Changes in VPUL Office

Dr. Larry Moneta, who for the past five years has been the University of Massachusetts Housing Services' associate director for residential education, has been named Penn's Associate Vice Provost for University Life after nationwide search lasting more than a year.

Barbara Cassell, the longtime executive assistant to the VPUL who served as acting associate provost since July 1990, has been promoted to Assistant Vice Provost. Her oversight will include Open Expression implementation, student crisis management, and task force leadership on issues related to the quality of campus life,” VPUL Kim Morrission, said. Dr. Moneta will take office early in March. He is a graduate of the UMass in mathematics, with a master’s in community leadership and development from Springfield College and a doctorate from the UMass in higher education administration. In two decades in higher education, Dr. Moneta has held student affairs positions at the Universities of Rochester and Bridgeport as well as UMass. He has also taught higher education administration and college student development, has made over 200 presentations to national and regional audiences in the field, and has been involved in strengthening student governance, creating cultural centers and residential fitness centers, developing a campus response to AIDS and other activities.

Larry Moneta Barbara Cassel

New Mainframe, New Structure in SAS Computing

In late December the University purchased a new IBM ES9900/480 mainframe, culminating discussions among the School of Arts and Sciences (SAS), the Libraries, Information Systems and Computing (ISC), senior management, and IBM.

ISC will create a new unit, the University Data Center (UDC) to operate the machine, which will be housed at 3401 Walnut Street. UDC, in turn, will provide academic, library, and administrative computing capacity on a cost-recovery basis.

The ES9900/480 will by year’s end replace three existing mainframes:

— The IBM 3090/200E operated by SAS’s David Rittenhouse Computing Facility (DRCF), which serves a wide variety of research and instructional users in Arts and Sciences, other schools and centers, and off-campus;
— The Libraries’ IBM 4381, which supports Franklin, the on-line catalog and related systems; and
— The IBM 3090/180S, operated by University Management Information Services (UMIS) in support of a wide range of administrative clients.

This consolidation and conversion to newer technology will result in operational savings that will be redirected to high priority programs, including:

— Accelerating the ongoing transition in Arts and Science from mainframe-to-UNIX workstation-based computing for research and instruction. Workstations are much in demand in many fields for their low-cost computing power and advanced graphics capability.
— Enabling the Libraries to expand and improve access to on-line resources. PennData, the journals abstracting/indexing database, and Franklin, heretofore separate, will be integrated and given a consistent user interface.
— Increasing capacity for UMIS, which is serving a growing number of increasingly sophisticated users and, simultaneously, developing new and enhanced administrative applications.

An additional benefit is reinvigorating Penn’s partnership with the IBM Corporation, which has committed substantial technical consulting for the mainframe conversions, the Libraries’ software conversion, and UNIX workstation support.

One essential feature of the new mainframe is specialized IBM hardware (PR/SM) that enables secure, but flexible, partitioning to accommodate different operating environments. Thus three separate service partitions will be created: (1) VM/CMS for users of the DRCF 3090; (2) MVS for the Libraries; and (3) MVS for UMIS.

A technical team, chaired by DRCF Director Roy Marshall, with members from DRCF, Libraries, and UMIS, plus consultants from IBM and NOTIS, Inc. (the Libraries’ system vendor) is already at work on these transitions, a primary goal of which is minimizing impact on the user communities. The team, in turn, takes direction from a steering committee consisting of N. Ben Goldstein, Associate Dean for Computing in Arts and Sciences; Paul H. Mosher, Vice Provost and Director of Libraries; and Peter C. Patton, Vice Provost for Information Systems and Computing (chair).

At this writing, such key issues as the conversion timetable, staffing of UDC, timing of the DRCF/UDC management transition, and the rate structure for UDC services are being reviewed. Interested parties should consult the weekly Almanac and future issues of Penn Printout, as well as PennInfo for updates.

You are also welcome to contact me at 898-2171 (e-mail: updegrove@dairp.upenn.edu).

