

# GA/TA Policies and Payment Information

Financial Information for GAs & TAs



# Steps to payment of your GATA

- Notice of Appointment to Assistantship (contract) completed in the department
- Shows total payment, rate of pay, 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 by the Department



# Steps to payment of your GA/TA

- Contract sent to Human Resources and Payroll
- GAs and TAs **must not begin work** until they receive email confirmation that their contract has been approved. The email subject line is Authorization to Commence GA/TA Duties (please note the start date on this email).
- Student begins receiving bi-weekly payments



# Obtaining an employee number

- If it is your first employment contract or it has been a year since your last employment contract with the University, complete and send the new hire paperwork to Human Resources as soon as you sign your contract
- Once your contract is approved by Graduate Studies and is then processed by Human Resources, your employee number will be sent to you by email.
- 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 2021 term there are 8 scheduled pay periods (tentative). There will be less pay periods if your start date is after September 5, 2021
- Example: a Master's student with a 140-hour contract

$$\underline{140 \text{ hours} \times \$39.43/\text{hr} = \$5,520.20 \text{ total}}$$

8 pay periods

$$= \$690.03 \text{ per pay (before deductions)}$$



# 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



# Pay Dates for Fall 2021

<b>PAYROLL DATE</b>	<b>CONTRACT START DATE</b>
September 10	August 23 – September 5
September 24	September 6 – September 19
October 8	September 20 – October 3
October 22	October 4 – October 17
November 5	October 18 – October 31
November 19	November 1 – November 14
December 3	November 15 – November 28
December 17 (tentative)	November 29 – December 12
First week in January 2022 and dates for Winter 2022 to be determined	



# 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](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](mailto:gradaward@uwindsor.ca)

