

Graduate Student Support

Earn Type

GSS - Graduate Student Support- Fellowships/Scholarships administered by School of Graduate Studies

DGS - Departmental Graduate Support - For payment from department budget, grants, contracts, etc.

GAS - Graduate Assistantships - For payment of graduate assistantships **NOTE:** GAS must be paid over the period of the employment. It is in violation of the *Employment Standards of Newfoundland and Labrador* to pay such earnings 30 days after the employment start date.

Account # - Used by Departments

77000 Masters Fellowship (Canadian)
77002 Masters Fellowship (Non-Canadian)
77001 PhD Fellowship (Canadian)
77008 PhD Fellowship (Non-Canadian)

77003 Departmental Support Masters (Canadian)
77009 Departmental Support Masters (Non-Canadian)
77010 Departmental Support PhD (Canadian)
77011 Departmental Support PhD (Non-Canadian)

77004 Grant/Contract Support Masters (Canadian)
77006 Grant/Contract Support Masters (Non-Canadian)
77012 Grant/Contract Support PhD (Canadian)
77013 Grant/Contract Support PhD (Non-Canadian)

77017 Graduate Assistantship Masters (Canadian)
77018 Graduate Assistantship Masters (Non-Canadian)
77019 Graduate Assistantship PhD (Canadian)
77020 Graduate Assistantship PhD (Non-Canadian)

Account # - Used by School of Graduate Studies

77005 SGS Scholarships Masters (Canadian)
77014 SGS Scholarships Masters (Non-Canadian)
77015 SGS Scholarships PhD (Canadian)
77016 SGS Scholarships PhD (Non-Canadian)

77200 University Scholarships Masters (Canadian)
77205 University Scholarships Masters (Non-Canadian)
77206 University Scholarships PhD (Canadian)
77209 University Scholarships PhD (Non-Canadian)

77201 External Scholarships Masters (Canadian)
77210 External Scholarships Masters (Non-Canadian)
77211 External Scholarships PhD (Canadian)
77212 External Scholarships PhD (Non-Canadian)

Note: When transferring money to the School of Graduate Studies, the account number for journal entries is always 77025.

Deadline

For submission of requests to Payroll, Department of Human Resources, the deadline is the Wednesday two weeks prior to the requested payday. Therefore, any requests to Graduate Studies must be received by the **Friday** previous to that Wednesday. Requests received after this day will be processed only if time and resources allow.

Eligibility

See *Guidelines for the Awarding of School of Graduate Studies Fellowships and Graduate Student Support* available at www.mun.ca/sgs/home/policy.php. To receive a graduate assistantship, all students must have a valid social insurance number. In the case of Non-Canadian students, they must hold a valid study permit for all types of funding and any restrictions listed on the study permit will apply to assistantships.

Termination

It is the responsibility of the Academic Unit to terminate student funding if a student becomes ineligible (e.g. leave of absence, change of status to part time, etc.). If two pay statements/cheques are not picked up, do not automatically forward to the student. Enquire first as to whether or not the student is still eligible to receive them.

To Calculate Actual Cost* (always use decimal setting "F" on calculator)

To calculate the actual fiscal year cost when the per annum rate is known:

$$\frac{\text{Per annum rate}}{260} \times \text{Number of week days between start and stop dates} = \text{Actual cost}$$

(Fiscal year ends March 31)

e.g. Per annum rate is \$12,000; start date September 11, 2000 to August 31, 2001

$$\frac{\$12,000}{260} \times 145 \text{ (up to March 31, 2001)} = \$ 6692.31$$

$$\frac{\$12,000}{260} \times 110 \text{ (April 1-August 31,2001)} = \$ 5076.92$$

$$260 \qquad \qquad \qquad \text{Total expenditure} = \$11,769.23$$

To Calculate the Per Annum Rate* (always use decimal setting "F" on calculator)

To calculate the per annum rate when the actual expenditure is known:

$$\frac{\text{Expenditure}}{\text{Number of week days between start and stop dates}} \times 260 = \text{per annum rate}$$

e.g. Expenditure is \$5000 for the period September 11, 2000, to April 30, 2001

$$\frac{\$5000}{166} \times 260 = \$7831.33 \text{ per annum}$$

*Per annum rates are based on a 260 working day year, but the actual number of working days in a year can range from 260 to 262, therefore a complete fiscal year cost will often exceed the per annum rate requested.

To Calculate Bi-weekly Pay Rate

To calculate the bi-weekly pay rate, divide the per annum rate by 26.