

Section: Accounts Receivable

Revised Date: 2/19/2016

Mandatory Fees Payroll Deduction Plan

I. Graduate Assistants whose net income per paycheck is greater than one-third of their tuition/fees are eligible for the mandatory fees payroll deduction plan. This plan deducts mandatory fees from their paycheck in three installments per semester. Lecturers, specialists, faculty, and undergraduate assistants are not eligible for the tuition/fees payroll deduction plan.

A. Eligible Graduate Assistants who wish to participate in the fall Mandatory Fees Payroll Deduction Plan, must enroll on or before the first day of the fall semester. Eligible Graduate Assistants who wish to participate in the spring Mandatory Fees Payroll Deduction Plan, must enroll on or before the first day of the spring semester.

B. The tuition payments are deducted from three fall semester payments and three spring semester payments. If a Graduate Assistant has both an assistantship and a student hourly position, the deduction will come off all payments until the target amount is met.

II. To enroll, the Graduate Assistants must submit Payroll Deduction Card to the Accounts Receivable Office no later than the first day of classes. The Payroll Deduction Card is available from the department chairperson's office, the school business office, or the Bursar Office online forms page, <http://uwm.edu/business-financial-services/bursar/forms/>.

III. Late registration fees and administrative costs for late payments are not included in the plan; they are the responsibility of the Graduate Assistant.

IV. Graduate Assistants who increase or decrease their credit load after the first week of classes should contact the Accounts Receivable Office. 414.229.1195 regarding adjustment of the payroll deduction amount.

If you have any payroll questions please call 414.229.5804, email payroll@uwm.edu or stop by our office in Engelmann Hall Room 125, weekdays 7:45am to 4:30 pm.