

PAYCHECK

- The first pay check of the fall semester will be paid on Friday (August 18). As a reminder, for those who are just starting with the department or did not have a summer appointment, this will be a partial paycheck of 4 paid days not your normal full biweekly amount.
- If you had a summer appointment, this paycheck will have 6 days at your summer rate and 4 days at your fall rate.

TUITION FAQ'S

Please do not email Laura or myself about tuition balances, waivers, etc., until after Friday, September 8. Due to the high volume of tuition waiver requests across the university this process can take a few of weeks after classes start to post to your account and we are unable to get any of the staff in these offices to answer questions for us until after this date.

When will my waiver post? Waivers typically post by the first week of classes, but the process can take longer. The deadline for deferred tuition payments for GA/TA/RA's is October 13, 2017. Please wait until September 8, 2017 to try and address any concerns you may have regarding your student account.

Why do I still have a balance due after my waiver has posted? Unless otherwise indicated, students are responsible for a student owes portion of the tuition and fees. This amount varies each academic year but will probably be around \$800.

Why are my fees higher than other graduate students taking the same amount of credit hours? There are numerous additional fees a student can incur. First year students have initial fees that continuing students do not have, certain classes have additional fees others do not. If you have a question regarding a specific student fee, you should contact Student Financial Services Office: <http://www.usf.edu/business-finance/controller/student-services/student-accounting/index.aspx>. Laura and I are not familiar with all of the various student fees and can only ensure the requests we have submitted (tuition waivers/payments) are taken care of. We are unable to problem solve other issues on your student account.

When is the deadline to pay my student owes portion? Again, refer to the Student Financial Services Office: <http://www.usf.edu/business-finance/controller/student-services/student-accounting/index.aspx>. They have the payment deadlines on their webpage.

I received a payment via fellowship/department supplement, etc. into my student account but the amount I received in my disbursement was lower than I was expecting, what happened? I can help you verify the correct payment was processed. If this was processed correctly, it is probably a financial aid issue and you would need to follow up with them - <http://usfweb2.usf.edu/finaid/>. There is a maximum amount financial aid calculates that you are allowed to receive through your student account. If you apply for loans and get additional funding through fellowships/department supplements this will lower the amount of your loan disbursement.

I am on a grant and my tuition payment hasn't posted yet, what should I do? Grant payments are not processed until the first week of classes and it typically takes 10 business days to post. If your payment

does not post by the week after drop/add, you may contact Michelle or Sheri in the business office if it is a Psychology grant. For Moffitt, Pediatrics, or other departments you should contact Jennifer.

Links and Navigation:

Address Change	My USF -> Business Systems -> GEMS-> Main Menu -> Self-Service -> Personal Information -> Home and Mailing Address
Compensation Statement	<p>My USF -> Business Systems -> GEMS -> Main Menu -> Self Service-> Payroll and Compensation -> View Total Compensation</p> <p>This Statement displays your total compensation for the previous calendar year and includes both wages and other payments (such as allowances, extra comp, etc.) and employer paid benefits. A section by section explanation of the information contained on the Statement is available by clicking on the link at the bottom of the Statement. (Since this includes employer paid benefits, do not use this Statement for income tax purposes.)</p>
Credit hour registration requirements?	<ul style="list-style-type: none"> • You must be registered for a minimum of 9 hours during the academic year to get a waiver. <ul style="list-style-type: none"> ○ Graduate Studies doesn't guarantee they will pay for extra credit hours, but with a justification provided by the department they have paid for one course over for a total of 12 hours. • Summer GA's Must register for 6 hours to get a waiver. <ul style="list-style-type: none"> ○ Graduate Studies doesn't guarantee they will pay for extra credit hours, but with a justification they have paid for one course over for a total of 9 hours for summer.
DocuSign for Digital Documents	Instructions for Docusign can be found here: www.usf.edu/business-finance/controller/documents/traveldigsign.doc
DUO FAQ's – Two Factor Authorization	<p>USF is implementing an additional layer of security for access to the GEMS, FAST and GEMS Self Service business applications. This new layer is DUO, a Two-Factor Authentication (TFA) method which is easy to use and can be setup in a few minutes. Two-Factor Authentication has become an industry standard practice to help combat unauthorized access to critical business systems and data. USF is implementing this authentication method to help provide a safe and secure computing environment for all of its employees.</p> <p>While this will add an additional step during the login process, it will further secure USF's business systems and, importantly, your personal information. This is done by sending a message to your mobile device or by calling your desk phone each time you access GEMS, FAST or GEMS Self Service, asking you to confirm that you are attempting access. Several USF departments and employees are already using TFA/DUO successfully.</p>

