Frequently Asked Questions
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 business day of every month. Your first stipend check will be issued on **August 31, 2021.**

Q: When is this paperwork due?
A: **Friday, July 16, 2021**. Send all documents via 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, your first stipend check will be delayed.

Q: How do I submit my documents through Secure Share?
A: You will need to have activated your Pennkey and Password (For questions regarding PennKey/Password please contact Anne-Cara Apple annecara@pennmedicine.upenn.edu or Catlin Herb Catlin.Herb@Pennmedicine.upenn.edu

-      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 Search Criteria box, you will search:
-    **First Name:** *Tiffany* **Last Name:** *Brooks* **PennID:** *75692911, Hit Find,* then select: 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**
-    **TIP: Be sure you are sending documents to Tiffany, not yourself!**

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, you can update your address through Workday**

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: 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. Please note we need your social security card regardless of what form of Photo ID submitted. Please send all documents through Secure Share**

Q: When Will I have access to Workday?
A: You will be hired into your Graduate Student appointment by August 1, 2021. By this date, you will be able to log into Workday to complete all onboarding tasks.

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/password and have access to Workday. **If you do not set up direct deposit by August 25, 2021 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.** 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 through Workday@Penn.

➔ Setting up Pay Elections Tipsheet (direct deposit)

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.

Q: Insurance Subsidies for PhD students?
A: https://gsc.upenn.edu/resources/graduate-funding-and-finances/insurance-subsidies-and-grants

Q: These FAQs don't answer my questions. Who do I contact for help with these forms?
A: Tiffany Brooks: brookst@upenn.edu