

## I. BASIC APPOINTMENT INFORMATION

Tuition remission: If your appointment is 33% or greater, the university will pay your tuition. If your total UW-Milwaukee graduate assistant position/s (TA/RA/PA) is/are less than 33%, you are responsible for [tuition](#) payment.

University sponsored health insurance and other benefits: If your appointment is 33% or greater, you are eligible for university sponsored **health insurance** and other benefits. There is a specific enrollment period for insurance and other benefits, and a required employee contribution toward premiums (see Section II below). If your total UW-Milwaukee graduate assistant position/s (TA/RA/PA) is/are less than 33%, no additional benefits accrue to this position.

Responsibility for segregated fees: **All** graduate assistants are responsible for segregated fees and any additional instructional/course fees above the standard graduate tuition levels. (See [tuition and fees](#))

When you will be paid: Graduate Assistants are paid biweekly through UWM's payroll system, managed by the Department of Human Resources. New assistants should be aware that the first payment of the fall semester will generally occur in mid-September. The schedule of pay dates can be found here: <https://uwm.edu/hr/payroll/>. Payment will occur via direct deposit into an account you designate. Assistants can also email the Payroll office with questions at payroll@uwm.edu. **If you are a new employee**, please watch for an email from to complete required background checks and paperwork for employment verification, payroll, direct deposit and tax documentation. You will not receive a paycheck until your Human Resources requirements are complete.

### Onboarding paperwork:

Information about the new employee onboarding process can be found here: <https://uwm.edu/hr/onboarding/>. Please work with your department to connect with Human Resources to schedule an onboarding appointment. For individuals starting in Fall 2023, there will be open office hours for onboarding which will be scheduled closer to your start date. Please watch for communication about this from your department.

Maintaining good academic standing: This appointment and any associated benefits are contingent on the maintenance of good standing in your academic program and the Graduate School. You also must register for and complete a minimum number of credits each semester per UWM policy and the requirements of your academic program. Please contact your Graduate Program Representative for more information.

Graduate Assistant Handbook: Valuable information about being a graduate assistant, including policies that pertain to assistantships, is available in the [Graduate Assistant Handbook](#).

Non-discrimination policies: UWM has strong policies against illegal discrimination. Your employment is conditional upon your compliance with these policies. Complaints of discrimination and harassment may be made to the Office of Equity/Diversity Services in Mitchell Hall, Room 359, or to your Department Chair or Dean. Copies of policies are available online, <https://uwm.edu/equity-diversity-services>.

## II. FOR YOUR ACTION: ALL GRADUATE ASSISTANTS

Tuition payment (ONLY for total graduate assistant appointments *less than* 33%): If your **total** graduate assistant appointments (TA+PA+RA) are **less than** 33%, you will need to pay tuition by the due date. This can be done through payroll deduction. Please see the *Billing & Payments* webpage for more information, <https://uwm.edu/onestop/finances/billing-and-payment/#a4>.

Segregated fee and additional course fees: **All** graduate assistants are responsible for segregated fees and any additional instructional/course fees above the standard graduate tuition levels. A payroll deduction plan is available for payment of segregated and other fees. Please see the *Billing & Payments* webpage for more information, <http://uwm.edu/onestop/finances/billing-and-payment/#a4>.

General orientation for all graduate assistants: There is a required general orientation for all those with assistantship appointments (TA/RA/PA). Please watch for messages about this orientation.

Health Insurance and other benefits:

**FOR NEW APPOINTMENTS:** If you are eligible for and interested in applying for health insurance or other fringe benefits, you have **30 days** from your contractual date of hire to apply for benefits. There is a required employee contribution toward benefit premiums. We highly recommend that you attend a Benefits Orientation session as soon as possible (see schedule at <https://uwm.edu/hr/benefits/reviews/>). Please contact the benefits office at [benefits@uwm.edu](mailto:benefits@uwm.edu) with any questions.

**FOR CONTINUING APPOINTMENTS:** If you have a continuing, eligible appointment, your current benefits will continue. If you want or need to make changes to your benefit choices, you may do so during the yearly Open Enrollment period. Please contact the benefits office at [benefits@uwm.edu](mailto:benefits@uwm.edu) with any questions.

## III. FOR YOUR ACTION: ALL NEW TEACHING ASSISTANTS

TA Orientation: All new UWM Teaching Assistants (including those who began their positions the previous spring) must attend an orientation specifically designed for TAs before the start of fall semester classes. Check here under the “Programs” tab for more information <https://uwm.edu/cetl/>. You should also receive information on the orientation from your graduate program director.

Spoken English Assessment: The University of Wisconsin–Milwaukee International Teaching Assistant Assessment (MITAA) is a requirement for **some international teaching assistants who are non-native speakers of English and who will be assigned classroom duties as part of a graduate teaching assistantship**.

The English Language Academy (ELA) Office has established the MITAA as the tool for assessing spoken English proficiency of international teaching assistants. The MITAA evaluates English language proficiency, cultural competency, and teaching skills for the classroom. The assessment is administered by the Office of ELA Programs in Curtin Hall, Room 672 (tel: +1 (414) 229-5757; e-mail: [el-academy@uwm.edu](mailto:el-academy@uwm.edu)).

Not all prospective International Teaching Assistants must take the MITAA. You do not have to take the assessment if you have a recent standardized test score (within 2 years of your application date):

- 24 or better on the speaking section of the internet-Based TOEFL (iBT) or
- 7.0 or better on the speaking section of the IELTS
- 125 or better on the Conversation and Production sections of the Duolingo English Test

If you are unsure if you need to take the MITAA, please check with your academic department or the ELA Programs Office.

#### **IV. FOR YOUR ACTION: ALL NEW RESEARCH ASSISTANTS**

Responsible and Ethical Conduct of Research Training: Most Research Assistants will need to complete this training. Even when not required, this training is highly recommended. See RCR information on [this page](#).

#### **V. FOR YOUR ACTION AND INFORMATION: INTERNATIONAL AND RESIDENT ALIEN STUDENTS ONLY**

Eligibility for employment: This appointment is contingent upon you maintaining your immigration status.

Verification of Health and Accident Insurance: Adequate health and accident insurance is required of all F1 students attending UWM. You may fulfill this requirement by enrolling for the health insurance offered as part of this assistantship. F1 students who do not enroll in the health insurance provided through this assistantship will be required to pay for a separate policy at full cost.

Hours per week: In compliance with regulations for your immigration status, all F1 students are restricted to 50% of full time (20 hours per week) across all employment during the Fall and Spring semesters.

GLACIER: Foreign National employees who are not citizens of the United States and have not obtained permanent resident status are categorized as non-resident aliens or resident aliens for tax purposes based upon several factors including the amount of time they have spent in the United States. Foreign National employees are required to create and maintain an account with GLACIER International to determine their appropriate tax withholding status (substantial presence test) as well as their eligibility for any applicable tax treaties. Information about GLACIER will be sent to employees at their UWM email address when they begin employment. Contact Information: Email: payroll@uwm.edu or serviceoperations@uwss.wisconsin.edu, Phone: (608) 262-0600 or (888) 298-0141 Website: <https://uwm.edu/hr/international-staff-and-students/glacier/>

General information about being employed as an international student:  
<https://uwm.edu/hr/faq/international/>.