



June 1, 2021

Dear Incoming Combined Degree Student:

I am writing to you with information regarding your fellowship. In order to have your stipend check processed you will need to submit payroll documentation and complete all on-boarding tasks assigned to you in your Workday inbox by [logging into Workday](#) (Workday access will be granted by 8/1/2021). Please have all Workday tasks completed by 8/15/2021. Please see the payroll checklist for acceptable forms of identification and instructions on how to submit your documents via Secure Share.

The required payroll related forms and information are posted on the BGS website at <https://www.med.upenn.edu/bgs/financial-information-2021.html>. Return forms via secure share to Tiffany Brooks **on or before July 7th**. If you fail to meet this deadline, your August stipend may be delayed.

Your stipend will be disbursed in monthly installments at a rate of \$2,833.33 per month and will be paid on the last business day of every month. The stipend amount will increase to \$2,916.66/month beginning with your September 30th paycheck. The University encourages all students to sign up for direct deposit. Arrangements for direct deposit of your stipend check can be completed through [Workday@Penn](#). Instructions can be found under *Workday Onboarding tasks* on the BGS website

If all documents are received to Tiffany Brooks by the July 7th deadline, **your first stipend check will be issued on August 31, 2021**. Your August check will be pro-rated for your **8/6/2021 effective date**.

[Penn's Secure Share System](#): this system allows you to send all documents through an encrypted message directly to Tiffany Brooks. Detailed secure share instructions can be found under Frequently Asked Questions.

Please be advised that your stipend and fees are subject to federal income tax. The University does not withhold taxes from your stipend check; therefore, beginning with the 2021 tax year, it will be necessary for you to file estimated taxes on a quarterly basis. General information regarding taxes will be distributed at Orientation

If you have any questions relating to the payroll documents, please contact Tiffany Brooks brookst@upenn.edu.

Sincerely,



Tiffany Brooks
Finance and Operations Manager
414 Anat-Chem Building
3620 Hamilton Walk
Philadelphia, PA 19104-6110
215-573-0919

<https://www.med.upenn.edu/bgs/financial-information-2021.html>.

Student Name Printed

Student's Graduate Group

Student Signature

Date