

FAQs Regarding TA Hire and Payment

What is the hourly rate for a Teaching Assistant position?

As of September 1, 2023, the hourly rate for Class A TAs is \$48.52 per hour, and Class B is \$28.98 per hour.

When do I get paid in September?

The first TA pay is on Friday September 22, 2023. You will receive your pay according to the pre-defined bi-weekly payroll schedule: <https://hr.mcmaster.ca/app/uploads/2023/01/2023-Calendar.pdf>

For a full list of pay dates, refer to [Teaching Assistants Pay Dates – 2023 2024](#).

Why is my pay different to what I was expecting?

Your total gross pay for your TA assignment will be equally divided across the number of pay periods within the term. All payments are subject to applicable statutory withholdings (CPP, EI, Taxes) and other deductions such as dental premiums, and union dues. Net payments will be direct deposited into your bank account on the scheduled pay dates. Refer to your pay statement for a detailed breakdown of payments and deductions.

I have a question regarding the payment I received, who should I contact?

Please contact the HR Employee Contact Centre at hr.mcmaster@mcmaster.ca if you discover a payment discrepancy.

What documentation needs to be submitted for payment processing?

All documentation listed below must be completed and submitted according to instructions provided by your Department Administrator. More details are available on the [Teaching Assistants – Payroll Information](#) webpage.

- Employee Contact Information Form - **Must include sin & SIN expiry, if applicable**
- Employee Direct Deposit Form
- 2023 Personal Tax Credits Return (TD1)
- 2023 Ontario Personal Tax Credits Return (TD1ON)
- Copy of valid work/study permit, if applicable

I was a TA in the last term this year and have already submitted my banking information and tax forms. Do I need to re-submit these forms again?

If you are a returning Teaching Assistant who has previously submitted the above forms, you may not be required to submit this information again unless your information has changed. If you are not sure, you can check your personal and banking information via Employee Self Service in Mosaic in the Personal Details and Payroll Dashboard tiles. If changes to your information are required, please populate the applicable form(s). If no changes to your information are required, please complete the [Hiring Documentation Confirmation and Consent Form](#). Failure to submit the required Payroll Forms will result in delays in receiving your payroll deposit.

What happens if I am delayed sending my paperwork or if any of my paperwork is missing when submitting the documents?

All hiring documents as highlighted on [Teaching Assistants – Payroll Information](#) webpage are mandatorily required for payment processing; missing or incomplete documentation may cause a delay in your payment being processed and deposited into your bank account. All late paperwork will be processed according to existing payroll deadlines.

- For those with a Fall TA assignment: a delay in submitting proper documentation may mean that you will not get paid on the first TA pay date in September.
- For those with TA assignments in Winter and/or Spring/Summer terms: your payments will be processed for the next appropriate pay deposit date, after HR Operations receives it based on existing payroll deadlines.

What is my Employee ID?

Your Employee Number/ID is the same as your Student Number/ID.

Can you assist me with completing the Tax Credits Return TD1 forms?

A worksheet is available on CRA's website to help you calculate the credit amount prior to completing the TD1 form. <https://www.canada.ca/en/revenue-agency/services/forms-publications/td1-personal-tax-credits-returns/td1-forms-pay-received-on-january-1-later/td1-ws.html> - please consult with your personal financial advisor to help you validate the calculation.

My Social Insurance Number (SIN) starts with a “9”. Do I need to provide any additional information?

SINs that start with the number 9 are issued to temporary workers who are neither Canadian citizens nor permanent residents. These temporary SINs are valid until the expiry date indicated on the immigration document authorizing them to work in Canada. Please provide this expiry date on the Employee Contact Form. Please also provide a copy of your work/study permit, along with a copy of your passport: the page with your photo as well as the page with the stamp of entry to Canada.

I hold multiple positions within McMaster, how does this impact the amount of taxes I pay?

Depending on the type of position(s) you are employed in, our payroll system (PeopleSoft) may treat your payments differently and it may have an impact on your taxes. For more information and to see if this applies to you, please review the following document: <https://hr.mcmaster.ca/app/uploads/2019/07/Multiple-Pay-Statements-in-PS-Updated-June-27.pdf>

If I already completed the mandatory 5 hours of TA training in the past, do I need to complete it again?

The mandatory 5-hour training is only required to be completed once and is also paid only once. If you have already completed this training through a previous TA appointment, you do not need to complete it again.

When do I get paid for the mandatory 5 hours of TA training?

TAs who successfully complete the training, for the first time, within the first two weeks of their appointment, will receive payment for this training on the third pay of the term. If the training is completed late, payment for completion of the mandatory training will be processed in the pay period following the successful completion of the training.

If I already completed the Health and Safety training, do I need to complete it again?

Yes, you need to complete this training again. If you're having trouble accessing the training, please connect with EOHSS directly for further assistance: eohts@mcmaster.ca or at extension 24352.

How can I access my proof of training through Mosaic?

Please click through the following path in Mosaic: *Main Menu > Human Resources > Self Service > Learning & Development > Training Summary*

You can also reference the following step-by-step document to access your training records:

<https://hr.mcmaster.ca/app/uploads/2019/02/Self-Service-Training-Summary.pdf>

I would like to opt out of the CUPE dental coverage plan. How can I do that?

Opt-out forms are available directly on the [CUPE](https://cupe3906.org/contact-us/) website. For more information, please contact CUPE via <https://cupe3906.org/contact-us/>.