

Mail To: Payroll Distribution List

Subject: ANNOUNCEMENT – New Procedures - Summer Undergraduate Research Fellowship Programs

To All Business Administrators & Payroll Coordinators

Human Resources in partnership with the Division of Finance is pleased to announce a new procedure to ensure participants of the summer undergraduate research fellowship programs are accurately compensated and in compliance with government regulations, including participants of the NSF Research Experience for Undergraduates (REU) and Research Experience for Teachers (RET) programs.

Please refer to the attached standard process established to pay the stipends of these participants.

The instructions can also be found under the “What’s New in Payroll’ website.

Please direct any questions regarding foreign tax issues to Victor Adams in the Payroll Office via phone at 898-6573 or via email at adamsv@upenn.edu and any process questions to your Business Administrator or HR representative.

Thank You.

Gary Truhlar, Executive Director, Human Resources
MaryAnn Piccolo, Associate Comptroller, Division of Finance