior to work start date all employees must meet with Jack Collins, the Department Payroll Coordinator.

Graders, Research/Teaching Assistants

Graders [[Robin Woods](#), Administrator]:

- Graders are funded by the department and paid during the semester to **graduate students**
- Grader eligibility is based on the Grader Eligibility Table below
- Twice a semester based on the following schedule, Robin will inform faculty of their grader eligibility (i.e., after add period for 1st & 2nd quarter mini-courses and full semester courses, and after second week of classes for 3rd & 4th quarter mini-courses)
- Once a hire has been selected, please e-mail the new hire's information: **Official first and last name, local address, and email** to MGMT-Grades@wharton.upenn.edu

Please note: The University prefers that we hire graduate students as graders or those with a post graduate degree. However, if you choose to hire undergraduate students, please be aware of the following:

- Undergraduates can only perform clerical/administrative duties
- Undergraduates cannot grade essays
- Undergraduates are paid an **hourly rate only**,
- Undergraduates must complete a weekly time sheet, signed by Faculty.

Jack Collins, the payroll coordinator will assist you in preparing the hiring paperwork.

Grader Eligibility Table:

Full Semester Course	30 students or more	\$30 per student
Mini Course	30 students or more	\$20 per student

NOTE: If enrollment falls below the Grader Eligibility Table above the following applies: Faculty are required to get Chair's office authorization prior to hiring a Grader. This authorization will not be provided for courses that do not have a reasonable expectation (with prior enrollments anchoring such expectations) of drawing 30 or more students. If enrollment in excess of 30 students was anticipated but the actual enrollment falls short of

this threshold, the instructor will contribute to the Grader support from their DARTS, the difference, between 30 and the actual number of students enrolled in the course. For example, if you hire a Grader and only have 25 students, you will pay $\$30 \times 5 = \150 from your DARTs account and the department will pay \$750.

As a result of this policy, Graders are guaranteed a minimum of \$900 for a semester course and \$600 for a quarter course, with support increasing on a per student basis above the 30 student threshold.

Research/Teaching Assistants (Graduate Students) [Jack Collins, Payroll Coordinator]:

- Funded by faculty DARTS and other accounts
- Supports research and teaching activities
- Monthly pay by written request
- Under faculty supervision

Penn/Federal Work-Study Program

Work Study Students:

- Funded by the Federal Work Study Program and a percentage from your DARTS
- No limit to the number of students a faculty member can hire
- **Not permitted to work more than 5 consecutive hours** without taking a mandatory half-hour break as highlighted in the Student Employment Handbook
- When classes are in session, students (full-time and part-time) are not permitted to work more than a **total of 20 hours per week**
- When classes are officially not in session, students (full-time and part-time) are not permitted to work more than a **total of 40 hours per week**
- Under faculty supervision
- Must complete a [weekly time sheet](#), signed by the student and faculty member

Given that the work study program is federally funded, this funding covers a significant level of support.

To create a work study position, use the [Student Employment Office website](#). In the lower right-hand corner click Login to SEMS. On the next screen “click here to create an account.” Then click Penn-Affiliated Employer. This will take you to the Account Registration screen where you will complete your profile. Once the profile is complete, you will automatically enter the homepage of your SEMS account. To create a job, click Jobs in the menu. On the next screen select the Period (academic year or summer), and then click Create New Job.

Hires external to the University – Temp Extras:

Temp extras must be approved by Wharton HR **prior** to hiring. To begin the Hiring process, please complete and present to Jack Collins the following documents:

- A written job description
- Copy of applicants Resume
- Completed Job Application
- Offer Letter (**please do not present it to the applicant until HR approves the hire**)
- You may suggest an hourly rate of pay, however pay rate is contingent upon approval of Wharton HR
- No offer can be made until approval is received from Wharton HR

Student Workers [Jack Collins, Payroll Coordinator]:

- Funded by faculty DARTS and other accounts
- Under faculty supervision
- Must complete a weekly time sheet, signed by student and faculty
- Paid weekly from hours submitted by student on time sheets available at the Front Desk or [here](#)
- **Not permitted to work more than 5 consecutive hours** without taking a mandatory half-hour break as highlighted in the [Student Employment Handbook](#)
- Not permitted to work on [Holidays](#). A student cannot be paid for lunch, holidays, sick time, and other time off, or for receiving instruction in the classroom, laboratory, or other academic setting
- **Please reinforce with your student(s) that they cannot work for you on holidays**

Note: Temp extras and student workers are paid for hours worked and therefore this type of position does not guarantee that the individual will receive the full grader allotment.

Important Items to Remember

Please see Jack Collins, Payroll Coordinator, to complete the Hiring Process

All Students and new employees that are not already in the University payroll system (UMIS) must first complete the required payroll forms and be approved for hire before they can begin working for you. They must present original documentation that proves identity and authorization to work in the United States.

