

Payroll Deduction for Tuition and Fees GRA/GTA-Effective Fall Term 2007

Eligibility Requirements:

- Employed through payroll as GRA/GTA
- Paid monthly

Deductions:

- Payroll deduction may be taken for any balance on the student's Bursar account (tuition, fees, housing, etc)
- Verification will be made against payroll to ensure student is employed correctly.
- Verification will be made against payroll system to ensure the monthly payroll is sufficient to cover the balance elected.
- Deduction available for Fall and Spring Terms only (no Summer)
- Deduction will be taken over three months
 - Fall Term: Sept, Oct, Nov
 - Spring Term: Feb, Mar, Apr
- Payment Option available over Oscar on student invoice page
- Option must be taken by Fee Deadlines
 - Fall Term – August 24
 - Spring Term – January 11

Payroll Information:

- All PSF should be in the graduate Office (Gail Potts) by August 1
- Rehires that are still enrolled, with a termination date of less than a year do not need to do new hire paperwork and the rehire PSF can be sent to Payroll immediately and will be entered now to avoid the August rush.
- New hires – NRA's that do not have a SSN, should come to Student Hiring at CRC on 8/15 or 8/16 – Payroll will have the SSA there to give receipts for the SSN. They must be in the US for 10 days, but SSA is holding the applications for those 10 days, as a service to us. If they do not come, they will have to wait the 10 days before going to SSA themselves.
- Non-NRA's need to come with the new hire paperwork. They can download it from OHR, complete and bring with them and the I9 documents. They can do this now or on 8/15 or 8/16.
- Once a PSF hits Payroll, information will be entered within 24 hours. During the mass hiring process, Payroll will start keying on Wednesday 8/15 and run the monthly payroll on 8/23. Everything in Payroll by 8/21 will be entered. Payroll will continue to enter new information after the initial payroll on August 23 through the fee deadline.