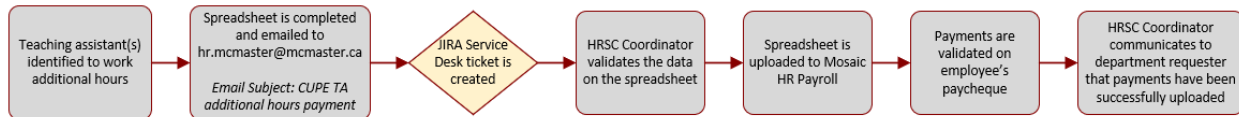# CUPE Teaching Assistants Additional Payments- How to Guide for Departments

Employees who are members of the CUPE Local 3906 Unit 1 bargaining unit, which includes Teaching Assistants, demonstrators, tutors and super tutors, markers, and research assistants who receive a research assistantship in lieu of a teaching assistantship ("Teaching Assistants"), may be required to support their employment supervisor to move from in-person classes and in-person exams to alternative methods of ensuring successful course delivery to students. There is agreement where additional hours of work are assigned, Teaching Assistants will be appropriately compensated. This document is to provide step by step instructions on how to submit TA additional payments for Faculty administrators/managers.

High Level Process Map

## Completing the CUPE TA Additional Payments Spreadsheet

- After you or your department have identified a payment for a teaching assistant, fill out the spreadsheet template:
  - Step 1: Complete a row for each Teaching Assistant who requires an additional hours of work one-time payment, filling in the data in the columns with green header text.
    - Employee ID
    - Employee Record
    - Effective Date of payment (select from drop down)
      - *Note: all payments will align with a pay period begin date*
    - Combo code
      - Do not enter in spaces or dashes. Combo code should read as:
        - Example: 20XXXXXX12345PG30000
    - Department ID: Select the employee's department ID from the drop-down list
    - Hours of work: Enter the total number of additional hours the Teaching Assistant worked (for that specific pay period)
    - Teaching assistant classification: Select Class A or Class B from the drop down for the applicable wage rate
      - The hourly rate based on the class selected will appear in the Teaching Assistant Hourly Rate column
    - Total Amount: this will be automatically calculated. Total amount to be paid based on hours entered, and classification selected
    - First name & last name of teaching assistant
    - Teaching Assistant position number
    - Comments & Notes
  - Tip: Use the Department Employee Information report found in the HR Reporting Hub for employee ID, employee record, department ID, and position number. To Access the report:
    - Click on the home button in mosaic in the top right corner of the screen
    - Click the drop down in the center and select Administrative Home

McMaster University
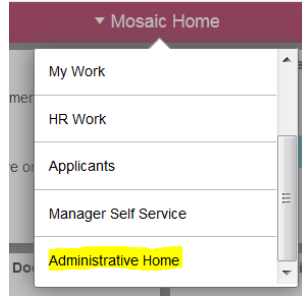
- Click on the HR Reporting Hub tile

- Under the Job and Employee Information section, click on Department Employee Info
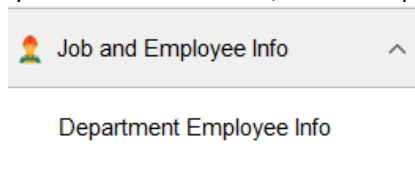
- Click on view results to access the report:

MCM_HR_MNGR_DEPT_LST - Dept Manager Employee Info

Would you like to run report? ☑

View Results

| ID	Empl Record	Last Name	First Name	Age	Gender	Position Number	Reports To Posn	Dept ID	Dept Descr	Job Code	Job Title	Reg/Temp	Full/Part	FTE	Empl Class Code	Empl Class Descr

- Tip: Use the Combination Code Table in Mosaic HR to see if the combo code is active:
  - To access this, from the Mosaic Home Page, click the drop down and select Administrative Home:

