

# Payroll and Tax Information for Incoming Graduate Students

## **Salary and Pay Dates**

Teaching assistants (TAs) are paid on an academic basis and must be available for the entire time they are committed to teaching. TAs may be absent (on vacation) only during those periods for which they are off the payroll (in most cases the month of June only) and on University holidays.

Research assistants (RAs) will be paid on a 12 month basis.

Pay dates for both teaching assistants and research assistants are usually on the first day of the month unless there is some delay in the processing of the appointment. This may happen with new appointments or when some other change in status occurs. In such cases the check may be delayed. Payroll will notify you when your check is ready for pickup.

Incoming graduate students who TA in the summer term before the fall start term are paid roughly for 1 week on July 1; one month on Aug 1; and 3 weeks on Sept 1.

## **U.S. Social Security Number**

International students need to have a U.S. Social Security number. If you do not already have a valid social security number, please begin the process 10 days after your arrival so you will have it by the middle of your first semester in Madison. For more information see <http://socialsecurityhop.com/offices/social-security-office-madison-wi-53784-wisconsin>. The paper I-94 form will no longer be provided to a traveler upon arrival to the United States. The traveler will be provided with a CBP admission stamp on their travel document. You will need to print out a copy of your I-94 for employment authorization; it can be obtained from <http://www.cbp.gov/travel/international-visitors/i-94-instructions>.

## **Remission of Tuition**

All graduate TAs and RAs appointed at 33.4% time or more have their tuition waived by virtue of that appointment. This means that you do not pay tuition, only segregated university fees, which is approximately \$630 per semester this year.

## **Federal and State Taxes**

Incoming graduate students are guaranteed an annual gross income of \$26,500/year. Historically, you receive a welcome check when you arrive for \$1750; however, this may change due to new university policies. Approximate state and federal taxes depend on the amount of exemptions you claim.

## **Social Security/Medicare (FICA)**

No deductions taken.

## **Segregated Fees**

(see [https://registrar.wisc.edu/segregated\\_fees\\_information.htm](https://registrar.wisc.edu/segregated_fees_information.htm) for details)

FALL SEMESTER = \$630 est (8-15 credits) (Due first Friday in Dec.)

SPRING SEMESTER = \$630 est (8-15 credits) (Due first Friday in May)

SUMMER SEMESTER = \$230 est. (3 credits) (Due June 19)  
\$165 est. (2 credits) (Due June 19)

## **Graduate Assistant Health Insurance**

### Single

\$46 - \$135

### Family

\$114 - \$336

Monthly deductions depend upon plan selected. There may be a double deduction taken on the October 1st check and two deductions taken on the April 1st, May 1st and June 1st checks and no deductions taken on the July, Aug and Sept 1<sup>st</sup> checks depending on your appointment.

Please see Char Horsfall in Room 1120, 608-262-5927, [chorsfall@wisc.edu](mailto:chorsfall@wisc.edu) if you have any questions regarding deductions.