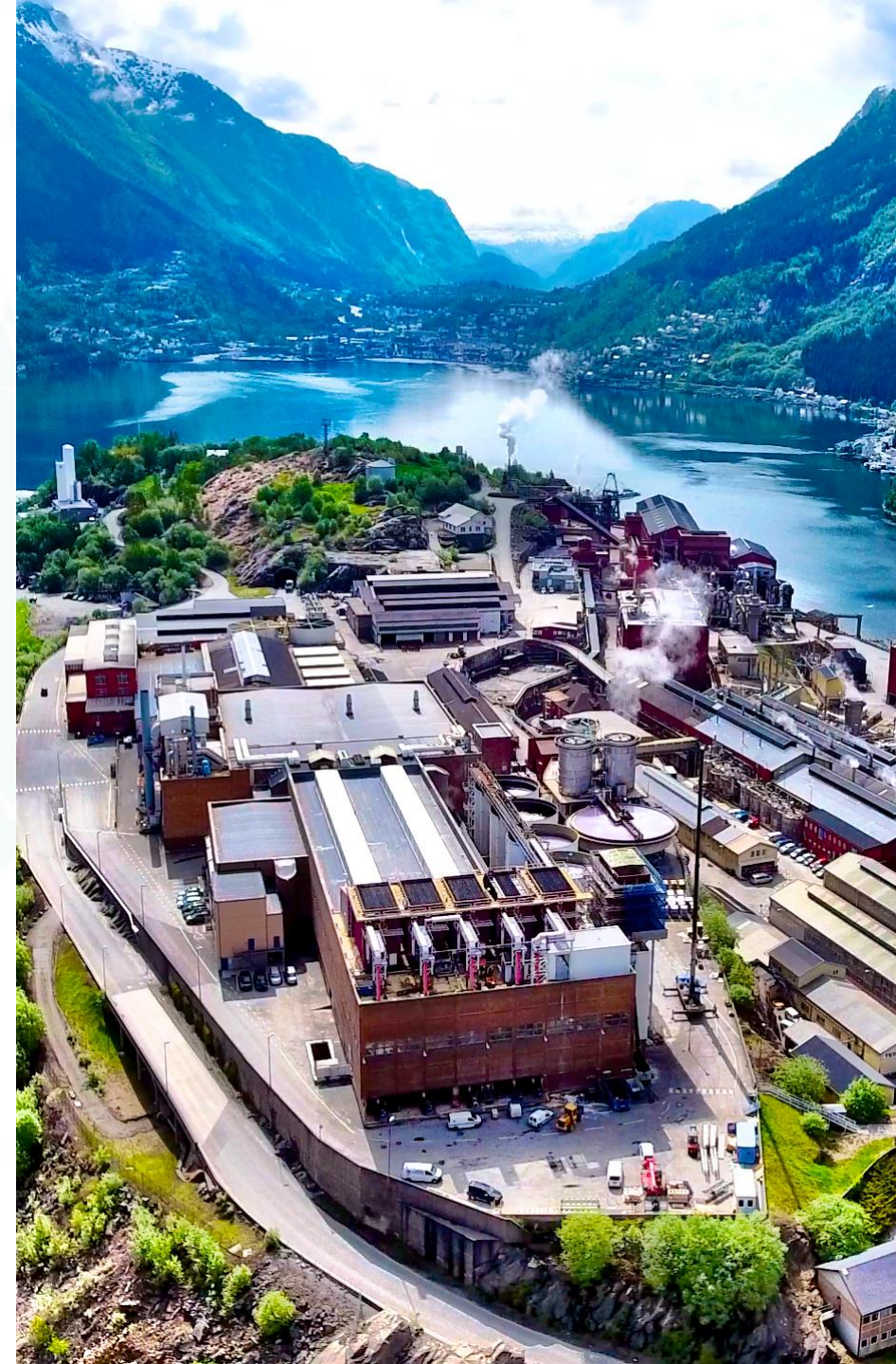


August 2022

Global Support Services

Global Administrators Working Group



Meet the Team



**Artemis
Velahos Koch**
Executive Director



**Erica
Sebastian**
Director, Global
People Operations



**DeAnna
M. Orwig**
Director, Global
Operations &
Compliance



Sajid Amir
Manager, Global
Data &
Communications



**LaNeeshia
V.
Morman**
Coordinator



**Jaime
Molyneux**
Director of
International Risk
Management
(Risk Management &
Insurance Office)

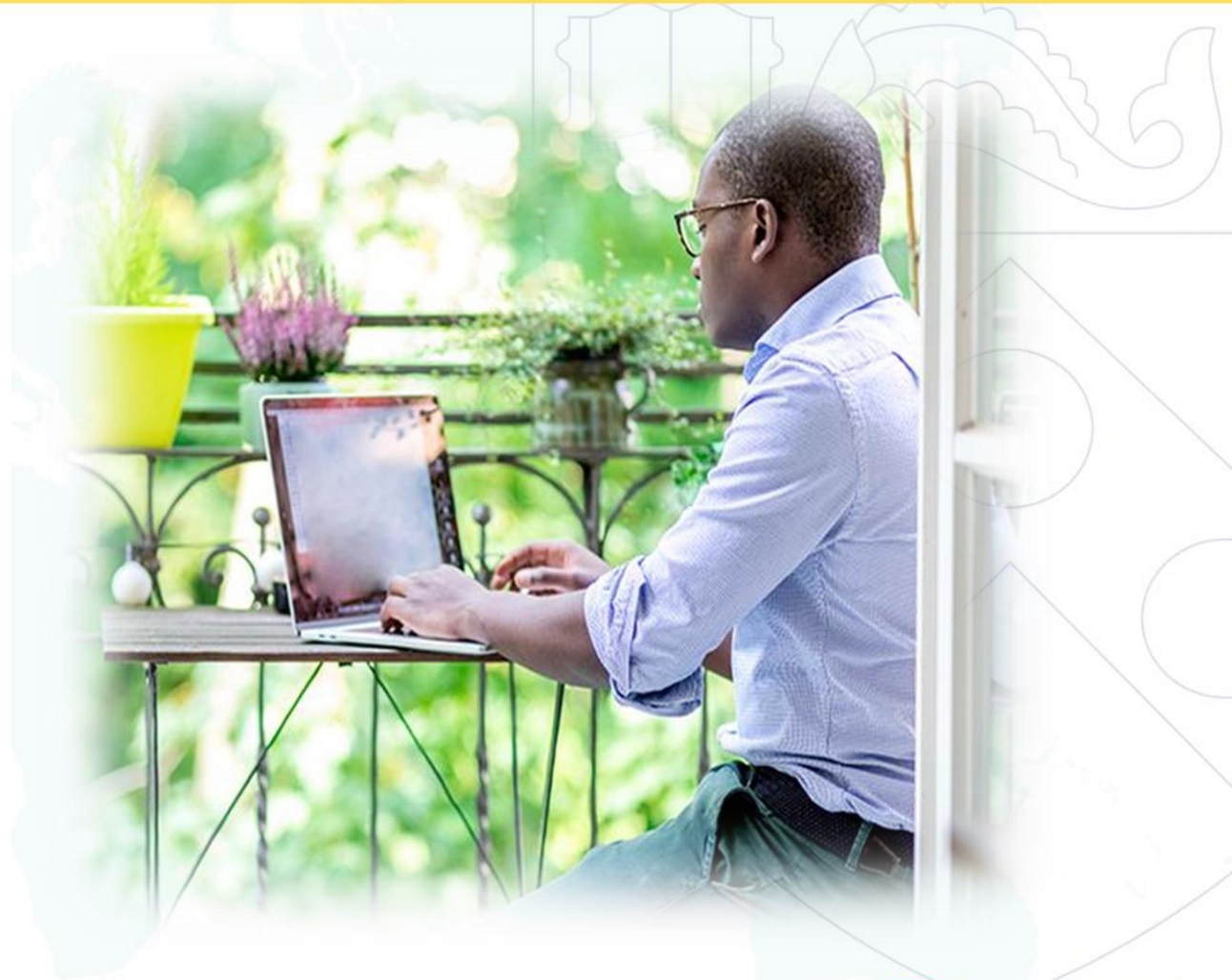
Global People Operations



Penn's Flexible, Hybrid, & Remote Work Policy



- In May 2022, Penn announced a new flexible, hybrid, and remote work policy.
- **Penn's policy applies to remote work within the U.S. only.** Departments may **not** hire individuals through U.S. payroll whose work takes place primarily outside the U.S.
 - Employment of an individual outside the U.S. could make both the individual and Penn subject to tax and labor laws in the foreign country.
- In the new policy, requests for hybrid or fully remote work plans must be approved by the department as well as by the Dean, Vice President, or Vice Provost of the School or Center.
- Contact GSS if you wish to hire or engage a worker located outside the U.S. – we can help!