	<p>Duo will be required for all USF System employees starting Wednesday, April 19, 2017.</p> <p>General Info: http://www.usf.edu/it/documentation/duo-authentication.aspx</p> <p>FAQ: http://www.usf.edu/it/documentation/duo-faq.aspx</p>
How is tuition paid?	<ul style="list-style-type: none"> • The waiver will pay for 80% of you tuition, and <i>you are responsible</i> for the remainder. • The payment will be applied between the second to fourth weeks of classes to your Oasis account. • As a GA your full tuition payment is not due until the ninth week of classes.
GA Handbook	The most recent version is located at: http://www.grad.usf.edu/inc/linked-files/GA/GA-Handbook.pdf
Graduate Assistantships Resource Center	http://www.grad.usf.edu/assistantships.php Scroll to bottom for resource links to Handbook, GAU, Waiver, Health Insurance and more
Graduating Semester	The semester you graduate you are only required to sign up for 2 manuscript hours (MA Thesis PHD Dissertation). To take advantage of this cost savings you will need to provide proof of registering for graduation (Registrar's conformation email). To register graduate visit USF Registrars web site. http://www.usf.edu/registrar/resources/graduation.aspx
Health Insurance	<ul style="list-style-type: none"> • The most recent updates for GA Health Insurance can be found at: http://usfweb2.usf.edu/human-resources/pdfs/benefits/FAQs-GA-webpage.pdf • http://usfweb2.usf.edu/human-resources/benefits/graduate-assistant-insurance.asp
Notary Services	In addition to having a notary on Staff (Carrie Jewett), Notary Services are now available for free in the Student Government for instruction follow link http://www.usf.edu/student-affairs/sgato/about-us/notary.aspx
Paycheck	<p>There will always be small deductions that come out of your paycheck which will make it appear less than your bi-weekly rate. You should familiarize yourself with what these are.</p> <p>Your paystub is located at: My USF -> Business Systems -> GEMS-> Main Menu -> Self-Service -> Payroll and compensation -> view paycheck -> then click on the check date.</p>
Student Accounting	Questions and problems related to your tuition: http://www.usf.edu/business-finance/controller/student-services/student-accounting/index.aspx
Union - GAU	All graduate assistants at USF work under a contract negotiated by Graduate Assistants United (GAU) and the USF Board of Trustees. The GAU is the labor union certified as the exclusive bargaining agent for graduate assistants at USF. The current agreement can be found at:

	https://usfweb2.usf.edu/human-resources/pdfs/collective-bargaining/gau-agreement-2014-2017.pdf
W2 – Sign up for Electronic	My USF -> Business Systems -> GEMS -> Main Menu -> Self-Service -> Payroll and Compensation -> W-2/W-2c Consent
Waiver amounts	Can be found on Graduate Assistantships Resource Center http://www.grad.usf.edu/assistantships.php Scroll to the bottom of the page an select Florida Resident  <p>Office of Graduate Studies GA Contact Please use the link below to find the information you need. For questions about the interpretation of this, please contact Human Resources.</p> <p>GA Links:</p> <ul style="list-style-type: none"> • Faculty & Graduate Studies English Proficiency for Graduate Teaching Assistantships/Research Assistantships • Graduate Student Form and Information Page • USF's and administered by USF • USF's Office of Graduate Studies Payroll & Compensation Handbook • Registered Graduate Assistant • Health Insurance • USF Collective Bargaining Agreement • Graduate Assistantship Student Portal • USF Graduate Catalog/Admission Form • USF Performance Evaluation • Graduate Teaching Assistant (GTA) Position • Graduate Teaching Assistant (GTA) Position • Graduate Teaching Assistant (GTA) Position