Meet the Team

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Executive Director

Erica Sebastian  
Director, Global People Operations

DeAnna M. Orwig  
Director, Global Operations & Compliance

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Director of International Risk Management  
(Risk Management & Insurance Office)
Global People Operations
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!

hr.upenn.edu/policies-and-procedures/policy-manual/other-policies/flexible-hybrid-and-remote-work-policy
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
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.

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

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.

ℹ️ 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 is Penn’s Preferred Visa Provider

Need Outbound Visa Assistance?

cibtvisas.com
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

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
Website: global.upenn.edu/gss
Email: globalsupport@pobox.upenn.edu
Address: Franklin Building, Suite 414
3451 Walnut St, Philadelphia, PA 19104