**WEEKLY STUDENT WORKERS**

Students who are working this semester in weekly paid positions (teaching assistants, graders, research assistants…) are required to submit weekly work time via Workday@Penn.  Workday@Penn is the new faculty affairs, human resources, and payroll system for Penn.  All active workers in the current payroll system will have a Workday@Penn homepage to manage payroll and other human resource functions.

A self-service tip sheet with step-by-step instructions for entering weekly time reporting and other information pertinent to student workers including a self-service webinar can be found at this web site <https://www.workday.upenn.edu/home/your-workday/students>

Student Workers who have more than one job in Workday must be careful to choose the correct position when entering weekly time worked. Students should not attempt to enter time for jobs that have not been added or updated by Penn Engineering Financial Services (PEFS) staff. You will not receive compensation until these positions are finalized in Workday.

Note: Weekly timesheets must be submitted by 9PM every Sunday to ensure payment by the following Friday.

**GRADUATE STUDENTS ON FELLOWSHIP**

Graduate Students who receive a monthly stipend but also perform other activities on an hourly paid basis will need to submit their time **just for the hourly activity** via e-mail to payroll@seas.upenn.edu so that one-time payments can be entered into Workday to be paid at the end of the month. To ensure end of month payment, accumulated hours should be submitted by e-mail no later than the third Sunday of each month. This process will make it easier to submit full weeks of work without the need to break it up by a specific date. Due to recent updates in Workday processing deadlines, this guidance may be different than what was originally communicated to some students.

Please be sure to enter your last name, first name, and course name (or name of work above monthly stipend) in the subject line of the email and include day, date, and hours in the body of the email, and copy your instructor/supervisor. Payment will be processed based on the student e-mail and instructors/supervisors need only reply to address any discrepancies. Please do not re-submit any time that has already been submitted to payroll@seas.upenn.edu. PEFS is working on processing those and we do not want to process duplicate payments.

**Please note that a student on a fellowship is not permitted to perform more than 10 hours/week per week of additional work.**

If you have any questions or concerns do not hesitate to contact payroll@seas.upenn.edu