Payroll Information

August 2019 BGS

Presented By:
Tiffany Brooks
BGS Payroll Manager
When are we paid?

- Graduate Students are paid Monthly on the last business day of each month: 8/30, 9/30, 10/31, 11/29, 12/31 etc.

- First Pay on August 30, 2019 and is pro-rated as term began on the 19th.
How are we paid?

- Paid via direct deposit
- Payment elections = Direct deposit in Workday
- Direct deposit must be set up asap to receive pay into your bank account on 8/30
- If you do not set up direct deposit you will be paid via ADP Aline Card system until direct deposit kick’s in.
- You can set up direct deposit by going to following the Workday Tip Sheet “Self Service: Manage Pay Elections”
- Workday@Penn → easiest way to get to Workday is to Google “Workday at Penn”
# Self Service: Manage Pay Elections

## How to View Your Bank Accounts and Pay Elections in Workday

1. From the Workday homepage, select the Pay application.


3. There are two tables: Account and Payment Elections.
   - The Account table shows information related to your available bank account(s). This is the starting point to Add, Edit, or Remove bank accounts.
   - The Payment Elections table shows the payment election(s) allocated.

### Account Table
- View bank account information include: **Bank Name**, **Account Type**, and **Account Number**. Converted accounts are named "Employee Direct Deposit".

### Payment Elections Table
- In your Payment Elections, view your masked Account number associated with the Pay Election (to see unmasked you must Edit).
- Distribution shows the pay check balance distribution. There must always be one Balance account. If you do not have additional accounts, the Balance account is where your entire pay check is deposited.

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**Keep in Mind!**
You can maintain a total of three bank accounts in Workday, meaning you may have up to three payment elections.
Self Service: Manage Pay Elections

Manage Your Bank Account(s)

Follow these steps to add a bank account:

1. From the Workday homepage select the Pay application.
3. Below the Account table, select Add.

On the next page, enter the following information:

1. In the Account Information section, complete the following required information:
   - Routing Number: Invalid routing numbers will not be accepted
   - Bank Name: e.g. Wells Fargo Checking
   - Account Type: Select Checking or Savings
   - Account Number

Note: Refer to the check right to view the location of your bank name, routing number, and account number.

2. Click OK.

Important Note: Please carefully check, and double-check your account information.

Keep in Mind!
You can select the Edit or Remove button to modify information or remove an existing bank account.
Self Service: Manage Pay Elections

Manage Pay Elections for an Existing Account

<table>
<thead>
<tr>
<th>Payment Elections</th>
<th>Payment Type</th>
<th>Account</th>
<th>Account Number</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Payment</td>
<td>Direct Deposit</td>
<td>Employee Direct Deposit</td>
<td></td>
<td>Balance: Yes</td>
</tr>
</tbody>
</table>

1. Under Payment Elections, click Edit.

2. Next, click the Plus icon to add a new payment election.*

   *Sending dollars to the UPenn Credit Union is entered into Workday as an additional pay election, flat dollar amount.

3. Enter the Country, Currency, Payment Type, and choose the desired second Account.

4. Select either Amount or Percent and enter and amount or percent of your paycheck you want deposited in the second account.

5. The remainder of your paycheck will be deposited in the account marked Balance.

6. Use the arrows to reorder the payment elections. The Balance* account must be the last account listed.
Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

<table>
<thead>
<tr>
<th>Worker</th>
<th>Tiffany Brooks (75692911)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Country</td>
<td>United States of America</td>
</tr>
<tr>
<td>Default Currency</td>
<td>USD</td>
</tr>
<tr>
<td>Status</td>
<td>Successfully Completed</td>
</tr>
<tr>
<td>Last Updated</td>
<td>06/20/2019 05:36 AM</td>
</tr>
</tbody>
</table>

### Accounts

<table>
<thead>
<tr>
<th>Account Nickname</th>
<th>Country</th>
<th>Bank Name</th>
<th>Account Type</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Direct Deposit</td>
<td>United States of America</td>
<td>Employee Direct Deposit</td>
<td>Checking</td>
<td>****</td>
</tr>
</tbody>
</table>

**Add**

### Payment Elections

<table>
<thead>
<tr>
<th>Pay Type</th>
<th>Payment Type</th>
<th>Account</th>
<th>Account Number</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll</td>
<td>Direct Deposit</td>
<td>Employee Direct Deposit</td>
<td>****</td>
<td>Balance Yes</td>
</tr>
</tbody>
</table>
TAXES 😞

- Educational fellowship recipients and Pre-Doctoral Trainee’s are only responsible for federal tax.
- No taxes are withheld by the University, however you are expected to file estimated taxes.
- Information explaining your 2019 fellowship funding sources will be posted on the BGS website by end Sept.
- Students should file quarterly estimated taxes.
  - See www.irs.gov and speak w/ 2nd or 3rd years.
  - Students are advised to seek advice from a tax professional. The University is not authorized to provide tax advice.
You will [most likely] not receive a W-2 until your 3rd year funding which begins June 1, 2021. That June stipend will be taxed you’ll be able to verify this information by viewing your payslip.

Non-US students are taxed from day one based on their country’s tax treaty with the U.S.
NON-U.S. TAXES 😞

- Non-U.S. students who have questions regarding their tax liability should contact the Solution Center.

- Different rules apply to you depending on your country of citizenship!
Viewing your Payslip

It is important that you view your payslip every month, before reaching out with any questions regarding your stipend, please view your payslip.

Payslip are available each month on payday in Workday.

Self Service: Understand Your Payslip

1. From the Workday homepage select the Pay application.
2. Under Recent Payslips you can either View or Print your recent payslips.
3. If you select View, Workday will deliver a payslip that includes all deductions/earnings. This will be more than one page and is labeled Complete.
4. If you select Print, Workday will deliver a shortened version of the payslip, and only list 5 detailed deductions, all others will be merged into a single line noted in the payslip with “Details Not Displayed”.
5. If you are interested in detailed deduction and earnings information refer to Step 3. If not, select Print immediately.
Updating your Contact & Personal Information

- From Workday homepage Select Personal information → Contact information

- REQUIRED: All Contact Information
  - Email address
  - Local address
  - Phone number
  - Emergency contact
  - Verify all personal Information is accurate
Questions, Issues or Help regarding your stipend

- CONTACT TIFFANY BROOKS
  - Email: brookst@upenn.edu (preferred)
  - Phone: 215.573.0919
  - Office: 414 Anatomy/Chemistry
  - Available Monday-Friday 8AM-4PM
For Tax questions, Workday issues or general questions:

- Contact the HCM Solution Center
- EMAIL: hcmsolutioncenter@upenn.edu

But keep in mind that you are NOT an employee of the University, even though you are paid through the University HCM system your status is that of a fully funded Graduate student, which you can verify by viewing your Job details screen in Workday.
I9 Verification for International Students

- PRESENT A PHOTO I.D. for I9 Verification at the onboarding center
  - Same I.D that you sent in with your completed payroll forms.
  - You can stop into the onboarding center or make an appointment (preferred). Verification needs to be taken care of ASAP to ensure you're paid at the end of August. Please confirm to Tiffany via email once your verification has been completed.
Onboard@Penn

Where We're Located

3425 Walnut Street
Philadelphia, PA 19104

Standard Hours of Operation

9:00 am - 5:00 pm ET, Monday - Thursday
9:00 am - 3:00 pm ET, Friday

Contact Us

Penn Employee Solution Center
hcmsolutioncenter@upenn.edu or (215) 898-7372

https://www.solutioncenter.upenn.edu/home/onboard