



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

Quarterly Staff Meeting Notes
January 22, 2019 | 10-11 am | BRB 252

- Business Office Update
 - Financial Administrative Coordinator position is posted
 - Second posting coming shortly for ISSF and technology management
 - Please continue to send requests to apaycceb@lists.upenn.edu
 1. General purchasing
 - a. Ben shopping cart orders: Nasheeka Conix
 - b. Requisitions: Merceda Reale/Kevin Bohannon
 - c. Technology purchases: Merceda Reale
 2. Staff are encouraged to submit suggestions for BO topics for future meetings via this [link](#).
 - a. Examples of topics include: Concur, travel, purchasing, limited engagement, WorkDay, sponsored projects, financial and HR policies, etc. -
- Staff Life Committee
 - Past events:
 1. Halloween candy buffet – 100+ people attended
 2. Happy Hour – smaller turnout at Landmark
 3. White Elephant – another successful year
 - Upcoming events:
 1. Chair massage (early February)
 2. Milestones event on February 24
 3. Philabundance on March 12
 - a. 8:30-12:00 pm – must take PTO; lunch provided for those who participate and come back to the office; carpooling available
 4. Administrative Professionals Week is April 20-24
 - a. Activities will include: chair massage, lunch, yoga, walking group
- Slack Channel for community
 - For staff use as instant messaging to get answers and receive announcements
 - Slack invitations will be sent separately for staff to opt-in
- General Suggestion Box for DBEI
 - Staff are encouraged to submit suggestions via this [link](#).



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- Milly Luciano, HR Manager
 - Manage primarily staff positions
 1. Recruitment process
 2. Onboarding
 3. Visa acquisitions
 4. Employee relations
 - Penn Employee Solution Center
 1. To contact the Penn Employee Solution Center, call (215) 898-7372 or visit <https://www.solutioncenter.upenn.edu/>
 - Annual Performance Appraisal program – mid-March to June
 - Electronic W2's are available through the WorkDay portal
 1. *Note that the online version is the correct version of your W2 form.*
 2. Call the Solutions Center with additional questions: 215-898-7372.