

M E M O
Monday, April 4th, 2016

You may recall we stopped printing weekly advices November 1st, 2013. This project supported Penn's "Sustainability/Green Campus" partnership. We did allow individuals to "opt in" for printing if absolutely necessary. Over the last 2 years it has become evident that a substantial number of advices are not being picked up by employees.

Pay stubs have always been available through My Pay on the U@Penn Portal (https://medley.isc-seo.upenn.edu/penn_portal/u@penn.php). We suggest that if you haven't done so already please access your pay stub through My Pay.

Starting with the payroll for week ending May 1st, we are going to eliminate the Opt In information again for all weekly individuals. This is necessary due to the amount of advices not being picked up. If it is absolutely necessary for you to have an advice printed, you will need to contact the Payroll Help Desk at 215-898-6301 during business hours in the month of April to avoid interruption of the printing. A member of the Payroll staff will opt in for you after you provide proof of identity information.

If you have any questions, please contact the Payroll Department at 215-898-6301 or DoFPayroll@pobox.upenn.edu.

Thank you in advance for your cooperation.

Payroll Department
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