

## **Frequently Asked Questions about BGS Hiring and Payroll**

**Q: When do I receive my stipend payments?**

A: As a graduate student you receive your stipend monthly on the last business day of the month.

**Q: I am a new BGS student. When do I receive my first stipend payment?**

A: You will receive your first stipend payment on the last business day of the month after your hiring is completed.

**Q: When is the hiring paperwork due to BGS Finance?**

A: For June 2023 matriculants: Friday, May 12, 2023

For August 2023 matriculants: Friday, July 7, 2023

**Q: How do I submit my hiring documents?**

A: Once you have your PennKey, please send all documents via Penn's Secure Share to Carol Reich per the instructions in the Matrics Checklist.

<https://seureshare.apps.upenn.edu/secureShare/jsp/fast2.do>

**Q: I am having difficulty setting up my PennKey. Who can help?**

A: For questions regarding PennKey/Password please contact Catlin Herb, BGS Admissions Coordinator.

[Catlin.Herb@Pennmedicine.upenn.edu](mailto:Catlin.Herb@Pennmedicine.upenn.edu)

**Q: I do not yet have a local address and/or U.S. phone number yet. What do I do?**

A: Please complete your payroll forms and submit them using your permanent home address as your local address. You can leave the mobile phone number line blank. In the interim while obtaining these, it is very important to ensure you have enrolled in direct deposit when that hiring task is assigned to you. When you have a local address and phone number, you can update your personal information through Workday, Penn's payroll system.

**Q: Do I need to send supporting documents of identification with my forms?**

A: Yes, please send the requested supporting documents through Penn's Secure Share.

**Q: If I send the supporting documents of identification via Secure Share, why do I still need to go to the Onboard@Penn Center with my original documents?**

A: The Onboard@Penn Center completes Part 2 of the required I-9 process, which is mandated by the federal government. This allows Penn to verify your work authorization via the documents submitted and to comply with the law.

**Q: What happens if my direct deposit is not set up in time for my first stipend payment?**

A: Penn requests that students enter their direct deposit information (U.S. banking institution) as part of the hiring process. If this is delayed and the system's payroll processing date passes, your stipend check will be issued via an ADP Aline® Card which you will receive in the mail at the local address you provide. 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 before your direct deposit information is processed.

**Q: I have additional questions about the hiring process. Who do I contact for help?**

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

**Q: Oops, I missed the deadline to submit my hiring documents! What do I do?**

A: Please submit your hiring documents as soon as possible. BGS Finance will process your hiring as quickly as possible. Please notify Carol Reich (email above) once you have submitted them or if you have special circumstances causing the delay.