Welcome to SAS
Dear New Staff Member,

Welcome to the School of Arts and Sciences at the University of Pennsylvania! We are thrilled to have you as part of our team. Our ability to carry out the SAS mission of research and teaching is made possible by the dedication of every member of the School. We hope that our commitment to the advancement of knowledge will inspire you in your own work here, as you are now an important member of this multi-talented, creative, and open community. We want you to succeed in your every endeavor while at SAS, and your journey begins here.

This packet is your guide to your new life in the School. In it, you will find a roadmap of your first few months as a staff member, with supplemental information to help you along the way. You will also find “The Art and Science of Working at SAS,” a reference guide including an extensive list of benefits, a “Guide to Information Security and Privacy,” and a few key SAS and Penn publications. All of this information will paint a clearer picture of the School as you grow your network of colleagues, experience the SAS culture, and gain knowledge and skills in your role. We thank you for choosing SAS and invite you to reach out if you need any assistance as you transition into your new role.

Best regards,
Steven J. Fluharty
Dean of the School of Arts and Sciences
Thomas S. Gates, Jr. Professor of Psychology, Pharmacology, and Neuroscience
University of Pennsylvania
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Welcome to your new role at Penn’s School of Arts & Sciences. Our onboarding program is designed to ensure the Introductory Period sets the foundation for your long-term success at SAS. The focus of planned activities is on building role-based capabilities, acclimating you to life at SAS and building your professional network.

### Onboarding Roadmap

<table>
<thead>
<tr>
<th>Pre-Day 1</th>
<th>Day 1</th>
<th>Week 1</th>
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</thead>
<tbody>
<tr>
<td>• Department welcome letter</td>
<td>• Welcome packet</td>
<td>• Buddy meeting</td>
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<tr>
<td>• Arrival announcement</td>
<td>• Department tour</td>
<td>• Key staff member meetings</td>
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<tr>
<td>• Administrative setup</td>
<td>• Personnel setup</td>
<td>• Daily check-ins</td>
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<td></td>
<td>• Lunch</td>
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<td></td>
<td>• Performance expectations conversation</td>
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<td></td>
<td>• Meaningful work assignment</td>
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</tbody>
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Introductory Period

- Attend SAS orientation
- Attend Penn orientation
- Walking tour
- Bi-weekly check-ins
- Role and process trainings
- Introductory Period performance evaluation
- Performance plan for upcoming year

Outcomes

- Broad understanding of SAS mission and culture
- Clear understanding of role and responsibilities
- Role-specific content knowledge and skills
- Shared understanding of performance expectations with your Supervisor
- Acclimation to life in your department / center
- Professional network at SAS
The Buddy Program was established to provide new employees with an additional relationship through which s/he can learn more about SAS as well as extend their network beyond the scope of their department. You meet with your buddy within the first week at SAS, but are encouraged to keep in contact with them over the next four months. Of course, you can keep meeting with them as long as you would like.

The buddy’s responsibilities include:

- Informal Lunch
- Meet & Greet
- SAS Q&A
- Confidential & Friendly Support
Before you arrived, your supervisor may have already arranged to connect you with a buddy. If so, your supervisor or buddy will contact you (or may have already contacted you) to schedule your first meeting with your buddy.

If your supervisor has not arranged for a buddy and you are interested, let your supervisor know, and he/she will contact Brian Clark (briclark@sas.upenn.edu) to find a buddy for you.

Resources

Buddy Program:
http://www.sas.upenn.edu/sashr/sas-hr-programs/new-hire-buddy-program
PennCard
The PennCard is your key to numerous employee benefits including free Penn Transit and access to recreational facilities. It also grants you after-hours building access, library service, and much more.

A PennCard is supplied after you have completed an online I-9 form and presented government-issued verification of identity and authorization to work. If, prior to your first day, you were able to visit Penn to present verification, your PennCard should be available now. It is not a problem if you were not able to visit Penn before your starting date. Once you present verification, your PennCard will be available 1-2 days after you have been entered into Payroll.

