

**From:** [Silverman, Celestine](#)  
**To:** [SRBA-SCHOOLCENTER-L@LISTS.UPENN.EDU](mailto:SRBA-SCHOOLCENTER-L@LISTS.UPENN.EDU); [SRBA-CENTRALADMIN-L@LISTS.UPENN.EDU](mailto:SRBA-CENTRALADMIN-L@LISTS.UPENN.EDU)  
**Subject:** One-time payment deadline - 12/23/22  
**Date:** Thursday, December 1, 2022 8:38:00 AM

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***The following message is being sent on behalf of the Vice Provost for Faculty Office:***

Hello,

All one-time payment requests for faculty which need approval by the Provost's Office will need to be in the Provost's Office Workday inbox by **Friday, December 23rd at 12:00pm** in order to meet the deadline for December payroll. If a one-time payment request does not meet the 12/23/22 noon deadline, the payment will not be included in the faculty member's December pay. Please share this notice with the appropriate channels in your area.

Thanks,

Colleen

Colleen McEntee (she/her)

Associate Director, Faculty Affairs

Office of the Provost

University of Pennsylvania

215-898-8566