PAYROLL

WORKDAY   https://www.workday.upenn.edu/home/about

Compensation, Pay, benefits, Entering Time, Personal information can be found when you log into workday, using your Penn ID.

A new hire should make an appointment with the onboarding center to complete all required tasks.   Review the Onboarding web-site for additional instructions:

https://www.onboard.upenn.edu/

Time Card Submission Reminders:

- PEFS Payroll Services will approve timesheet submission from Penn Engineering Non-Exempt Staff, Temporary Employees and Student Workers.
- All timesheets must be submitted weekly by Sunday at 9pm through Workday. Please keep in mind that timesheets from the previous week are locked from Monday at 10am until Wednesday at 12pm. No edits can be made during this time.

Please see the Time Tracking Tipsheet or Time Tracking: Special Cases Tipsheet for assistance.

Time Tracking Tipsheets for Managers can be found here.

If you have any questions, please reach out to payroll@seas.upenn.edu.

Hiring a Research Assistant? Please reach out to payroll@seas.upenn.edu for questions on getting them setup in payroll. Remember to reach out to get appointments setup within 3 days of the start date so that we can remain in I9 compliance, the earlier the notice the better!