They must:

- Complete [Online I-9](#) (Employment Eligibility Verification)
- Present valid forms of ID (ex. Passport/Driver's License/ID Card and Social Security Card or receipt of application for Social Security card)
- Submit completed [W-4](#) (Employee's Withholding Allowance Certificate) [Employee Information form](#), [Voluntary Self ID](#) and [FNIF](#) for foreign workers

STUDENTS:

- **ARE NOT permitted to work more than 5 consecutive hours without taking a mandatory half-hour break** as highlighted in the [Student Employment Handbook](#)
- **ARE NOT permitted to work** on [University Holidays](#). A student **cannot** be paid for lunch, holidays, sick time, and other time off, or for receiving instruction in the classroom, laboratory, or other academic setting. *Please reinforce with your student that they cannot work on holidays*
- **ARE NOT** permitted to work more than a **total of 20 hours per week** (full-time and part-time) when classes are in session,
- **ARE Not** permitted to work more than a **total of 40 hours per week**, (full-time and part-time) when classes are officially not in session
- **ARE NOT** permitted to work for you without completing all hiring documents
- **MUST COMPLETE** a weekly time sheet, signed by the student and faculty member

Space Policy

Duration

- Faculty must retain their current office (unless they present to the Chair substantial or convincing reasons to move).

Faculty Assignments

- Offices with outside windows:
 - Tenured faculty will have priority to these offices.
 - Two offices will continually be reserved in anticipation of new tenured faculty appointments (and/or distinguished visitors).
- Every effort will be made to assign newly hired faculty to offices in close proximity to other faculty.
- Faculty will not be allocated offices based on their group affiliation.
- Every effort will be made to reserve six offices for visitors (this includes the two offices with outside windows mentioned above). These offices will be determined periodically, will be revolving and be non-exclusive.

“Permanent” Offices

- Emeritus faculty will have a permanent office in 3031 SH-DH
- The Undergraduate Advisor's office will be located in 2013 SH-DH
- The Chair's office is 3207 SH-DH, with adjoining administrative space in offices 3210 and 3212
- Department administrative and IT staff will be located in various locations throughout the second and third floors of SH-DH
 - Administrative Staff: In cubicles 2000/front desk, 2043, 2045, 2046, 2047 and offices 2101, 2102, 2104 and 2108
 - IT staff: 2007, 2009 and 2011 near the HelpDesk, and servers and related computing equipment will be located in the basement of SH-DH.

PhD Assignments

- A total of 25 cubicles will be available for Ph.D. students on the second and third floors of SH-DH. Students in years 1-5 will be assigned an individual cubicle. 1st and 2nd year students will be located on 2nd floor for purposes of community building among students in heavy coursework. After all students in years 1-5 are assigned, 6th year students remaining in the program will be assigned an individual cubicle, if available, by lottery or shared space, currently 3033 SH-DH.

Filing Cabinets

- Filing cabinets are not permitted in primary access hallways nor areas designated for public use (e.g., reception areas, lounges, conference rooms). One hallway in 2200 suite will be fitted with a limited number of secure filing cabinets that will be available for general faculty use. In order to maintain a professional environment, nothing should ever be placed on top of a filing cabinet.

Office space assignments bound by the policies stated above are conducted prior to the commencement of each academic semester in collaboration with the Management Department Chair's Office and both department and school administrative staff responsible for overseeing the appropriate use of space in the department.

Visiting Doctoral Student Policy

The Management Department hosts up to three visiting doctoral students at any given time. Due to the large volume of requests for these positions, we only consider requests made by the department faculty member who is interested in sponsoring the visitor. Serious consideration will only be given to requests where the sponsor has an active collaboration with the visiting student.

Fees

All fees must be paid by the visitor's home institution, including tuition or part-time dissertation fees as well as health insurance if the visitor cannot provide proof of health insurance. Please note that payment of tuition entitles the visitor to register for classes, while payment of part-time dissertation fees does not. While some faculty may permit students to sit in on classes unofficially, visitors who choose to pay only the part-time dissertation fees should understand that faculty have no obligation to allow visitors in their classes; it is an individual decision on which our faculty approaches vary.

Visitor Penn Card and Computing Accounts

The department administrator directs the visitor for obtaining Penn Card and computing accounts. Together these provide access to libraries and computing resources. However, the department cannot guarantee space or computers to visiting students.

Faculty Sponsor's Responsibility

The faculty sponsor is responsible for arranging to greet the visitor and socialize the visitor. This is not the responsibility of the department administrator or the doctoral coordinator. The faculty sponsor is also responsible for directing the visitor's research. Visitors should recognize that other faculty beyond the sponsor choose to provide support only at their own discretion.

Sponsorship Requests

Requests by faculty sponsors must be made four months in advance of the anticipated start date of the visit. They must include:

- A cover letter from the candidate, including a description of the research, the requested visit dates, and the curriculum vitae.
- A cover letter from the sponsor, indicating that he/she is available to supervise the visitor during the requested dates, and a description of the past and expected collaboration with the visitor.
- Verification from candidate certifying the source that will cover his/her fees.
- Proof of health insurance (or verification that a health insurance fee will also be covered by the candidate's funding source).
- Verification from the candidate's home institution of the candidate's standing as a Ph.D. student and the level the student has reached in the Ph.D. program.
- Certification of English Language
- For additional information, please go to the visiting doctoral students' website <http://global.upenn.edu/iss>.

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