## **Graduate Assistant Payroll Deduction Enrollment Instructions:**

The University of Georgia offers graduate assistants the option to pay for their tuition and fees as well as their parking permit through payroll deduct. In order to be eligible, graduate assistants must be coded in ATHENA as a graduate assistant and be enrolled for 12 credit hours for the applicable term. The Payroll Deduction option is only available during the Fall and Spring terms. Enrollment to pay via payroll deduct is required each term.

1. To enroll, log into Athena, select the Student Tab, next Student Accounts and then the Payroll Deduct Enrollment option.



2. Select the correct term in which you want to enroll into the plan.

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3. The maximum amount that is eligible for Payroll Deduction will automatically appear in the box. You do have the option to reduce the amount deducted by typing in a lesser amount and clicking "Update." The full amount you indicate you want taken will be split into 4 payments to be deducted from your paycheck each month. The schedule for these deductions will be displayed for your review. If you agree with the amounts and want to enroll, please select "Continue." If you do not wish to continue, you may select "Cancel." Should you enroll late, the amount selected will have to be split into fewer deductions.

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4. To complete enrollment, you will be asked to verify the deduction amounts you want taken and must agree to the terms and conditions of the plan by checking the "Accept the Terms and Conditions" box. Once this is done, please select "Complete Enrollment." If you do not wish to continue, you may select "Cancel."

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5. Upon completing enrollment, you will see a confirmation indicating you have successfully been enrolled.

Note: You will not have the option to decrease amounts but if you chose a lesser amount to be taken or your eligible amount increases due to additional fees or parking permit being assessed after initial enrollment, you will have the option to request these amounts be taken as well as shown below.

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To Increase Payroll Deduct Amount:

If you still have a balance that qualifies, or have charges added that qualify for Payroll Deduction, you can add this amount not to exceed the maximum allowable balance.

1. Please log back into ATHENA, and navigate to the Payroll Deduct Option, selecting the correct term you wish to enroll for additional amounts to be taken.

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2. The amounts shown will only indicate the additional amounts you are requesting to be payroll deducted. You will be required to review and accept the terms and conditions for additional amounts you have requested. If you want to continue with enrollment of these additional amounts, please select "Complete Enrollment;" otherwise, click "Cancel." Please note amounts you may have already requested are not part of this request. If you selected this payment method more than once, you can view your student account for the total amount of deductions to be taken each month or contact Student Accounts for assistance.

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The following amounts will be deducted from your paychecks on approximately these dates:
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\$66.67 11/30/2015
\$66.66 12/23/2015
I agree to have the University deduct the following amounts from the pay periods above granted that I am still eligible each time. I understand I cannot decrease the amounts selected above nor diserrol in this plan once I "Complete Errolment." If you tase eligibility, your payrol deduct payment will be reversed on your student account and amount will be due immediately.
Please agree to the terms and conditions and select Complete Enrollment to enroll in the payroll deduct plan.
Accept Terms and Conditions Complete Enrollment Cancel
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## Maximum Amount to Payroll Deduct:

Once you have enrolled up to your maximum eligible amount, you will not have the option to make changes. Should your fees or parking permit amount be reduced, the amount taken will be adjusted by this amount prior to the University taking the deduction.

