

Payroll Information

August 2020 Combined Degree Matrics

Presented By:
Tiffany Brooks
BGS Payroll Manager





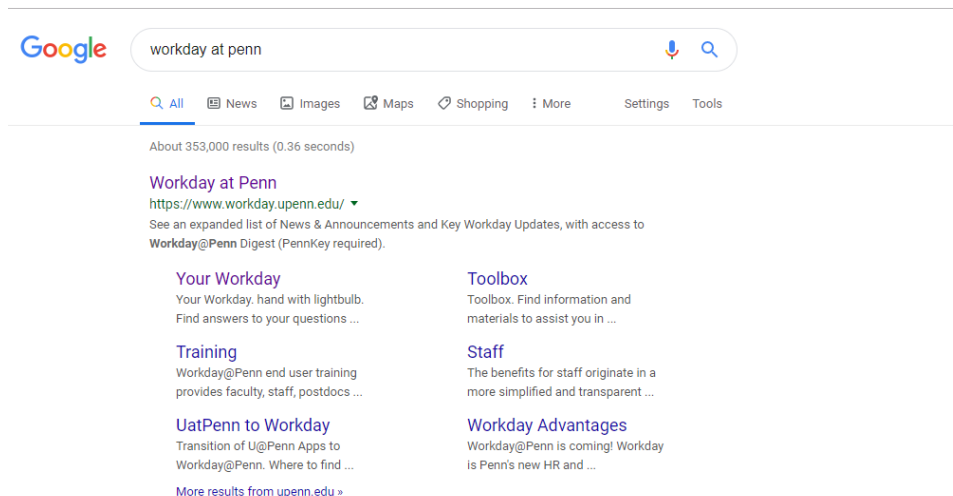
When are we paid?

- ▶ Graduate Students are paid Monthly on the last business day of each month: 8/31, 9/30, 10/30, 11/30, 12/31 etc.
- ▶ First Pay on Monday, August 31, 2020 and is pro-rated as term began on the 6th.



How are we paid?

- ▶ Paid via direct deposit
- ▶ Payment elections = Direct deposit in Workday
- ▶ Direct deposit must be set up by 8/26 to receive pay into your bank account on 8/31
- ▶ If you do not set up direct deposit you will be paid via ADP Aline Card system or check 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.
2. Under **Pay**, select **Payment Elections**.
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.



Keep in Mind!

You can maintain a total of *three* bank accounts in Workday, meaning you may have up to three payment elections.

Account Table

Account Nickname	Country	Bank Name	Account Type	Account Number	
Employee Direct Deposit *****	United States of America	Employee Direct Deposit	Checking	*****	Edit Remove
Add					

Under **Account Nickname**, view your bank account(s).

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

Payment Elections Table

Payment Elections					
Pay Type	Payment Type	Account	Account Number	Distribution	
Payroll Payment	Direct Deposit	Employee Direct Deposit		Balance Total	Edit

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.

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.
2. Under **Pay**, select **Payment Elections**.
3. Below the **Account** table, select **Add**.

Accounts: 1 item				
Account Nickname	Country	Bank Name	Account Type	Account Number
Employee Direct Deposit	United States of America	Employee Direct Deposit	Checking	
				Edit
				Remove
Add				



Keep in Mind!

You can select the **Edit** or **Remove** button to modify information or remove an existing bank account.

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
- Account Type: Select Checking or Savings
- Account Number

Account Information	
Account Nickname (optional)	
Routing Transit Number	* 031000053
Bank Name	* Employee Direct Deposit
Bank Identification Code	
Account Type	* <input checked="" type="radio"/> Checking <input type="radio"/> Savings
Account Number	* 123456789

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

2. Click **OK**.

Sample Check

Jonathan Doe 4321 Main St Anytown, CA 94000	
YOUR BANK NAME 1234567890 Anytown, CA 94000	DO NOT INCLUDE Check #
⑆ 1234567890 ⑆ 0001234567890 ⑆ 001000	
9 Digit Routing # Between the ⑆ symbols	Account # Include all zeros

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

Self Service: Manage Pay Elections

Manage Pay Elections for an Existing Account

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**.

