

Information for New Graduate Assistants

([hyperlinks are shown in blue](#))

New Student Guide: Learn how to set up your PID, access [Hokie SPA](#), register for classes, submit the health history/immunization record, and other pertinent details.

Mandatory Employment Forms: You must appear at the office that is funding your assistantship to complete forms before your first day of employment. **Do not** start work until this is done. See [list](#) for documents you must provide.

Pay Dates and Direct Deposit: Paychecks are issued by direct deposit twice a month (nine pay periods per semester). First pay date is September 1 for most assistants. Set up [direct deposit](#) at least two weeks before semester starts. If unable to meet this deadline, a paper check will be held for you at the Bursar's Office.

Tuition and Fees: Payment due dates are August 10 and January 10 every year. Your funding unit will pay the amount shown on your contract. Blacksburg campus students pay comprehensive fees (\$928.50 per semester), and out-of-state students at every campus also pay the Commonwealth Facility and Equipment fee (\$302 per semester).

Out of State Waiver: You are eligible for this waiver if you earn at least \$2000 each semester on assistantship stipend. It is applied to your account after your position is entered in the payroll system, *and* you have registered for at least one credit hour.

Payroll Deduction of Fees: You have the option to pay your comprehensive fees by payroll deduction over the nine pay periods in the semester. Set this up in Hokie SPA after your appointment is entered in the payroll system *and* you enroll for at least 1 credit hour.

Registration: Graduate assistants must enroll for a minimum of 12 credit hours by the last day to add. Web drop/add enrollment for fall is open August 8-28. (See [Time Table of Classes](#)).

Top three reasons for Registration Holds:

- 1) Outstanding charges are not paid by August/January 10;
- 2) [Schiffert Health Center](#) doesn't have your required health form or immunization record;
- 3) You are an international student who has not provided proof of medical insurance.

Understand your bill: A statement of your charges and credits posts electronically in Hokie SPA on the 15th of the month. During open registration, charges and credits are posted daily until you are fully enrolled. This also applies to payroll deduction of your fees. Wait until you are fully enrolled to set up payroll deduction.

Tip: *To avoid a late fee, do not wait for your billing statement to update to pay any other charges you may owe.*

Insurance Subsidy Benefit: If you have a 50 percent or greater assistantship, you are eligible for a 90 percent subsidy of the university's [student medical insurance](#) plan. Eligibility for this plan also requires that you pay the remaining 10 percent through payroll deduction.

Taxes: [State](#) and [federal](#) taxes may be withheld from your paycheck. Visit the [IRS Withholding Calculator](#) to estimate possible withholdings. International students may wish to visit [International-Taxpayers](#), or consult the university's international tax specialist, Janet Kunz at jakunz@vt.edu, regarding foreign national taxes and tax treaties.