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

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

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.
3. Below the Account table, select 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 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.
Self Service: Manage Pay Elections

Manage Pay Elections for an Existing Account

1. Under Payment Elections, click Edit.

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

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.

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

<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>

### 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 Payment</td>
<td>Direct Deposit</td>
<td>Employee Direct Deposit</td>
<td>****</td>
<td>Balance</td>
</tr>
</tbody>
</table>

Add another account or remove existing accounts as needed.
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](http://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.

- Payslips 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.

How to view your payslip in Workday

The images show the differences in output: Select View First: Complete Payslip

Select Print First: Payslip
Updating your Contact & Personal Information

- From Workday homepage Select Personal information → Contact information

  ![Screen Capture of Workday Personal Information](image)

- **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

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
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@pennmedicine.upenn.edu