PennState
College of Health and Human Development

PAYMENT DECISION MATRIX

Below is the link to the new SIMBA payment decision matrix to help you determine if Lion Marketplace, Purchasing Cards, or Non-PO Invoice should be used.
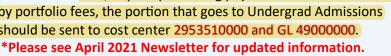https://guru.psu.edu/resources/decision-tools/payment-decision-matrix-SIMBA

PARTICIPANT PAYMENTS, GIFT CARDS & CASH ADVANCES

All Research Participant payments including gift card/ cash equivalent payments and associated fees should be resolved using GL Account 52601500 SVC-Research Participants. GL Account is available in SIMBA and SAP Concur.

> Gl Account 52601500 SVC-Research

GL PARKING PERMITS & PORTFOLIO FEES

Parking permits are to be ordered using ISRs. ISR are to be done using the Parking Office cost center 6537710000 and GL 48040050 on the form. Also, anyone processing payments received for credit by portfolio fees, the portion that goes to Undergrad Admissions should be sent to cost center 2953510000 and GL 49000000.
*Please see April 2021 Newsletter for updated information.

TRAVEL— DEAN APPROVAL NEEDED

All University-sponsored international travel involving students, faculty, and staff remains suspended until further notice. Employees are still being asked to limit domestic travel wherever possible and consider virtual options that might replace or reduce the need to travel. Beginning July 1, 2020, employees wishing to engage in University-affiliated **domestic travel,** including air travel, **must seek approval from the Dean**. HHD has established a form request approval,
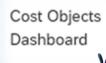https://app.smartsheet.com/b/form/ae70df9e61d44c20906f152a795590cb

HOW TO FIND YOUR I/Os

From SIMBA, do a search for "Cost Object Dashboard" Fiori Tile.

When you are in the tile, type "6970" into the Business Area. Health and Human Development will pop up. Click on "GO."

Click on the arrow to expand the field and choose your unit .

Here is where you will see all your unit's I/Os.

Cost Objects Dashboard

October 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9 **B07 Bi-Weekly Payday**	10
11	12 *SUPP Workday Forms Due*	13	14 HHD Admin Zoom Mtg 1:00 pm - 2:00 pm **B08 Wage Deadline**	15 HHD Dean's Office Listening Session 3:30	16 SIMBA Training 9:00 am - 11:00 am	17
18	19	20	21	22	23 **B08 Bi-Weekly Payday**	24
25	26 **Monthly Payroll Calculate**	27	28 HHD Admin Zoom Mtg 1:00 pm - 2:00 pm **B09 Wage Deadline**	29	30 **M04 Monthly Payday**	31