6 Use the arrows to reorder the payment elections. The **Balance*** account must be the last account listed.

1 Under Payment Elections, click **Edit**.

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**.

Payment Elections 1 item

Pay Type	Payment Elections				Edit
	Payment Type	Account	Account Number	Distribution	
Payroll Payment	Direct Deposit	Employee Direct Deposit		Balance Yes	

Payment Elections 1 item

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
1	United States of America	USD	Direct Deposit	Employee Direct Deposit *****4602	<input checked="" type="radio"/> Balance <input type="radio"/> Amount 0.00 <input type="radio"/> Percent 0

+ Add Row

Payment Elections 2 items

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
1	United States of America	USD	Direct Deposit	Employee Direct Deposit *****081	<input type="radio"/> Balance <input checked="" type="radio"/> Amount 0.00 <input type="radio"/> Percent 10
2	United States of America	USD	Direct Deposit	Employee Direct Deposit *****8882	<input checked="" type="radio"/> Balance <input type="radio"/> Amount 0.00 <input type="radio"/> Percent 0

Welcome, Tiffany Brooks (75692911)

Announcements
1 item



Search Before Creating a Pre-Hire and Enter Home ...
Please search to see if a Pre-Hire or Employee record exists prio...

Inbox
0 items



[Go to Inbox](#)

Applications
16 items



Team Time



Pay



Personal Information



Career



Recruiting



Reports



My Team



Management Reporting Dashboard



Team Time Off



Monitoring Organization Compensation



Compensation and Benefits Dashboard



Benefits

Pay

Payment Elections >

Withholding Elections >

Tax Documents >

Payslips >

BSI Tax Withholding Form Employee Link

Less (2)

Payment Elections

Tiffany Brooks (75692911) [Actions](#)



Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Worker [Tiffany Brooks \(75692911\)](#)

Default Country [United States of America](#)

Default Currency [USD](#)

Status [Successfully Completed](#)

Last Updated [06/20/2019 05:36 AM](#)

Accounts 1 item



Account Nickname	Country	Bank Name	Account Type	Account Number	
Employee Direct Deposit *****	United States of America	Employee Direct Deposit	Checking	*****	Edit Remove

[Add](#)

Payment Elections 1 item



Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Payroll Payment	Direct Deposit	Employee Direct Deposit *****	*****	Balance Yes	Edit

TAXES ☹️

- Educational fellowship recipients are only responsible for federal tax.
- No taxes are withheld by the University, however you are expected to file estimated taxes
- Information explaining your 2020 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.



TAXES cont'd ☹️

- You will [most likely] not receive a W-2 until your 4th year funding which begins in July 2023. That July 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
(HCMsolutioncenter@upenn.edu)
- 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

How to view your payslip in Workday

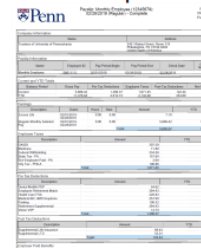
1. From the Workday homepage select the **Pay** application.
2. Under **Recent Payslips** you can either *View* or *Print* your recent payslips.

03/18/2019	\$0.00	\$0.00	View	Print
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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*.

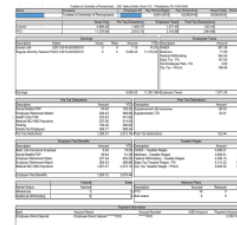
Previous Payslip	Return to My Payslips	Print Payslip Image
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4. If you select **Print**, Workday will deliver a shortened version of the payslip, and only list 5 detailed deductions, all others will be merged into a single line noted in the payslip with "Details Not Displayed".
5. If you are interested in detailed deduction and earnings information refer to Step 3. If not, select *Print* immediately.

