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Subject: REMINDER: Return to Campus – Updating Work Address & Tax Forms in Workday
Date: Wednesday, April 14, 2021 9:31:00 AM

The following correspondence is being sent on behalf of the Payroll Office in the Office of the Comptroller:

Please share this important information with individuals and HR Partners and HR Analysts in your departments.

This is a reminder that as the University transitions back to work on campus, HR Analysts and HR Partners must update the Work Address to the campus address for individuals who return to their on-campus worksite. Additionally, these individuals will need to review and update their tax information.

Guidance for HR Partners/Analysts and for Individuals is available on the [Workday](#) website to assist with making these updates.

If you have any questions, please contact the Penn Employee Solution Center at hcmsolutioncenter@upenn.edu or (215) 898-7372.

The Penn Employee Solution Center is now available to help with your HR/payroll questions. Knowledgeable Solution Center Specialists are available Monday through Friday, during business hours, to answer your questions. The number to call is 215-898-7372 or you may send an email to solutioncenter@upenn.edu.