Penn Engineering
University of Pennsylvania | PEFS Payroll Services

SEAS 2026 PhD Student Stipend & Payroll FAQ

Key Dates & Pay Information

Hire Date:

- **8/25/2026 - Fall start**

First Pay Date*:

- 8/31/2026* - Fall start
  - *This first pay will be pro-rated for the 8/25 start date*
  - *This pay day can only be processed if you are in the US and I9 verification is completed by the August payroll cutoff date (8/24/2026)*
  - *If you are not in the US and have your I9 completed by 8/24/26 your August pro-rated stipend will be paid with your September stipend on 9/30/26*

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)
- **New/Rehires -After 8/1/2026 - Complete all onboarding tasks in your Workday inbox**
- Complete in-person employment (I9) verification by **8/24/2026, required for all new and rehires**
- 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: When is the first stipend payment?

A: Assuming that you are in the US and have completed all onboarding steps in Workday and completed I9 verification at the onboarding center by August 24th, your first payment will be deposited on 8/31/2026 and the August payment will be pro-rated based on the 8/25/2026 start date.

Q: What happens if I do not complete employment verification (I9) within the required timeline?

A: Position will auto terminate and will need to be rehired

Q: What do international students need to do?

A: All required steps as outlined above additionally confirm U.S. arrival with PEFS Payroll by 8/24/2026. Please do so by sending an email to PEFS Payroll letting us know you've arrived in the US

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

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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

Q: When will I get Workday access?

A: For new/rehires 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 **8/24/2026**

Q: Who should I contact with questions?

A: payroll@engineering.upenn.edu

Q: Are all my payroll tasks completed?

A: Please be sure to follow all steps outlined in the FAQ. If Payroll does not require any additional information from you, you will not receive further communication from our office.

We currently have more than 150 new matriculating students therefore we are unable to respond to individual emails asking whether all requirements have been completed. It is your responsibility to review the provided instructions, follow all required steps, and verify that your information appears correctly in Workday.

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Please note: **If you are transferring from another position (staff, temporary worker, or a previous student job), you will generally not receive new onboarding tasks and will not need to complete a new I-9 verification unless your work authorization documentation has expired and requires re-verification.**

Even if you are transferring from another position, we strongly recommend reviewing the onboarding tip sheets to ensure that all personal, payroll, and employment information is current and accurate for your Research Fellow appointment.

Transfers: Your Research Fellow position will be visible on Workday beginning August 25, 2026.