



Perelman  
School of Medicine  
UNIVERSITY OF PENNSYLVANIA

A JOINT PROJECT OF  
The Department of Biostatistics,  
Epidemiology and Informatics  
AND  
The Center for Clinical  
Epidemiology and Biostatistics

Quarterly Staff Meeting Notes  
June 12, 2019  
10-11 am, BRB 252

- Transition of leadership and separation of the DBEI and CCEB (Rebecca Lerario)
- Workday (Merceda Reale)
  - Complete training as worker self-service and for time reporting in Knowledge Link.
  - **NEW!!! If worker does not submit time by 9 p.m. Sunday, and supervisor does not approve time by 10 a.m. Monday, worker does not get paid!**
  - Check the following as soon as possible:
    1. Payslip (formerly known as paystub)
    2. Check your financial institution or pay card to ensure the pay was deposited.
    3. Payroll deductions – taxes, 403b, healthcare, transit checks/Septa transpasses/WageWorks cards (healthcare savings and commuting benefits), etc.
    4. PTO
      - a) Make sure your balance is correct.
      - b) Must resubmit July vacation even if it has already been approved.
- Staff Life Committee (Maria Kalai)
  - Happy Hour Karaoke at Landmark Americana on June 20 from 4:30-6:30 pm.
  - Annual survey to be sent soon.
- How do you want these meetings to run? (*Note: This meeting is not mandatory.*)
  - Continue presentations, but make them shorter and more focused on the admin groups that attend the meetings.
  - Send out agendas in advance and circulate notes in addition to posting on the intranet.
  - Keep the meetings quarterly unless time sensitive topics demand an additional meeting.
- Other ideas
  - Create Slack channel (and provide training) for admins to exchange ideas and help each other out.
  - BO office hours with Merceda Reale
  - In-house Workday sessions in late July and early September
    1. Topics to include information re onboarding, trainings, etc. that will be effected by Workday.
  - Small working lunches on specific topics such as Endnote, etc.
    1. Update Project Manager listserv for managers to exchange ideas regarding specific topics.