

# GA/TA NOTICE OF APPOINTMENT FORM (CONTRACTS)

## WINTER 2025

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 2025.

### 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) 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.
  - f) Human Resources will email the student and provide them with their next steps for employment.
    - i. All GA/TA employees will receive an email letter authorizing them to start work.
    - ii. New hires, or those who have not worked at the University within the last year, will have to complete their employee onboarding process and will receive an email from the new HR Information System, UWinsite People to complete their employee onboarding process (from uwincareers@uwindsor.ca).
  - g) TA III memos and Grace Term forms should be mailed separately to [gradaward@uwindsor.ca](mailto: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 onboarding process for Winter 2025, a first-time employee, a former employee who has not worked at the University in over a year, needs to provide an update to expired/expiring SIN or work/study permit documents, and complete the mandatory training. 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 journey if this is your first employment contract, or it has been over a year since your last employment contract with the University.*****
- ***Ensure that if you have worked for the University within the last year that all legal documents are still valid. 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](mailto:hrstudent@uwindsor.ca) prior to commencing work.***

*Once your contract is approved by Graduate Studies and is then processed by Human Resources, you will receive an email informing you of your next steps and your start date. If you are a new employee or one that has not been employed by the University within the last year, the mandatory training must be completed within the first two weeks of your contract.*

*Students that have questions about their employment contract or HR processes 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 2025 term is January 6, 2025. 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 2, 2025.

- 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 complete required onboarding through UWinsite Student so they may receive a student employee number.
- Confirmation letter that the student is eligible to work will be emailed to the student and the submitter of the contract in 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 COMPLETED ONLINE FOR HUMAN RESOURCES	STUDENT PAYROLL DATE
Thursday, January 2, 2025	Monday, December 2, 2024	Monday, December 11, 2024	Friday, January 10, 2025
Monday, January 6, 2025	Monday, December 11, 2024	Monday, December 16, 2024	Friday, January 24, 2025
Monday, January 13, 2025	Monday, December 16, 2024	Monday, January 13, 2025	Friday, January 24, 2025

For the **Winter 2025** semester, the GA/TA hiring process will continue to follow the current departmental procedures, including recruitment, evaluation, candidate selection, and contract offer. Faculties and departments are urged to submit all contracts to Graduate Studies by the term end in December.

- 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.