The images show the differences in output:

Select **View First**: Complete Payslip



Select **Print First**: Payslip



Welcome, Tiffany Brooks (75692911)

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Team Time



Pay



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Monitoring Organization



Compensation and Benefits



Benefits

Pay

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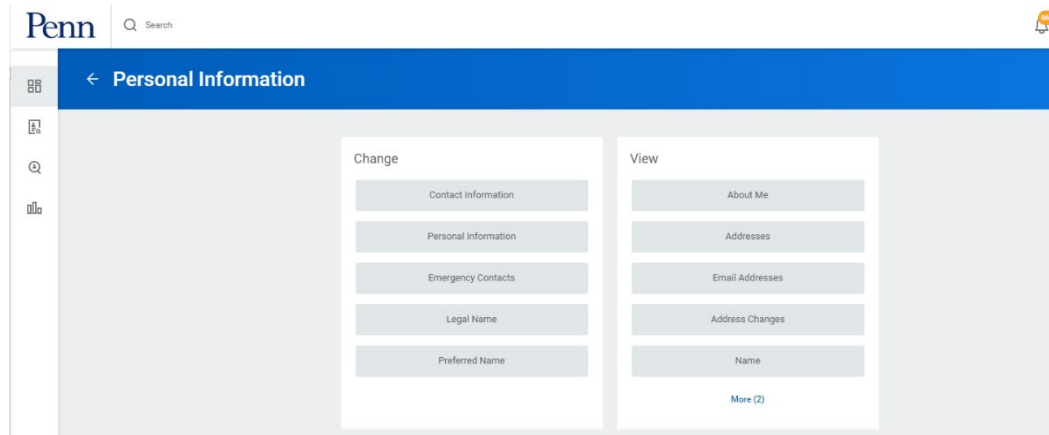
Payslips >

BSI Tax Withholding Form Employee Link

Less (2)

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 (currently remote)
- Available Monday-Friday 8AM-4PM



For Tax questions, Workday issues or general questions:

- ▶ Contact the HCM Solution Center
 - ▶ EMAIL: hcmsolutioncenter@upenn.edu
 - ▶ PHONE: 215-898-7372
-
- ❖ 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

- PRESENT A PHOTO I.D. for I9 Verification through the onboarding center
 - ❖ Same I.D that you sent in with your completed payroll forms.
 - ❖ If you have not already completed this process please visit <https://www.onboard.upenn.edu/> for steps on how to complete I9 verification remotely



Onboard@Penn

COVID-19 Update

Update as of March 27, 2020 — In accordance with Penn's temporary limited campus operations due to COVID-19, the Onboard@Penn location on campus has suspended onsite operations until further notice. Onboard@Penn staff will continue their operations remotely.

During this period, Onboard@Penn will primarily utilize the virtual option to continue processing I-9s for all new hires of the University.

In order to satisfy this requirement you will need to complete part 2 of your I-9 virtually via [Secure Share](#). Your work authorization documents should be sent to Joe Marmo via Secure Share. To access Secure Share, you will need to login with your Pennkey and password.

Here is a link to the Form I-9 Acceptable Documents so you know what to send <https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents>.

Important note: The virtual option is only a temporary solution for new hires completing their I-9s. New hires will still be expected to visit [Onboard@Penn](#) with their original, unexpired documentation within three (3) business days of resuming onsite operations on Penn's Campus to verify these physical documents in person.

For more information on this, please view this [announcement from the Department of Homeland Security \(DHS\)](#).

Please also make sure to [log into Workday](#) with your Pennkey and password in order to complete all of the onboarding tasks in your Workday inbox.

* Please note that if you have not completed **all** of your onboarding tasks including:

- I-9 (parts 1 and 2)
- Onboarding tasks located in your Workday inbox

your direct deposit information will not be processed, and you will receive a paper paycheck until **all** are completed.

<https://www.onboard.upenn.edu/>

Message from our Grants Manager - MSTP Students

- ▶ Student who will be on the MSTP grant will be getting an email stating:

You will be partially funded by an NIH training grant (Dr. Brass' MSTP grant) so you will need to complete an online appointment form. Look for an email from era-notify@nih.gov to create a Commons user ID.

- ▶ For Questions regarding this information Please contact

Marianne Altland Williams

altland@penmedicine.upenn.edu