— Daniel Updegrove, Assistant Vice Provost
University of Pennsylvania Human Resources/Compensation
Monthly-Paid Salary Scales by Quintile, Effective
February 1, 1992

Next Scheduled Salary Structure Review:
January, 1993

Quintile: 1st 2nd 3rd 4th 5th
Grade Range Minimum Range Maximum Range Minimum Range Maximum
---
P01 Annual 19,000 21,280 23,560 24,800 25,840 28,120 30,400
Month 1,583.33 1,773.33 1,963.33 2,066.67 2,153.33 2,343.33 2,533.33
P02 Annual 20,900 23,420 25,940 27,200 28,460 30,980 33,500
Month 1,741.67 1,961.67 2,161.67 2,266.67 2,371.67 2,581.67 2,791.67
P03 Annual 23,000 25,760 28,520 29,900 31,280 34,040 36,800
Month 1,916.67 2,146.67 2,376.67 2,491.67 2,606.67 2,836.67 3,066.67
P04 Annual 25,300 28,340 31,380 32,900 34,420 37,460 40,500
Month 2,108.33 2,466.67 2,766.67 2,891.67 3,066.67 3,306.67 3,581.67
P05 Annual 23,166 25,966 28,766 30,166 31,666 34,366 37,166
Month 1,883.33 2,146.67 2,391.67 2,491.67 2,766.67 3,036.67 3,316.67
P06 Annual 30,700 34,027 37,355 39,100 40,682 44,009 48,000
Month 2,555.83 2,916.67 3,266.67 3,441.67 3,691.67 4,083.33 4,491.67
P07 Annual 33,700 37,183 40,666 42,100 44,366 47,631 50,900
Month 2,683.33 3,041.67 3,391.67 3,581.67 3,771.67 4,061.67 4,351.67
P08 Annual 37,100 40,826 44,552 46,400 48,277 50,023 52,000
Month 2,966.67 3,326.67 3,686.67 3,876.67 4,066.67 4,256.67 4,446.67
P09 Annual 40,000 44,800 49,600 51,000 53,000 57,120 66,000
Month 3,250.00 3,625.00 4,000.00 4,175.00 4,350.00 4,762.50 5,580.00
P10 Annual 45,700 50,260 54,820 57,100 59,380 64,900 74,200
Month 3,679.02 4,079.02 4,479.02 4,879.02 5,279.02 5,779.02 6,580.00
P11 Annual 52,500 — — — 65,700 — —
Month 4,375.00 — — — — — —
P12 Annual 61,400 — — — — 74,900 —
Month 5,116.67 — — — — — —

Terms:
Salary Scale: A pay structure based upon pay grades. At Penn, there are two salary scales: P (monthly-paid staff) and G (weekly-paid staff).
Pay Grade: A level into which jobs with the same or similar classification evaluations are grouped for compensation purposes. There are twelve P pay grades and ten G pay grades. All jobs in a pay grade have the same pay grade.
Salary Range: A set of figures which represents the upper and lower limits for salary decisions. All salary offers must be approved in advance by Human Resources.
Work Week: The standard work week at the University is during the period beginning 12:01 a.m. Monday and ending 12 midnight Sunday.
Hiring Maximum: Individuals are generally hired at rates which fall between the Salary Range Minimum and the Hiring Maximum. Salary offers above the Hiring Maximum require advance consultation with the Compensation Office.
Quintile: A salary range can be segmented in a number of ways. At the University, salary ranges are divided into five segments to facilitate analysis of salary range utilization and to assist in salary setting. Managers are urged to contact the Compensation Office at 898-3505 to discuss specific salary management concerns. Note: pay grades P11 and P12 have no range maximum, and thus no quintiles, since these are senior positions.
The University has recently mailed over 20,000 Calendar Year (CY) 1991 W-2 Forms to our employee’s home addresses as they appear on the current Payroll File (Employee Data Base). Accordingly, it is now appropriate to publish an explanation of some of the amounts and other data that appear on your W-2 Form in order to assist you in preparing your Federal and State Income Tax Returns.

The W-2 form for CY 1991 is very similar to the form that you received from the University for CY 1990. The forms have once again been laser printed, so you should experience no difficulty reading the figures on your form. The only change to the form is that some of the boxes have been re-labelled and that the boxes for Medicare wages and Medical tax withheld have been added to the form.

We have made another change, of which you should be aware, with regard to the distribution of the forms this year. This change affects all employees who have a permanent address in a foreign country. For CY 1991, we have used, for mailing purposes, the permanent address as shown on the Human Resources/Payroll data base, in order to avoid past problems, where many local mailing addresses, particularly those for our student employees, were incorrect, which rendered many of the forms (several hundred in total) undeliverable. Since the use of permanent address includes a significant number of individuals whose permanent addresses are in foreign countries we will not mail a Form W-2 to a foreign country unless specifically requested by the individual, in writing, to do so. Instead please have any employees who have a permanent foreign address pick up their Form W-2 in the W-2 office, which is located in room P-244 Franklin Building Annex, between 9 a.m. and 5 p.m. Monday through Friday, beginning January 27, 1992. Each employee should also be instructed to have proper identification, which will be requested before a Form W-2 can be released.