To receive your PennCard, go to the PennCard Center at the Second Floor of The Penn Bookstore, at 3601 Walnut Street. You will need to bring a government-issued photo ID in order to pick up the PennCard.

PennKey
With your PennCard, you will receive a setup code for your PennKey, an authentication system used for online security of most Penn resources. To register your PennKey, visit http://www.upenn.edu/computing/pennkey/ and follow the link in the center of the page that says “Register a new PennKey”. Keep in mind that when you register your PennKey, you will be creating your password and email address for the remainder of your time at Penn.

Ergonomics
Penn provides ergonomics consultation and chair testing to ensure maximum comfort at one’s desk and reduce the risk of stress-related injuries. If you are interested in ergonomically outfitting your desk, visit http://www.ehrs.upenn.edu/programs/occupat/ergo/.
Public Transportation
There are many free and discounted ways of getting to and around the Penn campus. Some available options are:

1. LUCY (Loop through University City): Available Mondi-Friday, 6:10am – 7pm. Runs between University City and 30th Street station. Free to those with a valid PennCard.
2. Penn Accessible Transit (PAT): Transportation within Penn Transit’s service area for members of the Penn community with disabilities. Operates Monday-Friday, 7am – 6pm.
3. Campus Loop Bus: Operates Monday-Friday, 8am – 6pm, to all transit stops on campus at 20 minute intervals.
4. Penn Shuttles: Transportation to and from campus to West Philadelphia, Center City and Powelton Village within Penn Transit’s service area every day of the week, 6pm – 7am. There are 3 different Penn Shuttle routes: East (E), West (W) and Xtra (X). Shuttles generally operate every 15-20 minutes.

For more information on transportation, visit: http://cms.business-services.upenn.edu/transportation/
Checklist

- **Pick up PennCard** at on the second floor of the Penn Bookstore, 3601 Walnut St.
  More information on page 8.

- **Register your PennKey**
  More information on page 8.

- **Sign up for benefits**
  As a new employee, you'll receive a packet of information regarding your benefits options. You'll have 30 days from the date your benefits become effective to make your elections. Once you register for and receive your PennKey and password, you can enroll in your benefits online at [http://www.pennbenefits.upenn.edu](http://www.pennbenefits.upenn.edu) or contact the Penn Benefits Center at 1-888-PENN-BEN (1-888-736-6236) to make your elections.

- **Complete Penn Profiler survey**
  Within the first few weeks of starting in your position, you will receive an email asking you to complete your Penn Profiler survey in consultation with your supervisor. Follow the given instructions. When the survey is completed, you will be able to view your required training courses on your “Required” screen in Knowledge Link. If you have any questions about Penn Profiler or need assistance, visit [http://www.upenn.edu/computing/admin-elearning/pennprofiler/](http://www.upenn.edu/computing/admin-elearning/pennprofiler/) or email pennprofiler@lists.upenn.edu. Your supervisor will be emailed the list of your required trainings and will be prompted to schedule these trainings. Keep in touch with your supervisor about training dates.

- **Register for New Staff Walking Tour:**
  [https://www.sas.upenn.edu/sashr/events](https://www.sas.upenn.edu/sashr/events)

- **Speak to your supervisor and contact your building administrator for office and building keys**
  Ask your building administrator if there are additional keys and/or passes that you will need in your department or building.
Top Ten Things to Kick Start Your Career at SAS

1. Focus
You’re new here and there’s so much information to take in. You want to make a good impression, but how will you learn all of this so fast? Take a deep breath, slow down, and focus on the now. What do you need to learn and do to complete today’s tasks?

2. Understand the culture
Working somewhere new will always be different. Whether you came from another school at Penn, another job, or this is your first job, you should take time to learn the culture. How do people interact? How does work get done? Answering these questions early on will help you be more effective in your role.

3. Know your department’s/supervisor’s needs
To make the most of your efforts, it’s important to keep them aligned with business needs. Before trying to solve problems or change process, take time to understand the priorities of your department and supervisor.

