

GA/TA Policies and Payment Information

Financial Information for GAs & TAs



Steps to payment of your GA/TA

- Notice of Appointment to Assistantship (contract) completed in the department
- Shows total payment, period of time, and hours to be worked
- Student and instructor complete Form 1 - Description of Duties and Allocation of Hours
- Contract forwarded to Graduate Studies for approval
- Contract sent to Human Resources and Payroll
- Student begins receiving bi-weekly payments



Obtaining an employee number

If you don't already have one, apply for an employee number from the Department of Human Resources: hr@uwindsor.ca

[New Student Employee - Personal Information](#)

[Personal Tax Credits Form TD1 \(federal\)](#)

[Ontario Personal Tax Credits Form](#)

[TD1ON \(provincial\)](#)

[Authorization Agreement for Automatic Deposits](#)

You will not be paid without an employee number



How much will you receive each pay?

- Calculated by dividing the total amount by the number of pay periods
- In Fall 2020 term there are 8 scheduled pay periods (tentative)
- Example: a Master's student with a 140-hour contract

$$\underline{140 \text{ hours} \times \$38.26/\text{hr} = \$5,356.40 \text{ total}}$$

8 pay periods

$$= \$595.15 \text{ per pay (before deductions)}$$



Pay Dates for Fall 2020

- September 25
- October 9
- October 23
- November 6
- November 20
- December 4
- December 18
- First week in January 2021 (*to be finalized*)
- *Dates for Winter 2021 to be announced*



When will you receive your first payment?

- Provided Graduate Studies has received your contract from your department by **September 4** the first scheduled student pay date is **September 25**
- Contracts received after this date will be paid out on a subsequent pay date



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

- Yes. Complete the ***tuition deferment form***, available from the Cashier's Office website:
https://www.uwindsor.ca/finance/sites/uwindsor.ca/finance/files/payroll_deferment081920.pdf
- Note that if you choose this option you will have all the tuition fees owed deducted from your stipend, until the balance 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



Graduate students holding scholarships

- If you are expecting a refund after all of your fees have been paid, monitor your account balance
- When the refund credit is visible, request a refund:
 - Log in to UWinsite Student
 - Click on 'Financial Account' tile
 - Click on 'Account Services'
 - Click on 'Online Refund Request'
 - Follow the instructions



Questions?

Contact the Graduate Studies Office:

gradaward@uwindsor.ca

