



August 2020

Fall 2020 CD Payroll

Information

- 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 Employee Solution Center:** <https://www.solutioncenter.upenn.edu/> Email: hcmsolutioncenter@upenn.edu Phone: 215-898-7372
- **In order to be paid into your bank you must set up your Direct deposit.** [Manage Pay Elections tipsheet](#)
- **If you do not set up direct deposit in time, you'll be paid via the ADP Aline Card system:** However, you can sign up for Direct Deposit at any time and it will take effect for the next pay period. If you have questions or would like additional information, contact Penn's Employee solution center: hcmsolutioncenter@upenn.edu Phone: 215-898-7372.
- **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.
- **Viewing your payslip** Electronic pay information can be retrieved in Workday. [Viewing your payslip tipsheet](#)
- **Updating your Contact & Personal Information:** [Updating Personal Information Tipsheet](#)
- 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.**
- 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 needed, please email Tiffany Brooks (brookst@upenn.edu) for additional instructions. Be sure to include your name, Penn ID# 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.
- **Questions regarding your stipend should be directed to:**
Tiffany Brooks 414 Anatomy-Chemistry Building
phone: (215) 573-0919
e-mail: brookst@upenn.edu