



May 29, 2020

Dear Incoming BGS 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 onboarding tasks assigned to you in your Workday inbox, you will need to [log into Workday](#) to complete assigned tasks. All BGS Students that submitted payroll documents by the July 15th due date will be hired into the system by August 5th. You will need to log into Workday with your PennKey to complete the required tasks after this date. Please have all **Workday tasks** completed by August 15, 2020. Please see the payroll checklist for acceptable forms of identification and instructions on how to submit your payroll documents via Secure Share. If you do not have the documents necessary to certify your citizenship in your possession, please make arrangements to obtain them now (*For example, if you need to have a new social security card issued, it will take 10 to 15 working days for the new card to be processed after filing the request with the Social Security Office*). Payroll related forms and information are posted on the [BGS website](#).

Please return original completed payroll documents, including copies of required IDs via secure share (**instructions in FAQ's**) **on or before July 15, 2020** – this is the date by which all materials must be received by our office. If you fail to meet this deadline, your August stipend may be delayed.

Your stipend will be paid in monthly installments at a rate of \$2,833.33 per month through August 31, 2021. The total BGS stipend for Academic Year 2021 is \$34,000. You will be paid on the *last business day of every month*. Your first stipend check will be issued on **Monday, August 31, 2020** and will be pro-rated pay for the August 3rd start date. Your August stipend check will also include your \$1,000 relocation.

The University encourages all students to sign up for direct deposit of their stipend checks. Arrangements for direct deposit of your stipend check can be completed through [Workday@Penn](#). Instructions can be found under [Workday Onboarding Tipsheets](#) on the BGS website. Directly depositing into your banks checking or savings account ensures speedier access to your monthly stipend. An electronic record of your payslip is also available at [Workday@Penn](#).

Please be advised that your stipend is subject to federal income tax. The University "does not" ***withhold taxes from your stipend check***; therefore, beginning with the 2020 tax year, ***it will be necessary for you to file estimated taxes on a quarterly basis. General information regarding taxes will be distributed to you upon arrival.***

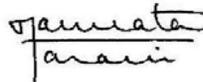
If you have any questions relating to the payroll documents, please contact Tiffany Brooks at (215) 573-0919 or via email at brookst@upenn.edu.

In addition to your stipend, your fellowship covers your tuition, general/clinical fees and *single* coverage health insurance (Aetna/US Healthcare-Chickering). You can sign up on line. SHS' contact information is: 215-746-3535, <https://shs.wellness.upenn.edu/>. Please make sure that you completed your health insurance forms in a timely fashion. For additional information regarding the health insurance plans, please contact Student Health Services directly or visit their website.

Each month the Student Financial Services Office (SFS) will send you a bill. Please review the bill for personal charges like monthly rent, Pennrex, prescription drugs etc. You are responsible for clearing all personal charges in a timely fashion, to avoid generating late fees. The BGS office will request removal ONLY of late fees generated due to the late payment of tuition/fees/health insurance. The BGS office will initiate tuition payments after the end of the drop period for course registration in each term. For Fall 2020, drop period is still TBD, usually the first week of October and for the Spring 2021 term, drop period is also still TBD but is usually the last week in February. You will continue to receive monthly bills until the balance owed has been cleared. If your tuition payments have not been processed by mid-October in the Fall term and mid-February in the Spring term, please deliver your most recent monthly bill to **Sherita Blair** in 417 Anat.-Chem. Bldg., e-mail blairsh@pennterms.upenn.edu, or call (215) 573-2458. If you have any questions regarding any of the tuition/fees related charges in the bill, please contact Sherita Blair.

If you have any questions regarding the information above, please contact the BGS Office upon arrival. On behalf of the BGS financial office, we look forward to seeing you in August.

Sincerely,



Namrata Narain
Director of Financial Operations
417 Anat-Chem Building
3620 Hamilton Walk
Phila, PA 19143-6110
Fax (215) 573-9687

NOTE: Non-US students have additional documents included in their payroll paperwork. Questions regarding these forms should be addressed to the Penn Employee Solution Center, hcmsolutioncenter@upenn.edu.

Student Name Printed

Student's Graduate Group

Student Signature

Date