

University of Pennsylvania
School of Arts and Sciences Graduate Division

Employment Policy Concerning SAS-Funded Fellowships for Ph.D. Students

Employment Policy

1. Because SAS fellowships are intended to enable the recipient to work full-time toward the Ph.D., a student is not permitted to accept employment in any month in which he or she receives a fellowship stipend if that employment is not compatible with continued progress toward the degree at a full-time rate.
2. As a general rule, students on fellowship may accept employment that requires less than ten hours of work per week (e.g., as a grader, tutor, or hourly research assistant). Employment requiring ten hours or more per week is normally prohibited. Any exceptions must be approved by both the Graduate Chair and the Associate Dean for Graduate Studies.
3. To help enforce these restrictions and to promote a more egalitarian distribution of funding opportunities, monthly payments from all University sources to students on fellowship may not exceed 130% of the student's stipend.
4. SAS imposes no restrictions on employment hours or payments during months when a student does not receive a fellowship stipend. Thus a student who is not receiving aid during the summer may work as much as he or she chooses, and a student who has an opportunity for lucrative summer employment may opt to decline stipend payments in the summer.

Payment Process

1. Graduate students are required to obtain permission from their Graduate Chair prior to accepting a position. Permission is to be requested by the graduate student via email with copies to the SAS Regional Business Office, Graduate Coordinator and hiring department. In turn, the Graduate Chair is to reply directly to the graduate student with copies to the SAS Regional Business Office, Graduate Coordinator and hiring department.
2. SAS graduate students are paid on a monthly basis. The hiring department is to accumulate hours for the month (between monthly payroll deadline periods) via University time reporting sheet and relay payment information (hours worked, hourly rate of pay and account to which the student's payment is charged) by email to SAS Regional Business Office. The hiring department is responsible for maintaining time reporting sheet records for the student. The SAS Regional Business Office will provide monthly deadline date for submitting payment information for timely processing. SAS Regional Business Office will enter payment information into PennWorks. Hiring department is responsible for auditing the payroll distribution.