McMaster University
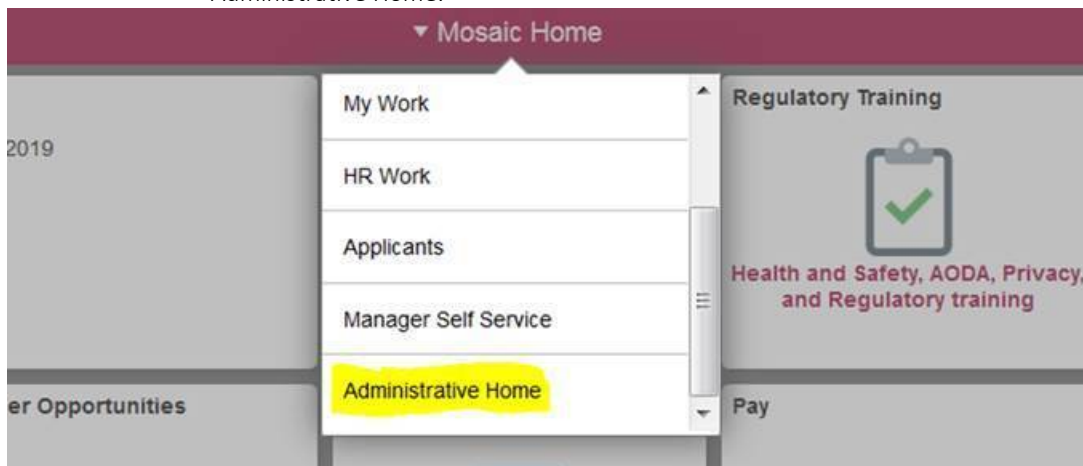
- Select the HR Tasks Tile

HR Tasks

- You will find the Combination Code table under the Dept Budget and Combo Codes Section:

Dept Budget and Combo Codes ∧

Department Budget Table CAN

Combination Code Table

Current Labor-Benefit Acct Map
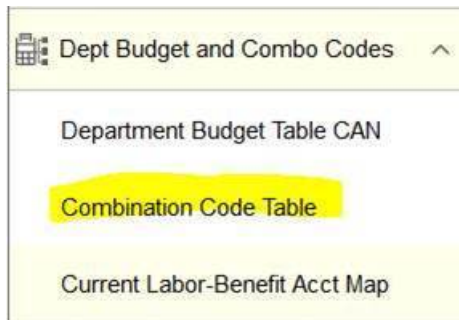
- Enter in the GL Combination Code

Combination Code Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	Add a New Value

▼ **Search Criteria**

Set ID	begins with ▼	
Process Group	begins with ▼	
GL Combination Code	begins with ▼	2011000012345PG30000
Description	begins with ▼	
Search Additional Chartfields	= ▼	▼
Account	begins with ▼	
Department	begins with ▼	
Project	begins with ▼	
Fund Code	begins with ▼	
Program Code	begins with ▼	

☐ Include History ☐ Case Sensitive

Search	Clear	Basic Search	Save Search Criteria

- Press Search
- Review the Status under Combination Code Detail

Combination Code Detail		Find	View All	First ◀ 1 of 1 ▶ Last

*Effective Date 01/01/1901 📅   *Status Active ▼   ➕

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- If the Combination Code is inactive, the department will have to request this to be activated in Mosaic HR by emailing finserv@mcmaster.ca
- The menu navigation for this page is: *Navigator → Human Resources → Set up HCM → Product Related → Commitment Accounting → Budget Information → Combination Code Table*

Submitting the Spreadsheet for payment

- Once the spreadsheet has been completed, and departmental approval has been obtained, email the excel spreadsheet to hr.mcmaster@mcmaster.ca
  - Subject line: CUPE TA additional hours payment
- Once the email has been sent, a HR Service Desk ticket will be created. You will receive an email notification that a ticket has been created
  - You can choose to continue communication via email by replying to the same thread. Alternatively, by clicking on *View Request*, you will be redirected to the HR Service desk where you will be able to view the thread of comments, and the status of the ticket

HC HR Service Centre <hr.mcmaster@mcmast er.ca>
Fri 2020-03-13 2:23 PM
You ⌄

Reply above this line.

Thank you for contacting Human Resources Services. We are currently processing your request, and will provide an update within 2 business days. For immediate assistance or accommodation requirements, please call our HR Service Desk at 905-525-9140 ext. 222-HR (47), 8:30 am – 4:30 pm, Monday through Friday. General information, resources and updates are also available on our Human Resources website. Have a brighter day!

View request · Turn off this request's notifications

This is shared with natasa44@hotmail.com and HR Service Desk.

, powered by Jira Service Desk, sent you this message.

- If the HR Coordinator has any questions regarding the data within the spreadsheet, they will communicate directly via the HR Service Desk ticket
- Once the payments have been uploaded to Mosaic HR Payroll and validated, the HR Coordinator will update the ticket with the payment date, and close the ticket

Please contact HR Service Centre at extension 222HR(47) or via e-mail at hr.mcmaster@mcmaster.ca if you have any questions.

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