

## SEAS 2026 PhD Student Stipend & Payroll FAQ

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### Key Dates & Pay Information

Hire Date:

- **9/1/2026 - Fall start**

First Pay Date:

- **9/30/2026 - Fall start**

Annualized Stipend amount: \$49,000/yr (**through 6/30/2027**)

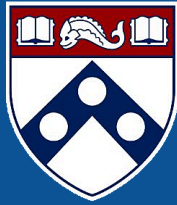
Pay Schedule: Monthly, paid on the **last business day** of each month

### Getting Paid – Required Steps

- **Submit Payroll Information Form by **Jun 26, 2026****
- Upload required documents in the payroll form (Admissions letter, Fellowship letter & Appointment letter)
- **After 8/1/2026 - Complete all onboarding tasks in your Workday inbox**
- Complete in-person **employment (I-9) verification** within 3 business days of your **hire date**
- Set up direct deposit in Workday (recommended)

#### Helpful Workday Onboarding Tipsheets

- [Manage Pay Elections \(direct deposit\)](#)
- [Onboarding in Workday for New Hires](#)
  - [Modify Your Personal Information](#)
    - [Understand Your Payslip](#)
- [Manage Your Payroll and Compensation Information](#)
- [Access to W-2, W-4, and State Reciprocal Forms](#)



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## Frequently Asked Questions

**Q: When will I receive my stipend?**

A: PhD students are paid **monthly** on the last business day of each month

**Q: What happens if I do not complete employment verification (I9) within 3 business days of the start date?**

A: Position will terminate and will need to be rehired

**Q: What do international students need to do?**

A: Confirm U.S. arrival with [PEFS Payroll](#) by 8/25/2026

**Q: What if I do not have a Social Security Number?**

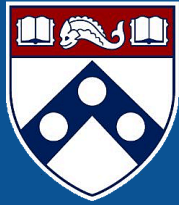
A: Indicate 'No' on the payroll information form. You can apply after arriving on campus instructions will be provided

**Q: When is the deadline for submitting documents?**

A: 6/26/2026 Late submissions may delay payment.

**Q: What documents must I submit?**

A: Payroll information form - Includes: fellowship letter, admission letter and external funding letter if applicable



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**Q: When will I get Workday access?**

A: Workday access will be granted by 8/1/2026, if forms are submitted on time.

**Q: Do I need to set up a direct deposit?**

A: Yes, it is strongly recommended setup by **8/25/2026**

**Q: Who should I contact with questions?**

A: payroll@seas.upenn.edu