

Deadline:

**The BGS Finance Office must receive all paperwork no later than Friday, July 7, 2023.**

- If documents are complete, received on time, and you have completed all the hiring tasks, you can expect your first stipend check on Thursday, August 31, 2023.
- If all documents and paperwork are not complete and received via Secure Share by July 7, 2023, and/or you have not completed your hiring tasks by August 15, 2023, your first month's stipend may be delayed. The August 2023 stipend will then be added to the next month's stipend.

Instructions:

1. Populate all fields electronically. If you are unable to process electronically, please print legibly in blue or black ink. If we cannot read your handwriting your stipend payment may be delayed.
2. Review for accuracy.
3. Save completed forms.
4. Sign and date where noted.
5. Once you have your PennKey (see below), send all documents through Penn's Secure Share. System instructions are provided in the FAQs:  
(<https://secureshare.apps.upenn.edu/secureShare/jsp/fast2.do>)  
Send documents to: **First Name:** *Carol* **Last Name:** *Reich* **PennID:** 52582065
6. Please submit all forms as **one PDF FILE ONLY**. Do not submit any JPEG or TIF files.

Checklist for Secure Share Submittal: **Please submit one PDF file with all required documents.**

1. Student Payroll Letter (return both pages with signature on Page 2)
2. Payroll Information Sheet
3. Passport or other photo ID
4. U.S. Social Security Card

PennKey:

Your PennKey will be your username for many Penn systems. Please request a setup code for a PennKey via the link below. Having a PennKey is critical for completing the requested information and sending your payroll documents securely to the BGS Payroll team.

[Help for Students | PennKey Support \(upenn.edu\)](#)

If you do not have your U.S. Social Security card:

If you do not have your physical card, you need to request a replacement Social Security card from the Social Security Administration right away. Please allow 10 business days for processing once the replacement is requested for the card to be mailed to you.

If you are not able to submit one full PDF:

Clearly label each upload in the format (lastname.firstname\_label), with "label" being "Photo ID," "SSN card," "Signed Letter," or other document name.

Direct Deposit Online Enrollment:

Please note this step is completed as part of the hiring tasks you will receive from Workday, Penn's payroll system. This step requires a U.S. bank account.

Hiring Questions:

Please contact Carol Reich, BGS Associate Director ([reichc@pennteam.upenn.edu](mailto:reichc@pennteam.upenn.edu)).