

GA/TA NOTICE OF APPOINTMENT FORM (CONTRACTS)

WINTER 2024

In an effort to ensure that the workflow for the payment of GA/TA contracts is managed efficiently, and in order to be able to ensure timely payments can occur, the Office of Graduate Studies (GS), Human Resources, and Payroll have agreed to the following schedule for submission of the notices of appointment for the Winter term 2024.

PROCESSING OF CONTRACTS

- Instructions for submitting GA/TA contracts to Graduate Studies:
 - a) Check for the latest version of [the Notice of Appointment form](#) on the Faculty of Graduate Studies website.
 - b) AAUs prepare [the Notice of Appointment form](#) for the student's signature.
 - c) Send the Notice of Appointment and the student communication statement (found below) to the student.
 - d) Student [signs the form electronically](#) and returns it to the department. Confirm that the contract has been sent from the student's UWindsor email account.
 - e) Department is to direct students to [Human Resources](#) as students must also provide all required documentation to be hired and receive a student employee number prior to commencing work.
 - f) AAU Head, or designate, confirms information on the Notice of Appointment form and uploads contract in the [GA/TA Contracts Workflow](#). Instructions on [how to upload and submit contracts](#) can be found on our website.
 - g) TA III memos and Grace Term forms should be mailed separately to gradaward@uwindsor.ca. Do not upload to the workflow with the contract.
 - h) Review the [GA/TA Contracts Checklist](#) and confirm all items have been completed.

STUDENT COMMUNICATION

- To assist in ensuring students are aware of their obligation to complete the new hire paperwork as a first-time employee, and/or to provide an update to expired/expiring SIN or work/study permit documents, Human Resources asks that departments include the language below along with the Notice of Appointment to the student:

Please note that **before you begin work as a GA/TA, you must complete the new hire paperwork if this is your first employment contract or it has been a year since your last employment contract with the University and submit it to hrstudent@uwindsor.ca. Please also ensure that if you have worked for the University within the last year that all legal documents are still valid. 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. This will allow you to complete the mandatory training which must be completed within the first two weeks of your contract. If your current study/work permit and/or SIN is set to expire during your GA/TA contract, you must notify the department immediately and provide updated valid documents to hrstudent@uwindsor.ca prior to commencing work.**

<https://www.uwindsor.ca/humanresources/services-initiatives/employee-recruitment/student-appointments>

Once your employee number is received, please complete the mandatory training:

<http://www.uwindsor.ca/requiredtraining>

Students that have questions about their employment contract or Student Hiring Package can book an in-person or virtual appointment with Human Resources here:

<https://outlook.office365.com/owa/calendar/HumanResourcesBookings@uwindsor.ca/bookings/>

PERIODS OF APPOINTMENTS

- The term start date for the Winter 2024 term is January 3, 2024. The start date of all appointments should reflect **the date the student is expected to begin working**. Contracts cannot be dated any earlier than January 3, 2024.
- While there is some flexibility in setting the start date of the GA/TA appointments, the end dates for full-term appointments **must** align with those set by HR for Sessional Appointments to ensure the exam and marking period is covered. Normally the end date is last day of the month the student worked.

PROCESSING TIMES – CONTRACT START DATE 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.
- Student must be reminded by Department upon signing contract to produce required paperwork to Human Resources so they may receive a student employee number.
- Confirmation letter that the student is eligible to work will be sent to the student through VIP and the submitter of the contract will receive an email via the GA/TA Workflow.
- Contracts must be submitted a minimum of 3 weeks prior to a student's tentatively scheduled start date of work to allow for processing of contract and student documentation submission.
- If a contract has a start date that is past the submission deadline, a change in start date may be required. If the start date is changed an email will be sent to the submitter to advise. The Program is required to notify the student and supervisor of this change.
- Late student documentation submission to HR will result in the contract start date being amended by HR to a later date.

CONTRACT START (WEEK OF)	CONTRACT SUBMISSION TO GA/TA WORKFLOW	STUDENT HIRING PACKAGE SUBMISSION TO HUMAN RESOURCES	STUDENT PAYROLL DATE
Wednesday, January 3, 2024	Monday, December 4, 2023	Tuesday, December 19, 2023	Friday, January 12, 2024
Monday, January 8, 2024	Monday, December 11, 2023	Thursday, January 4, 2024	Friday, January 26, 2024
Monday, January 15, 2024	Monday, December 18, 2023	Wednesday, January 10, 2024	Friday, January 26, 2024
Monday, January 22, 2024	Wednesday, January 3, 2024	Wednesday, January 17, 2024	Friday, February 9, 2024

- [A complete list of GA/TA Contract Processing Dates for the term](#) can be found on our website.

GA/TA WORKFLOW REPORTS

- Weekly GA/TA Workflow reports sent to Department/Faculty.
- Status of eligible student employment and confirmation of student payment date is available.
- Reports should be viewed weekly to confirm the status of the contract in the workflow.
- A shared folder has been set up for each Department and shared with individuals responsible for processing GA/TA contracts.
- An email is sent each week once the weekly report has been updated.