4. Define your priorities
When you start at SAS, you might be hitting the ground running. You’ve got a lot to do, so be sure to plan ahead. What will help you and your department achieve success?

5. Reach out
Whether it’s for social reasons or to gain insight into your role, building your network of trusted individuals is an investment that will always prove valuable.

6. Be proactive and think broadly
SAS values proactive staff members who can be cross-functional. Take on new challenges outside your role that will help add value to the school, find solutions to operational issues, and prepare the school for tomorrow.

7. Know what success looks like
Meet with your supervisor frequently to discuss your performance and obtain feedback. It’s important to build alignment on your short- and long-term goals and track how you’re doing against those goals to avoid surprises at the end.
8. Ask questions and listen
Embrace the knowledge that can be gained from colleagues at all levels across all functions. Be humble, ask for help, and acknowledge how you can value their experience and opinions. Solicit candid feedback.

9. Get involved
Volunteer, join the Penn Walking Program, or take classes. Take advantage of all Penn and SAS have to offer. There’s no quicker way to make it feel like home than to increase your involvement early on.

10. Believe in yourself
If you don’t, who will? Even if you’re overwhelmed, show up with confidence and trust that it will work out.

# Administrative

**Administrative**
SAS Human Resources/Staff and Labor Relations:
sas-hr@sas.upenn.edu
3600 Market Street, Suite 501
http://www.sas.upenn.edu/sashr

Penn Central Human Resources:
askhr@hr.upenn.edu
(215)898-7281
3401 Walnut Street, Suite 527A
http://www.hr.upenn.edu

**Benefits**
Penn Benefits Center:
1-888-PENN-BEN (1-888-736-6236)
http://www.hr.upenn.edu/benefits

**Other**
U@Penn:
https://medley.iso-seo.upenn.edu/penn_portal

Learning and Education:
http://www.hr.upenn.edu/Learning

PennCard:
http://cms.business-services.upenn.edu/penncard/

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**Patricia Burns (Executive Director of Organizational Strategy):**
burnspat@sas.upenn.edu
215-898-2791
Contact for: general HR assistance

**Dyan Anderson (SAS Staff Relations Specialist):**
dyan@sas.upenn.edu
215-898-8226
Contact for: SAS orientation, staff relations

**Claudia Quinton (Associate Director):**
gurkayna@sas.upenn.edu
215-898-1915
Contact for: general HR assistance

**Brian Clark (HR Coordinator):**
briclark@sas.upenn.edu
215-573-9350
Contact for: recruitment and onboarding issues.
News & Announcements

Publications*
Penn Arts and Sciences (semi-annual SAS magazine):
http://www.sas.upenn.edu/home/news/nwsltr_index.html

SAS Frontiers (research news):
http://www.sas.upenn.edu/home/SASFrontiers

State of the School Report (annual SAS publication):
http://www.sas.upenn.edu/home/news/publications.html

Penn Current (for staff and faculty):
http://www.upenn.edu/pennnews/current/

Almanac (journal of record):
http://www.upenn.edu/almanac/

The Daily Pennsylvanian (student-run paper):
http://thedp.com

*hard copies are distributed to various locations on Penn campus

Newsletters
Penn@Work (appears in Penn Current):
http://www.hr.upenn.edu/Penn_Work/Default.aspx

myHR (news from Penn HR):
http://www.hr.upenn.edu/myHR/default.aspx

Newsfeeds
SAS news:
http://www.sas.upenn.edu/home/news/news.html

Penn news:
http://www.upenn.edu/pennnews/

Computing news:
http://www.upenn.edu/computing/home/news

Social Media
Twitter—@UPennNews:
http://twitter.com/UPennNews

Twitter—@PennSAS:
http://twitter.com/PennSAS

Facebook—University of Pennsylvania School of Arts and Sciences:
http://www.facebook.com/PennSAS

YouTube—School of Arts and Sciences:
http://www.youtube.com/user/UnivPennArtsandSciences

