



August 7, 2018

Fall 2018 CD Payroll Information

- IDs – original driver's license and Soc. Sec. card, OR passport will be reviewed at orientation.
- When is PAYDAY?! **Last business day of every month.**
- Taxes – educational fellowship recipients/pre doc trainees are exempt from state/city taxes, *except for federal*, so students should file quarterly estimated federal income taxes. Information is available at www.irs.gov, OR students are advised to seek advice from a tax professional. No further information is available through our office as the University is not authorized to provide tax advice. Information explaining your fellowship funding source is available at the BGS website.
http://www.med.upenn.edu/bgs/tax_info.shtml
- **Non-U.S. students who have questions regarding their tax liability should contact Penn's Corporate Tax Office, <http://www.finance.upenn.edu/comptroller/tax/>.**
- A stipend advance is an option. \$1000 from your stipend can be advanced to you and it will be withheld in increments of \$250 over 4 consecutive pay periods until the entire amount is collected. There is a \$25 University fee. If you're interested, please email Nam Narain (narain@pennmedicine.upenn.edu) for additional instructions. Be sure to include your name, PennID# as well as Stipend Advance Request in the subject line of your email. It will take up to 5 business days for the process to be completed.
- **The ADP Aline Card system:** If you're being paid by Penn for the first time and **have not** signed up for direct deposit, you will automatically receive an Aline Card. However, you can sign up for Direct Deposit at any time. If you have questions or would like additional information, contact Penn's payroll department at payroll@exchange.upenn.edu or 215-898-6301. You can also contact the ADP Aline Card customer service team at 1-877- ADP-4321 or visit the www.mycard.adp.com website.
- **Please note if you ever make changes to your direct deposit account *excluding initial set up*, you will be contacted by the central payroll office to confirm any changes.** You will need to respond back with the name of your business administrator who is Tiffany Brooks for direct deposit situations.
- Electronic pay information, for viewing your paystub, can be retrieved by using your PennKey and password at www.upenn.edu/u@penn under "My Pay". This information is available the day before payday each month.
- Check www.upenn.edu/u@penn to make sure your local Penn and permanent addresses are accurately listed. This system does not merge w/other Penn systems and is used just for payroll. Go to "Pay and Benefits" and click on "My Profile."
- Loan deferment paperwork instructions are posted on-line on the BGS website. BGS Financial Operations is authorized to complete these and will keep a copy in your file.
- **2nd jobs – program approval required *before first day of additional job*.**
- Questions regarding your stipend pay (after August 10th) should be directed to:
Tiffany Brooks 414 Anatomy-Chemistry Building
phone: (215) 573-0919
e-mail: brookst@upenn.edu