

1. Login to Carleton Central.
2. Under '**Student Records and Registration**' click '**Student Accounts.**'



### Student Records and Registration

- **Admissions:** Review admission application, View Holds and Conditions of Offer, Internal Application for Admission
- **ArtsOne Registration:** Register for an ArtsOne cluster
- **Registration:** Search schedule, Add/Drop/Search classes, View timetable, Display holds, Purchase Books, Registration Override Requests, French Placement
- **Student Accounts:** View student account, Calculate amount to pay, Print tax receipts (T2202A, RL-8, UPass Receipt)
- **myGrades:** Display grades
- **myProgress (APE: Academic Performance Evaluation)**
- **myAudit:** View academic audit
- **myExam Schedule**

3. Click '**Student Account Summary.**'

## Student Accounts



### Student Account Summary

Click here for a complete summary of all charges/payments on your student account and link to fee payment information.

4. For each semester, your tuition fee is listed as an individual item. Note, tuition is **not** the total charge for the term.

F123	CUSA/GSA - UPASS FEE	\$290.00
TSZV	Upper Yr PhD Domestic (FT)	\$2,171.00
N102	Payroll Deduction	\$2,855.90

5. Find and record the tuition you paid in each semester as a TA.
6. Return to the Main Menu of Carleton Central.
7. Click '**Pay Information**' under '**Employee Services.**'



### Employee Services

- **Benefits and Deductions:** View your retirement plans; health benefits; miscellaneous benefits; beneficiary information
- **Pay Information:** Check out your direct deposit advice; review your direct deposit breakdown; view your earnings history; view your deductions history

8. Click '**Earnings History.**'

## Pay Information Menu



Click the links below for information on your pay, direct deposit setup, earnings and deductions.



### Direct Deposit Breakdown

displays your direct deposit banking information



### Earnings History

view your earnings breakdown for a specified date range



### Deductions History

view your deductions breakdown for a specified date range



### Direct Deposit Advice (DDA)

view your pay stubs online

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9. For each semester, you can use the query to find the amount you were paid as part of tuition indexing. For example, to find the amount you were paid in Fall 2010, submit the query from September 2010 to December 2010. The amount you were paid for tuition indexing is listed as '**Tuition Assistance Rebate.**'

## Earnings History Query



Choose a date range and then select Display.

**From Date:**

**To Date:**

If your first semester as a TA was either Fall 2010 or Winter 2011, you should not have received any tuition assistance rebate that academic year. However, for each semester that you were a TA that academic year, Carleton mistakenly paid you the difference between the 2010-2011 tuition rate and the 2009-2010 tuition rate and is now clawing that money back.

If you were **also** a TA in Summer 2011 or Fall 2011, you were entitled to a rebate each semester as a TA equal to the difference between 2011-2012 tuition and 2010-2011 tuition. However, you were paid the difference between the 2011-2012 and 2009-2010 tuition rates, and Carleton is also clawing that money back.

If your first semester as a TA was Summer 2011 or Fall 2011, you were not entitled to an assistance rebate, but Carleton paid you a rebate equal to the difference between the 2011-2012 and 2009-2010 tuition rates. They are clawing that back, too.

For example, suppose Jane started her master's in mathematics in Fall 2010 and was a TA in Fall 2010, Winter 2011, and Fall 2011. In Fall 2010 and Winter 2011, she was mistakenly paid a tuition assistance rebate of \$80. In Fall 2011, her tuition went up \$83, which entitled her to an \$83 rebate. However, she was given a tuition assistance rebate of \$163 instead. In total, Carleton mistakenly overpaid Jane \$240, and they are planning on clawing it back \$48 per pay check for the last five pay periods of Winter 2012.