Agenda

- Introductions (Sue White)

- Business Office Updates (Merceda Reale)
    - Removing Penn property from the office
    - Removing personal items from the office
    - Coming to campus

- Leadership Transition (Rebecca Lerario)

- Microsoft Teams Presentation (George Bedford, Brian Korn)

- Q & A

Business Office Update: Removing property

Process for removing property from your office:

- Complete the top portion of the Home Use Statement that you can obtain from your division manager:

    o name of the individual receiving the property

    o his/her title, Department name

    o ORG number (ask Merceda if you're not sure what is an ORG)

    o intramural and home addresses

    o office and home phone numbers

- The description can be computer, display, printer (whatever is being picked up) (can be multiple items on one form as space permits)

- Acquisition Date is the date it was purchased by Penn, not necessarily the date put into use (ask Merceda if you're not sure)

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Business Office Update: Removing property

- *If Model # and Serial # are not known until you arrive in the office, call Merceda at 215-573-1334 to schedule arrangements so that Merceda is available when you come to Blockley Hall. *

- Accessories are things like AC adapters, cables, and the like

- Employee signature is required as the employee must attest to the responsibility for Liability and requirement to return the equipment upon termination from DBEI/CCEB! Can be a digital signature, can be a 'wet' signature.

- Once complete and signed, send the form to merceda@pennmedicine.upenn.edu.

- *Upon arrival at the office, call Merceda, 215-573-1334, at the agreed upon time and provide her with the Model # and Serial #. *

* Asterisk and italicized font pertain only if employee doesn't know the model/serial numbers

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Business Office Update: Removing property

- Merceda will *apply the missing details**, sign as approver, and will return the fully executed form to the employee.

- Merceda will also send the fully executed form to Security.

- Employee should print the fully executed form and have it handy when removing equipment from Blockley Hall to show to Security, if necessary.

* Asterisk and italicized font pertain only if employee does not know the model and serial numbers

Business Office Update: Removing property

Process for removal of personal items (clothing, wall hangings, knick knacks, things purchased out of your own pocket)

- Obtain form from your division manager

- Complete top portion of the form (everything above 'Authorized By')

- Once complete and signed, send the form to merceda@pennmedicine.upenn.edu.

- Merceda will sign as approver, and will return the fully executed form to the employee.

- Merceda will also send the fully executed form to Security.

- Employee should print the fully executed form and have it handy when removing equipment from Blockley Hall to show to Security, if necessary.

Business Office Update: Coming to campus

- Prior to coming to campus to pick up Penn or personal property, you must:
  - **Complete the PennOpen Pass prior to coming to Blockley Hall that day so that you can display the green pass to Security**

- While on campus, you must:
  - Wear a mask
  - Follow social distancing guidelines

Leadership Transition

- Enrique Schisterman will be the Chair of the DBEI as of Feb 1, 2021

- Comes to Penn from the NIH where he was a senior investigator and Epidemiology Branch Chief

- Earned both his master's degree in statistics and his doctorate degree in epidemiology from the State University of New York, Buffalo

- Research interests focus on epidemiological methods and reproductive epidemiology

Microsoft Teams

George Bedford, IT Support Supervisor, DART, Client Services Group
Brian Korn, IT Support Supervisor, DART, Client Services Group

- All future DART imaged machines will have MS Teams installed during the imaging process. In the meantime, *users can use this link to download and install the desktop client*: https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app

- For additional information on MS Teams features and training visit this url: https://www.isc.upenn.edu/how-to/microsoft-teams#Features-Overview

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Q & A

- Questions?

- Let us know your thoughts!

  https://somapps.med.upenn.edu/forms/cceb/view.php?id=186489