An explanation of the contents of the various boxes on your form is as follows:

A. Employee’s social security number: this is the number that the Federal and State Governments use to identify you with the tax returns that you file, so please review it for accuracy. If the number is incorrect, then the University Payroll System is also inaccurate and you should contact the Payroll Office, immediately, before you file your returns.

B. Federal income tax withheld: this represents the amount of Federal Income tax which was withheld from your earnings during the year and paid to the Social Security Administration, on your behalf, by the University.

C. Wages, tips, other compensation: this represents the total amount of Federal taxable compensation paid or imputed to you during CY 1991 through the University Payroll System.

This amount includes:
- a. The value of your taxable graduate and/or professional tuition benefits, if you, your spouse and/or your dependent children have received such benefits;
- b. The value of Group Life Insurance coverage for amounts greater than $50,000. The premium payments for this coverage, if any, have been included as imputed income (see Excess Insurance Premium—below);
- c. Certain other fringe benefits relating to imputed income are included here as well. If you have received any of these benefits, you will be or were contacted individually concerning their taxability.

D. Social security tax withheld: this represents the total amount of Social Security (FICA/OASDI) tax which was withheld from your earnings during the year and paid to the Social Security Administration, on your behalf, by the University.

E. Social security wages: this represents the total amount of compensation paid to you during calendar year 1991 which was subject to Social Security (FICA/OASDI) tax, including all of your tax deferred annuity contributions and excess life insurance premiums, if applicable, but excluding health and dental insurance premiums and any voluntary dependent care or medical reimbursement account contributions which you have “sheltered”.

F. Medicare wages and tips: this represents the total amount of compensation paid to you during calendar year 1991 which was subject to Medicare tax, including all of your tax deferred annuity contributions and excess life insurance premiums, if applicable, but excluding health and dental insurance premiums and any voluntary dependent care or medical reimbursement account contributions which you have “sheltered”.

G. Medicare tax withheld: this represents the total amount of Medicare tax which was withheld from your earnings during the year and paid to the Social Security Administration, on your behalf, by the University.

H. Excess insurance premium: the Internal Revenue Service requires that the premiums paid by an employer for group life insurance coverage in excess of $50,000 be imputed as income to the employee. The amount which appears in Box 17 and labeled (C) is the value of the premiums paid for this excess insurance coverage. This amount is based on an Internal Revenue Service (IRS) table which identifies premiums for different age groups.

I. Tax deferred annuity contributions: this represents the total amount of contributions made by an employee to a retirement plan on a tax deferred basis. The amount is shown in Box 17 and labeled (E).

J. Dependent care benefits: this represents the total amount which you have voluntarily “sheltered” for dependent care expenses, regardless of whether you have been reimbursed by Penn for the expenses associated with this “shelter” as of December 31, 1991.

K. Fringe benefits included in Box 10: if you have received certain fringe benefits, the value of such benefits is shown here, and is also included in Box 10, Wages, tips, other compensation. These benefits include the value of taxable graduate and/or professional tuition benefits and other benefits relating to imputed income. If you have received any of these benefits, the University has recently advised you, individually and personally, concerning their taxability; please refer to those communications specifically.

L. State income tax: this represents the total amount of Pennsylvania State Income Tax withheld during CY 1991 and paid to the Commonwealth of Pennsylvania, on your behalf, by Penn. If you do not live in Pennsylvania and if you submitted the “Employee Statement of Nonresidence in Pennsylvania” form to claim exemption from Pennsylvania State Income Tax, no amount will be reflected in this box.

M. State wages, tips, etc.: this represents the total amount of compensation paid to you during CY 1991 which was subject to Pennsylvania State Income Tax, including all of your deferred annuity contributions.

N. Name of state: the name of the state that you have indicated as your permanent residence for tax purposes.

O. Local income tax: this represents the total amount of Philadelphia City Wage tax withheld from your earnings during CY 1991 and paid to the City of Philadelphia, on your behalf, by the University.

P. Local wages, tips, etc.: This represents the total amount of compensation paid to you during CY 1991 which was subject to Philadelphia City Wage Tax, including all of your deferred annuity contributions.

When you receive your W-2 form, please review it immediately to ensure that your name is spelled correctly and that your Social Security number is correct. If you feel that any information on your W-2 is incorrect, review your calculations carefully and compare the information on the form with your final 1991 pay stub. If you have availed yourself of certain taxable benefits which are reported in Box 17 or Box 18 on the W-2, please review any additional information which was provided to you, under separate cover, concerning these benefits and their impact on your tax status. If you still believe that your W-2 is in error, please contact the Office at 573-3277 or write to James Curran, W-2 Office, Room P-244, Franklin Building Annex/6284.

