Finance and Administration

• Human Resources – 4 staff
  • Staff hiring, termination, employee relations, salary increase and performance review support

• Computing - 55 staff
  • Local computing support (desktop/laptop)
  • High performance computing (general purpose cluster)
  • Networking support

• Facilities – 19 staff
  • Management of 25 buildings on and off campus. Interface between University Facilities and building occupants.
  • Design and project management of small and capital projects in SAS. $20,000 paint and carpet jobs to $3+M lab and building renovations

• Fiscal Operations – 46 staff
  • Organized into 10 regional business offices located in various locations around campus
  • Provide payroll, grant support, transaction support, budget and account management and other services for faculty and staff throughout the school.

• Financial Management, Planning and Analysis – 5 staff
  • High level analysis of school financial issues, budget process management, direct interaction with Provost and University budget offices, overall day to day management of financial portfolio of the School.
Security

• Penn is a safe campus in a great city, but there is crime.
  • Most crime is the result of unattended theft
  • Call 215 898 9255(WALK) if you would like a walking security escort on campus 24/7
  • Register for alerts to be set to your cell phone

• Most of SAS’ buildings are either locked during the day or have a security guard at the open door. Those that do not are in the process of being switched over to a more secure operational plan.
  • Always carry your PennCard
  • Access locked buildings during business hours by using your PennCard to “tap-in”
Computing Security

• **Two factor authentication** is now required for all new faculty and staff. All existing faculty will be transitioned by October 31 2018. Students will be transition this fall/spring.

• **Social Security Numbers** – just don’t use them

• **Data security** is paramount – when in doubt (or even if you think you know the answers) talk with your LSP about data security, he or she will connect you with the right people to assist.

• **Fishing and Spam** attacks are always happening. BE AWARE, BE VIGILANT. Talk to your LSP if you think you have been a victim – you are not the first and will not be the last!