



Graduate Administrators

TA/RA-in-Lieu Employment
Information

Fall/Winter
2020-2021

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

PAYROLL INFORMATION

WHAT IS THE HOURLY WAGE FOR GROUP A TAS/RAS?

- \$44.51



UNDERSTANDING CUPE DENTAL DEDUCTIONS

- All Group A TAs/RAs will be deducted a one-time fee of \$125 on the first pay of the semester (this will not be deducted again if already deducted in September)
- For [CUPE](#) dental plan/ opt out questions – please contact administrator@cupe3906.org

HOW DO THE PAY PERIODS WORK?

- TAs/RAs with employment for the Fall term or Winter term only will be paid out over 8 pay periods
- Example: Total premium \$5861.31 / 8 pay periods = 732.67 bi-weekly
- Payroll Cut-off Calendar can be found [here](#)

WHEN WILL STUDENTS RECEIVE THEIR FIRST PAY DEPOSIT?

In order for the TA/RA to be paid on this date, please submit completed paperwork to HR **no later than** Monday September 14th 2020

Fall Term:
September 25th,
2020

In order for the TA/RA to be paid on this date, please submit completed paperwork to HR **no later than** Monday January 4th 2021

Winter Term:
January 15th,
2021

REQUIRED DOCUMENTS & SUBMISSION

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 & Job Opening ID to hr.mcmaster@mcmaster.ca
- In the event there is no contract or for any other changes – please submit an [SPP](#) form

WHAT DO I NEED TO INDICATE ON THE SPP FORM?

SPECIAL PREMIUM PAYMENT FORM

A EMPLOYEE INFORMATION	
First Name & Initial(s)	Surname
Person ID	
Independent Contractor (ICQ) <input type="checkbox"/> Yes (If yes, ICQ# _____) <input type="checkbox"/> No	
B PAYMENT REQUEST	
Description (attach supporting document)	
Type of Position	Primary Position <input type="radio"/> Secondary Position <input type="radio"/>
Position Code	Earnings Code
One Time Premium <input type="radio"/>	Biweekly Premium <input type="radio"/>
From Date (yyyy/mm/dd)	To Date (yyyy/mm/dd)
Total Amount (\$)	Biweekly Amount (\$)
Total No. of Hours	
Chartfield String	Fund
Account	Department
Program Code	PC Business Unit
Project	% Allocation
Chartfield String #1	

- ✓ Employee name & ID
- ✓ Course code
- ✓ Position number
- ✓ Earnings code = TAG
- ✓ Term dates
- ✓ Total number of hours
- ✓ Chartfield information

**SUBMITTING
MORE THAN
10
PAYMENTS
AT ONE
TIME?**

**TRY USING OUR
SPP UPLOAD
FUNCTION**

**INSTRUCTIONS
HERE
TEMPLATE HERE**

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: hr.mcmaster@mcmaster.ca*
- *Received payment → please complete an HR Event form to confirm termination of employment and overpayment*

WHAT FORMS DO STUDENTS HOLDING A TA/RASHIP NEED TO SUBMIT?

- *Contact and deposit form*
- *2020 TD1 & 2020 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?

- *Paperwork can be scanned to directly to hr.mcmaster@mcmaster.ca*

For any and all other inquiries for TA payments, please contact hr.mcmaster@mcmaster.ca