Frequently Asked Questions by June matriculating BGS students
RE: Payroll documents

Q: When do I receive my stipend dollars?
A: You are a monthly paid graduate student; you will be paid on the last working day of every month. Your first stipend check will be issued on June 30th, 2017.

Q: When is this paperwork due?
A: Monday, May 8th, 2017. Send all documents vis Penn’s Secure Share (https://secureshare.apps.upenn.edu/secureshare/jsp/fast2.do), this system allows you to send all documents through an encrypted message directly to Tiffany Brooks, Payroll Manager. Additional Secure Share instructions are below. If we do not receive your payroll forms by the deadline we cannot guarantee that your first stipend check will be on June 30, 2016.

Q: How do I submit my documents through Secure Share?
A: - You will need to have activated your Pennkey and Password
  - Follow this Link: https://secureshare.apps.upenn.edu/secureshare/jsp/fast2.do, Log in with your pennkey and password. Select the tab on the right “Share Documents”.
  - In this box, you will search First Name: Tiffany Last Name: Brooks PennID: 75692911 and ADD
  - In the Subject Line please provide your Full Name
  - In the Encrypted Message area please enter Full name, Date of Birth, and the last four digits of your SSN.
  - Upload all the required documents then Send Message

Q: I don’t have a local address yet. What do I do?
A: Sign a lease agreement and obtain one. Complete your payroll forms and submit them, using your permanent home address. **When you have a local address please let Tiffany know so she can update your payroll records.**

Q: Do I need to fill out all the fields on the Graduate Student and Postdoctoral Appointment Information Form?
A: No, just those 4 fields marked with a red arrow next to them when viewing on-line. (Start Date, Name, SS #, and signature at the bottom).

Q: Which address should I list on my W-4 and I-9?
A: The address you list on your W-4 must match the one on your online I-9 (see page 5 for instructions). If you have a local address, please use that on both forms.

Q: Should I cut along the dotted line on the W-4 as instructed?
A: No! Leave it intact so that it does not get misplaced when received by the office for processing.

Q: Do I need to send supporting documents of identification with my forms?
A: Yes, please send a copy of your un-expired passport and send a copy of your Social Security card or a Driver’s License and Social Security card. See list of acceptable documents on ‘I-9 Applicant Instructions’ page, but please note we need your social security card either way. Please send all documents through Secure Share.
Q: Do I have to set up direct deposit now?
A: It is highly recommended that you set up your direct deposit as soon as you have a Pennkey and password. If you do not set up direct deposit your stipend check will be issued via an ADP Aline Card which you will receive in the mail to the local address that is on file, if you do not have a local address, we will collect your ADP card from the Payroll Office for you. This card will resemble an application for a credit card so please do not throw it away. This will be the only other way to access your stipend check. You can set up direct deposit online using your Pennkey and password, at the U@Penn → Enroll in or Update Direct Deposit on the right side under the heading “My Pay”.

Q: Oops, I missed the deadline. Now what?
A: Assuming you immediately send Tiffany your completed payroll documents, you will receive your first stipend check on the first monthly payroll cycle by which you make the deadline. This is, at the very earliest, July 31, 2017, and the next cycle will pay on August 31, 2017. Any past month stipend dollars will be included in your first check.

Q: These FAQs don’t answer my questions. Who do I contact for help with these forms?
A: Tiffany Brooks (215)-573-0919 or via emailbrookst@upenn.edu