Flickr—University of Pennsylvania:
http://www.flickr.com/photos/universityofpennsylvania
Benefits and Special Programs Overview

Links available on the SAS HR website: https://www.sas.upenn.edu/sashr/

Health & Welfare
- Medical (PPO, POS, HMO)
- Prescription drug plan (Medco)
- Dental (PFP, MetLife PDP)
- Vision
- Pre-tax expense account
- Health Advocate
- Health & welfare for disabled employees

Insurance & Disability
- Life (Basic, supplemental, dependent)
- AD&D
- Group life
- Long-term care
- Short-term disability
- Long-term disability

Retirement
- Tax-deferred retirement plan
- Supplemental retirement annuity plan
- Retirement allowance plan
- Roth 403(b) retirement option
- Default investment funds
- Health & welfare for retirees
- Retirement counseling

PTO & Leave
- Accrued PTO
- Special holiday vacation option
- Holidays
- Accrued sick days
- Family & medical leave
- Worker’s compensation
- Leave with pay
Penn Benefits Center Hotline:
1-888-PENN-BEN (1-888-736-6236)

Learning & Career Assistance
- Tuition assistance
- Onsite programs
- Career coaching
- Mentors@Penn
- Staff career center
- Budget for outside trainings

Family
- Tuition assistance
- Penn’s Work & Family Benefit
- Penn Family Day

Employee Services
- Car discounts
- Cell phone and service plan discounts
- Penn Club of New York
- Credit union membership
- Enhanced Forgivable Loan program
- Closing Cost Reduction program
- Discounted SEPTA
- On & off-campus transit services
- Employee van pools
- PennCash
- PennCard services
- Discounted events and attractions

