

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, 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 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 2023 term there are 9-10 scheduled pay periods (tentative). Depending on the start and end date of your contract.
- Example: a Master's student with a 140-hour contract

$$\underline{140 \text{ hours} \times \$41.02/\text{hr} = \$5,742.80 \text{ total}}$$

10 pay periods

$$= \$574.28 \text{ per pay (before deductions)}$$



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.
- The BiWeekly Student Schedule can be found on the the Finance website at :
<https://www.uwindsor.ca/finance/payroll>



Pay Dates for Fall 2023

PAYROLL DATE	CONTRACT START DATE
September 22	September 4 – September 17
October 6	September 18 – October 1
October 20	October 2 – October 15
November 3	October 16 – October 29
November 17	October 30 – November 12
December 1	November 13 – November 26
December 15 (tentative)	November 27 – December 10
TBA	December 11 – December 24
TBA	December 25 – December 31
First week in January 2024 and dates for Winter 2024 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
- 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
- Refunds are available to students beginning the first days of classes.



Graduate students holding scholarships

- If you are expecting a refund after all of your fees have been paid, monitor your account balance
- Refunds are available to students beginning the first days of classes.
- 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:
<https://www.uwindsor.ca/finance/781/refunds>



Questions?

Contact the Graduate Studies Office:

gradaward@uwindsor.ca

