
If you are a graduate administrator, please review the below FAQ.

What is the hourly wage for Group A TAs/RAs?

- $43.63

Understanding CUPE Dental Deductions

- All Group A TAs/RAs will be deducted a one-time fee of $115.56 on the first pay of the semester
- For CUPE dental plan/ opt out questions – please contact administrator@cupe3906.org

How do the pay periods work?

- TA/RAs will be paid out over 8 pay periods
  - Example: Total premium $5802.79 / 8 pay periods = 725.35 bi-weekly
  - Payroll Cut-off Calendar can be found here

Where do I submit scholarship and employment earnings?

- For scholarship changes – please contact gradpay@mcmaster.ca
- For TA/RA employment earnings – please submit the employee contract to your HR Coordinator
  - In the event there is no contract or for any other changes – please submit an SPP form or to your HR Coordinator reflecting the change that needs to be made

What do I need to indicate on the SPP form?

- Employee name & ID
- Course code
- Position number
- Earnings code = TAG
- One time or biweekly
- Contract dates & total number of hours
- Chartfield information

How do I find the position number for my department?

- Human Resources > Recruiting > Reports > Recruitment Queries > Department Position Inquiry

What if the student is no longer completing their TA/RAship?

- Have not received payment → please email a stop request to your HR Coordinator.
- Received a payment → please complete an HR Event form with confirmation of total number of hours worked to determine under or overpayment
What forms do students holding a TA/RAship need to submit?

- Contact and deposit form
- 2019 TD1 & 2019 TD1ON Tax forms
- Valid SIN and study permit

*If you have a returning Teaching Assistant who has previously submitted the above forms, they are not required to submit these forms again. However, if there are changes to the information collected, please ask your TA to re-submit the associate forms.*

Where should all employment forms be submitted?

- All paperwork should be sent to HR in CSB 202 as soon as it is received. Paperwork can also be scanned to directly to your HR Coordinator via e-mail.

Who is my HR Contact?

- HR Coordinator support is by Faculty and outlined below:

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<thead>
<tr>
<th>Faculty</th>
<th>Your HR Support</th>
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<tbody>
<tr>
<td>DeGroote School of Business</td>
<td>Melissa Maida, HR Coordinator, CSB 202, <a href="mailto:maidamt@mcmaster.ca">maidamt@mcmaster.ca</a>, 21531</td>
</tr>
<tr>
<td>Faculty of Engineering</td>
<td>Melissa Maida, HR Coordinator, CSB 202, <a href="mailto:maidamt@mcmaster.ca">maidamt@mcmaster.ca</a>, 21531</td>
</tr>
<tr>
<td>Faculty of Health Sciences</td>
<td>Carmen Zheng, HR Coordinator, CSB 202, <a href="mailto:zhengc2@mcmaster.ca">zhengc2@mcmaster.ca</a>, 24803</td>
</tr>
<tr>
<td>Faculty of Humanities</td>
<td>Melissa Maida, HR Coordinator, CSB 202, <a href="mailto:maidamt@mcmaster.ca">maidamt@mcmaster.ca</a>, 21531</td>
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<tr>
<td>Faculty of Social Sciences</td>
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