Quality of Work Life
- Employee Assistance program
- Adoption assistance
- New child benefits
- Wellness workshops
- Maintain, Don’t Gain
- Penn Walking Program
- Models of Excellence Awards
- Penn Family Day
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<tr>
<th>Acronym</th>
<th>Description</th>
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<tr>
<td><strong>A-1</strong></td>
<td>(Code used for) exempt salary staff or monthly paid staff</td>
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<td><strong>A-2</strong></td>
<td>(Code used for) faculty</td>
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<tr>
<td><strong>A-3</strong></td>
<td>(Code used for) non-exempt salaried staff or weekly paid staff</td>
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<tr>
<td><strong>A-4</strong></td>
<td>(Code used for) non-exempt hourly staff</td>
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<td><strong>A-5</strong></td>
<td>(Code used for) temporary workers</td>
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<tr>
<td><strong>AARC</strong></td>
<td>African-American Resources Center</td>
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<td><strong>BA</strong></td>
<td>Business administrator</td>
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<td><strong>BBB</strong></td>
<td>Biological Basis of Behavior (interdisciplinary program in SAS)</td>
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<td><strong>BEN</strong></td>
<td>Business Enterprise Network</td>
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<td><strong>CASI</strong></td>
<td>Center for the Advanced Study of India</td>
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<td><strong>LPS</strong></td>
<td>College of Liberal and Professional Sciences</td>
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<td><strong>CPCW</strong></td>
<td>Center for Programs in Contemporary Writing</td>
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<td><strong>CTL</strong></td>
<td>Center for Teaching and Learning</td>
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<td><strong>CWic</strong></td>
<td>Communication Within the Curriculum</td>
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<td><strong>DRL</strong></td>
<td>David Rittenhouse Labs</td>
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<td><strong>EALC</strong></td>
<td>East Asian Languages and Civilizations</td>
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<tr>
<td><strong>EAP</strong></td>
<td>Employee Assistance Program</td>
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<tr>
<td><strong>EB</strong></td>
<td>Employee benefits or employee benefits pool</td>
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<tr>
<td><strong>EES</strong></td>
<td>Earth and Environmental Science</td>
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<tr>
<td><strong>ELP</strong></td>
<td>English Language Program (in LPS)</td>
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<td><strong>FIAP</strong></td>
<td>Faculty Income Allowance Plan (faculty early allowance plan)</td>
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<tr>
<td><strong>FRES</strong></td>
<td>Facilities and Real Estate Services</td>
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<tr>
<td><strong>FWO</strong></td>
<td>Flexible work options</td>
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<tr>
<td><strong>GAS</strong></td>
<td>Graduate Division Arts &amp; Sciences (a.k.a. Graduate Division)</td>
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<tr>
<td><strong>GSE</strong></td>
<td>Graduate School of Education</td>
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<tr>
<td><strong>HR</strong></td>
<td>Human Resources, Division of</td>
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<tr>
<td><strong>HSS</strong></td>
<td>History and Sociology of Science</td>
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<tr>
<td><strong>HUP</strong></td>
<td>Hospital of the University of Pennsylvania</td>
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<tr>
<td><strong>ICR</strong></td>
<td>Indirect cost recovery</td>
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<tr>
<td><strong>IRQDB</strong></td>
<td>Institutional Research Query Database (Penn’s course, student, and instructor database)</td>
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<tr>
<td><strong>ISC</strong></td>
<td>Information Systems &amp; Computing (Penn’s central computing division)</td>
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<tr>
<td>Abbreviation</td>
<td>Description</td>
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<tr>
<td>ISSS</td>
<td>International Student and Scholar Services</td>
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<tr>
<td>L&amp;E</td>
<td>Learning and Education (training department within HR)</td>
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<tr>
<td>LDC</td>
<td>Linguistic Data Consortium</td>
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<tr>
<td>LSP</td>
<td>Local service provider (IT support dedicated to specific department or office)</td>
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<td>NELC</td>
<td>Near Eastern Languages and Civilizations</td>
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<tr>
<td>NSO</td>
<td>New Staff Orientation (Penn’s staff orientation program)</td>
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<tr>
<td>O&amp;M</td>
<td>Operations and maintenance</td>
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<td>OD</td>
<td>Organizational Dynamics</td>
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<td>OIP</td>
<td>Office of International Programs</td>
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<td>ORS</td>
<td>Office of Research Services</td>
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<td>PBC</td>
<td>Personnel Benefits Committee</td>
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<td>PDP</td>
<td>Professional Development Program (program offered by HR)</td>
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<td>PDST</td>
<td>Position Discontinuation and Staff Transition</td>
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<td>PPE</td>
<td>Philosophy, Politics, and Economics (interdisciplinary program in SAS)</td>
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<td>PPPS</td>
<td>Penn Program for Public Service</td>
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<td>PSC</td>
<td>Provost staff conference</td>
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<td>QOWL</td>
<td>Quality of Work Life Program (program in HR)</td>
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<td>RAP</td>
<td>Retirement Allowance Plan (retirement plan for part-time staff)</td>
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<td>RCM</td>
<td>Responsibility Center Management (method of budgeting used at Penn)</td>
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<td>SALINC</td>
<td>Faculty/staff salary increase program</td>
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<td>SAST</td>
<td>South Asia Studies</td>
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<td>SEAS</td>
<td>School of Engineering Applied Sciences</td>
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<td>SFS</td>
<td>Student Financial Services</td>
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<td>SDM</td>
<td>School of Dental Medicine</td>
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<td>SOM</td>
<td>School of Medicine</td>
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<td>SPD</td>
<td>Summary Plan Description (detailed description of benefits)</td>
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<tr>
<td>SRA</td>
<td>Supplemental Retirement Plan</td>
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<tr>
<td>SRS</td>
<td>Student Records System (Penn’s complete student database)</td>
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<tr>
<td>TDR</td>
<td>Tax-Deferred Retirement Plan</td>
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<tr>
<td>UMIS</td>
<td>University Management Information System</td>
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<tr>
<td>VPUL</td>
<td>Vice Provost for University Life</td>
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Nondiscrimination statement

http://www.upenn.edu/affirm-action/oaanondisstate.html