Other People Operations Updates



New Professional Employment Organization (PEO)

- What is a PEO?
- Introducing Mauve
- Contact us if you wish to obtain a quote



Fulbright US Scholar Application Deadline

- App deadline: 9/15/22 for 2023-2024 academic year
- Meet with GSS for advising and resources



Faculty Global Resources

- GSS can support the logistical needs for faculty global activities
- We are expanding our resources – let us know what you want to see!

Global Operations & Compliance



Schedule F



What is Schedule F?



Penn's annual tax return must include a report of expenditures for Activities Outside the US on a form called Schedule F.

An introduction to Schedule F, along with more details and instructions can be found on the [Schedule F Portal](#).

Working Group

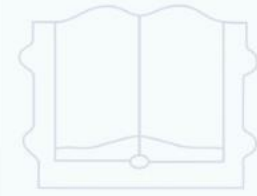


Kick-off emails to current contacts have been sent (yesterday)

If you think you are not included in the working group and should be contact DeAnna Orwig

Meeting invitations will be sent for the 28th of each month from September - November

General Updates & Reminders



Register Your Travel in MyTrips



Now required for all Penn affiliated travel – faculty, staff, post-doc and students

- ✓ Register online: global.upenn.edu/travel-guidance/register-your-trip
- ✓ Automatic registration when booking through Concur
- ✓ Cutting-edge insurance products
 - Individual and group trips
 - Quarantine insurance
 - CFAR
- ✓ Full medical coverage
- ✓ Updates to testing, quarantine, other COVID related disrupters



Be Safe. Be Connected. Be Covered.

General Updates & Resources



Outbound Visa Guidance

- Penn's preferred visa provider - CIBT
- cibtvisas.com



On-line Learning Resources

- Resources for new online learning targeted or expected to have international participants



International Agreements Database

- [Searchable database](#)
- Development assistance
- Agreement submission



Passport Inserts Available

- Newly ordered, passport inserts now available upon request. Please reach out to GSS indicating how many you are requesting, and the audience you wish to share these with

Remote Work Abroad

Did you know?

Penn's flexible, hybrid, and remote work policy does NOT apply to workers located primarily outside the U.S.



If you need to engage a worker abroad, contact GSS to discuss your options.



Register Your Travel

Registration is now required for ALL Penn affiliated travel, including students, faculty, and staff.



 global.upenn.edu/travel-guidance/register-your-trip



CIBT

CIBTvisas

Need Outbound Visa Assistance?

CIBT is Penn's Preferred
Visa Provider



cibtvisas.com

Search International Agreement Database

Filter Agreements

SEARCH AGREEMENTS

COUNTRY: INDIA | TYPE: General MOU | OFFICE OF RECORD: GSS

SUBMIT >

Showing 1 Results | 3 Filters Applied | [RESET FILTERS](#)

INDIA | GENERAL MOU | GSS

International Agreements

PARTNER INSTITUTION	COUNTRY	TYPE
The Banyan	INDIA	General MOU

Find basic information about Penn's current, active international agreements as reported through the Research Inventory System (RIS), PennERA, and Penn Global, Global Support Services databases.



global.upenn.edu/gss/search-agreements

Join the Global Administrators (GAWG) Listserv



Join GAWG



Suggest a Meeting Topic



Previous GAWG Meetings

Our meetings are open to all those who find interest in the topic at hand. If you are interested in joining GAWG please fill out the simple form below and we will add you to our mailing list.



global.upenn.edu/gss/join-gawg

Foreign Activity Reporting Requirements



Higher Education Act Section 117

- *GSS Partnered w/ ORS*



Schedule F Foreign Expense Reporting

- *GSS Partnered w/ Tax*



BEA Foreign transactions

- *GSS Partnered w/ Tax*



New legislation on Online Activities

- *GSS Partnered w/ OLI*



Country-by-Country Reporting

- *GSS Partnered w/ Tax*



Foreign Tax Registration

- *GSS Engages Service Providers*



PennGlobal
GLOBAL SUPPORT SERVICES

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