

GA/TA Policies and Payment Information

Financial Information for GAs & TAs



Payment of a GA/TA

- A job offer (contract) will be extended by the department in UWinsite People (Human Resource Information System - HRIS).
- Prior to the extension of the job offer, information is approved both at Graduate Studies and Human Resources.
- The job offer is accepted by the student in UWinsite People.
- University of Windsor requires personal devices to meet Conditional Access security standards. If a personal device is not compliant and/or enrolled in device administration, employees will not have access to UWinsite People. **Learn how to register your device.**
- Compliant devices to accept offers are available in the Leddy Library for use by all current students.



Payment of a GA/TA

- The job offer letter will have the following information:
 - ❖ start and end date
 - ❖ position level (e.g. Masters, PhD, TA I, II or III)
 - ❖ total payment
 - ❖ hours to be worked
 - ❖ some letters may include specific courses
- Should there be incorrect information please reach out to your Graduate Secretary/Coordinator or Department Head.



Payment of a GA/TA

- Student hiring package documents will be submitted through UWinsite People as a part of your preboarding and onboarding journey tasks assigned to you.
- Preboarding and onboarding task **required** if:
 - ❖ It is more than one year since you last worked at the university, or:
 - ❖ If there are any changes to the information under your “Me” section in UWinsite People
- Preboarding and onboarding task **not required** if:
 - ❖ If it is less than one year since you last worked at the University, and all your information under your “Me” section in UWinsite People is correct.
- Incomplete preboarding and onboarding journeys will delay the approval process from HR and delay your start date and payment.
- Questions for preboarding and onboarding can be directed to:
hrstudent@uwindsor.ca



Obtaining an employee number

- Track the progress of your preboarding or day 1 journeys by navigating to the “me” tab in [Uwinsite People](#) and click on Journeys to view all assigned journeys and their statuses.
- Please note that all new hires will receive an email from the UWinsite People system once the student appointment has been processed and an employee ID is issued. The email will be sent from the following email address:
efhc.fa.sender@workflow.email.ca-toronto-1.ocs.oraclecloud.com
- All contracts will be processed 3 days before the start date.
- If you have not received an email **by your start date**, please email hrstudent@uwindSOR.ca to inquire about the status of your contract.



From: efhc.fa.sender@workflow.email.ca-toronto-1.ocs.oraclecloud.com

Date: Sunday, August 31, 2025 at 8:01 PM

To: xxxxxx

Subject: FYI: Authorization to Commence GA/TA Duties

Congratulations!

This message is to confirm your work contract has been approved by the Dean of Graduate Studies and Human Resources. All legally required documentation has been submitted in their entirety. You are eligible to commence your duties for the Winter semester beginning the effective date which is stipulated in the offer letter you have accepted.

Your Employee Number is XXXX.

As a GA or TA, you are a member of the CUPE 4580 Union.

Visit the [CUPE 4580 website](#)

Find the [CUPE 4580 collective agreement](#)

[Resources](#) are available on the [Office of Graduate Studies website](#) for GAs and TAs

You will be able to see and download your pay statements and tax slips from **UWinsite People**, our new Human Resource Information System. Find [details on how to access the system](#) and other [knowledge base articles](#) with information about how to use UWinsite People.

If you have any troubles gaining access into the UWinsite People system, please have your supervisor submit an onboarding ticket through IT Services so this can be resolved in a timely manner.

If you are a new employee or are being rehired, you will receive a Day One Checklist with some information and additional tasks that need to be completed related to your employment at the University of Windsor.

We wish you all the best in your new role!



Steps to payment of your GA/TA

- **Reminder: Students are not permitted to begin their GA or TA work duties until the student has accepted the offer, submitted all required documentation in UWinsite People, and received the HR authorization to work email titled “Authorization to commence GA/TA duties”.**
- Student begins receiving bi-weekly payments.



When will you receive your first payment?

- Determined by your approved start date on the Authorization to Commence GA/TA Duties email you will receive once your contract has been approved at Graduate Studies and Human Resources.
- The Bi-Weekly Student Schedule can be found on the Finance website at : <https://www.uwindsor.ca/finance/payroll>



Pay Dates for Fall 2026

PAYROLL DATE	CONTRACT START DATE
September 18, 2026	September 1 – September 13
October 2, 2026	September 14 – September 27
October 16, 2026	September 28 – October 11
October 30, 2026	October 13 – October 25

Further pay dates for the Fall 2026 term can be found on [Finance's website](#).

For GA/TA appointments starting on September 1 to December 31, 2026, there will be **nine pay periods** during the contract term. Your total earnings for the appointment will be divided equally across these nine pay periods.



Can I have my tuition fees deducted from my GA stipend?

- Complete the "Graduate Payroll Deferment Form", available from Student Account's Office website:
https://www.uwindsor.ca/finance/sites/uwindsor.ca.finance/files/payroll_deferment081920.pdf
- Deduction of 100% of all funds being disbursed through Payroll until the outstanding Student Accounts balance is paid in full.
- If 90% of the student's GA/TA is enough to cover all of the tuition fees, then the interest is waived. If it is not enough, then the amount left owing must be paid by the financial due-date of the semester. If payment is not made, interest is charged on that outstanding balance, until the difference is paid in full.



Graduate students holding scholarships

To receive your scholarship funds for each term:

- Must be registered for that term, no later than the last date for registration for the term, and must meet the eligibility requirements of the scholarship outlined in the award letter
- Scholarships viewable as “anticipated aid” in your UWinsite student account
- Scholarships automatically disbursed to your student account within the first two weeks of each term
- Refunds are available to request the first week of classes.



Graduate students holding scholarships

- If you are expecting a refund after all of your fees have been paid
Refunds are available to request beginning the first days of classes.
- When the refund credit is visible, request a refund by following these instructions:

<https://www.uwindsor.ca/finance/781/refunds>



Questions?

Contact the Graduate Studies Office:

gradaward@uwindsor.ca

