



June 27, 2022

Dear Incoming Combined Degree Student:

Welcome to the Perelman School of Medicine. This letter contains pertinent information regarding your fellowship.

Please review and return a signed copy of this letter to accompany your payroll documents which are due to the Finance Office through secure share **on or before July 22nd**.

Health Insurance - Please note that you will need to sign up *again* for Academic Year 2023 health insurance in Fall 2022.

CD AID will pay for your Summer Health Insurance, should you need health insurance. You can sign up on-line <http://www.vpul.upenn.edu/shs/> . Please make sure to submit your health insurance forms to Student Health Services in a timely fashion. For additional information regarding these forms or details regarding the plans, please contact Student Health Services directly.

In order to have your stipend check processed you will need to submit payroll documentation and complete all onboarding tasks assigned to you in your Workday inbox by [logging into Workday](#) (Workday access will be granted by 7/29/2022). Please have all Workday tasks completed by the 7/29/2022. Please see the payroll checklist for acceptable forms of identification and instructions on how to submit your documents via Secure Share.

The required payroll related forms and information are posted on the BGS website at <https://www.med.upenn.edu/bgs/financial-information-2022.html>. Please return forms via secure share **on or before July 22nd**. If you fail to meet this deadline, your August stipend may be delayed.

Your stipend will be disbursed in monthly installments at a rate of \$2,916.67 per month and will be paid on the last business day of every month. The stipend amount will increase to \$3,083.33/month beginning with your September 30<sup>th</sup> paycheck. The University encourages all students to sign up for direct deposit. Arrangements for direct deposit of your stipend check can be completed through [Workday@Penn](#). Instructions can be found under *Workday Onboarding Tasks* on the BGS website.

If all documents are received by Jill Baxter by the July 22<sup>nd</sup> deadline, your first stipend check will be issued on August 31, 2021.

[Penn's Secure Share System](#): this system allows you to send all documents through an encrypted message directly to Jill Baxter. Detailed secure share instructions can be found under Frequently Asked Questions.

Please be advised that your stipend and fees are subject to federal income tax. The University

does not withhold taxes from your stipend check; therefore, beginning with the 2022 tax year, it will be necessary for you to file estimated taxes on a quarterly basis. General information regarding taxes will be distributed at Orientation.

If you have any questions relating to the payroll documents, please contact Jill Baxter [jabaxter@upenn.edu](mailto:jabaxter@upenn.edu).

Sincerely,



Jill Baxter  
Finance Director  
417 Anat-Chem Building  
3620 Hamilton Walk  
Philadelphia, PA 19104-6110  
215-573-2234

<https://www.med.upenn.edu/bgs/financial-information-2022.html>.

---

Student Name Printed

---

Student's Graduate Group

---

Student Signature

---

Date