You should have received, via the U. S. Postal Service, your Federal and State Income Tax Forms and related instructions for filing. Federal tax forms are available at The Internal Revenue Service, 6th & Arch Streets, Philadelphia, and most U. S. Post Offices and at certain banks. Pennsylvania Income Tax forms are available at the State Office Building, 1400 Spring Garden Street, Philadelphia, State Stores and may be obtained by writing to The Department of Revenue, State Income Tax Bureau, Harrisburg, Pennsylvania 17129.
**University of Pennsylvania Police Department**

This report contains tallies of part 1 crimes, a listing of part 1 crimes against persons, and summaries of part 1 crimes in the five busiest sectors on campus where two or more incidents were reported between January 20, 1992 and January 26, 1992.

**Totals:** Crimes Against Persons—0, Thefts—19, Burglaries—4, Thefts of Auto—1, Attempted Thefts of Auto—1

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>34th to 36th: Spruce to Locust</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/20/92</td>
<td>1:36 AM</td>
<td>Duhring Wing</td>
<td>Computer taken from room</td>
</tr>
<tr>
<td>01/20/92</td>
<td>6:13 PM</td>
<td>Houston Hall</td>
<td>Unattended key taken</td>
</tr>
<tr>
<td>01/24/92</td>
<td>4:26 PM</td>
<td>Williams Plaza</td>
<td>Bike taken from rack</td>
</tr>
<tr>
<td>01/26/92</td>
<td>9:15 AM</td>
<td>Houston Hall</td>
<td>Wallet taken</td>
</tr>
<tr>
<td>34th to 36th: Locust to Walnut</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/20/92</td>
<td>4:14 PM</td>
<td>Phi Kappa Sigma</td>
<td>Cash from room while complainant slept</td>
</tr>
<tr>
<td>01/20/92</td>
<td>6:00 AM</td>
<td>Phi Kappa Sigma</td>
<td>Cash/radio/clothing taken from room</td>
</tr>
<tr>
<td>01/20/92</td>
<td>7:14 PM</td>
<td>Van Pelt Library</td>
<td>Unattended bookbag taken</td>
</tr>
<tr>
<td>01/25/92</td>
<td>7:17 PM</td>
<td>Phi Kappa Sigma</td>
<td>Electric equipment taken from house</td>
</tr>
<tr>
<td>37th to 38th: Spruce to Locust</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/20/92</td>
<td>5:27 PM</td>
<td>Vance Hall</td>
<td>Unattended walkman taken</td>
</tr>
<tr>
<td>01/21/92</td>
<td>8:00 AM</td>
<td>Phi Delta Theta</td>
<td>Cash and watch taken</td>
</tr>
<tr>
<td>01/23/92</td>
<td>8:39 PM</td>
<td>Phi Delta Theta</td>
<td>Bike taken from basement</td>
</tr>
<tr>
<td>30th to 36th: Walnut to Market</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/24/92</td>
<td>3:27 PM</td>
<td>Hill House</td>
<td>Utility truck taken from loading dock</td>
</tr>
<tr>
<td>01/24/92</td>
<td>6:47 PM</td>
<td>Lot 26</td>
<td>Auto taken</td>
</tr>
<tr>
<td>01/24/92</td>
<td>9:09 PM</td>
<td>Lot 26</td>
<td>Radio from auto/damaged steering column</td>
</tr>
<tr>
<td>36th to 37th: Spruce to Locust</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/23/92</td>
<td>10:55 PM</td>
<td>Steinberg-Dietrich</td>
<td>Backpack taken/recovered, property missing</td>
</tr>
<tr>
<td>01/24/92</td>
<td>5:06 PM</td>
<td>Steinberg-Dietrich</td>
<td>Briefcase taken/suspect apprehended</td>
</tr>
</tbody>
</table>

**Safety Tip:** Protect your property! Keep doors and windows secured. Don’t prop doors open. Lock the door to your room when you are sleeping and when you are out, even if you only plan to be away momentarily. Don’t admit strangers and never lend your keys or have keys made unnecessarily.

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**Note:** No 18th District Crimes appear in this week’s issue because last week the 18th Police District provided two weeks’ crimes, January 6-19. The report contained one error, however: a rape that occurred on the 14th was listed on the 18th.