

MD-PhD Financial Information

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Financial Office Contacts

Payroll

Tiffany Brooks, brookst@upenn.edu,

P: 215-573-0919

*information regarding your stipend

Bursar Bill

Sherita Blair, blairsh@pennmedicine.upenn.edu,

P: 215-573-2458

*information regarding you bill, such as late fees/personal fees

Fellowships

Marianne Altland Williams, altland@pennmedicine.upenn.edu,

P: 215-573-7732

*information regarding MSTP appointment paperwork, and
fellowship applications/awards



Overview

- CD Administration
has 2 departments:
 - Academic
(Maggie Krall et al.)
 - Financial Operations (Nam Narain et al.)
- Your stipend, tuition, and health insurance billing are managed by Financial Operations. In other words, anything money related.



PAYROLL

- CD students receive their \$32,000 annual fellowship stipend dollars on a monthly basis, paid out through Penn's payroll system. \$32k from Aug 2018.
- Aug 2018 payment is pro-rated as term began on the 6th.
- **ON THE LAST WORKING DAY OF EVERY MONTH:**
Sept. 28, Oct. 31, Nov. 30, etc.



PAYROLL

- If there are any issues with your monthly stipend, please review your paystub thoroughly and contact Tiffany Brooks ASAP.

brookst@upenn.edu OR 215.573.0919

- SCENARIO: I GOT PAID, BUT LESS THAN THE USUAL AMOUNT. CHECK YOUR PAYSTUB/ADVISE FIRST FOR GROSS AND NET AMOUNTS. GROSS = \$2583.33/MONTH (Except for Aug, which will be less). Still problem? Contact Tiffany.



LATE FEES – BURSAR BILL

- Fellowship covers tuition, fees, and single person health insurance. All appear on BURSAR BILL.
- Sherita Blair handles payments.
blairsh@pennmedicine.upenn.edu.
- Credits will be applied after add period ends (9/14). Contact Sherita thereafter. Check bursar account to clear personal charges, also posted there.



TAXES ☹️

- Educational fellowship recipients/pre doc trainees are only responsible for federal tax.
- Information explaining your 2018 fellowship funding sources will be posted on the CD website by end Sept. -
http://www.med.upenn.edu/bgs/tax_info.shtml
- 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 ☹

- We can generate a letter stating that your fellowship is for educational purposes, to file with your Pennsylvania State income tax. Please request this letter from David Bittner at dbittner@pennmedicine.upenn.edu
- David will notify you when the letter is completed



TAXES cont'd ☹️

- You will [most likely] not receive a W-2 until your 4th year funding begins. The July stipend will be taxed and so will be less than the month before.
- Non-US students are taxed from day one.



NON-U.S. TAXES ☹️

- 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/>.
- Different rules apply to you depending on your country of citizenship!



PAYSTUB

- Direct deposit must be set up by 8/15 to receive pay into your bank account on 8/31
- You can set up direct deposit by going to U@PENN (www.upenn.edu/u@penn) -> *Enroll in or Update Direct Deposit* (under My Pay)
- If you do not set up, you will be paid via ADP Aline TotalPay® Card system until direct deposit kick's in.
- It is important to review your paystub **every month**
- In order to view your paystub, please go to U@Penn and select "My Pay," There will also be an option to view past stubs by selecting "issue date."



MAILING ADDRESS

- 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.

Instructions:

- Go to U@Penn
- My Profile
- Then log in with pennkey/password to update your information.



LOAN DEFERMENT/STIPEND ADVANCE

- CD website has instructions on how to get your loan deferment forms filled out and signed. Please read the instructions before dropping off forms. Our office does handle them.
- Stipend Advance: Max advance of \$1000 (in check form in 5 business days); \$25 fee you pay via bursar account; advance deducted from monthly stipend each month over 4 months. Contact Tiffany for information on how to access a stipend advance.



Additional work for pay

- CD students must obtain approval BEFORE beginning a “2nd job.”
- “2nd jobs” are rare and only approved if student can persuade advisors and director of how the tasks will further his/her academic training.
- BEWARE: CD controls your Penn payroll record.
- Instructions and forms posted on CD website - <http://www.med.upenn.edu/mstp/additional-pay-job-policy.html>