

**TO:** CUPE, Local 3904, Unit 3 employees

**FROM:** Human Resources Consulting

**DATE:** 2015-16

Congratulations - you are now not only a student of Ryerson but also an employee of Ryerson. Please review the following details and accompanying documents for important information respecting your employment.

## **YOUR DUTIES AND OBLIGATIONS**

Please ensure that you are familiar with your duties and obligations, including what is expected of you in terms of your work assignment and what standards your supervisor has set for you.

Your major duties and obligations are listed

- in your Job Offer letter that you should have received and accepted, and
- in the Collective Agreement – CUPE Unit 3 – Article 12 (pages 19-21).

Article 12.01 Duties states:

Assistants play a number of vital academic support roles at Ryerson. These may vary considerably from Faculty to Faculty, Department to Department, School to School, and from course to course.

The duties of a Graduate Assistant or Teaching Assistant may include, but are not limited to: preparation for classes, preparation of written or audiovisual materials; revising and maintaining course related material; attending lectures; serving as tutors, leading discussions and supervising laboratories; demonstrating and explaining the use of equipment; helping students perform technical procedures; assisting students in project work in specified laboratories; helping students perform and solve given course-related assignments; holding office hours; consulting with students (including electronic consultation); assisting in the grading of tests, lab sets, essays and term papers; proctoring tests, midterms, exams and quizzes; setting up experiments; monitoring the working condition of equipment in the assigned laboratory/learning environment; attending employer orientation workshops and training; and conferring with the Supervising Instructor in charge and coordinating or liaising with other Graduate Assistants or Teaching Assistants , as required.

Assistantship duties shall be comprised of an appropriate combination of some (not all) duties listed above.

**Please be sure to discuss with your supervisor, your duties and responsibilities.**

## ORIENTATION & TRAINING

The following eLearning is **mandatory** for ALL NEW Ryerson employees and must be completed within two weeks of your appointment into your position.

AODA (Accessibility for Ontarians with Disabilities Act)

<https://hr.cf.ryerson.ca/aoda/>

Workplace Violence & Prevention & Response

[www.ryerson.ca/workplaceviolence](http://www.ryerson.ca/workplaceviolence)

To complete the above eLearning, click on the links above or visit our Learning Portal and log in with your my.ryerson ID and password.

Upon completion of the above noted training, please forward your certificate to your supervisor to be tracked and stored in your local department/school's employee files.

## ATTENDANCE AT WORK

Please note that your responsibilities as a TA or GA are very important and students will be relying on your support in the lab or tutorial. As such it is very important that you arrive for work on time, i.e. arrive no later than on the hour and be ready to start the lab or tutorial by 10 minutes past the hour. Failure to attend a scheduled lab without a reasonable explanation for the absence may result in the employee not being paid for that particular day/lab or tutorial.

If you know in advance that you will not be able to attend a particular lab or tutorial you must notify your supervising Professor and the administrative assistant of the department by no later than 8:00 am on the day of the lab or tutorial.

## ACCESSING eHR

eHR provides employees with access to a variety of self service functions.

Through eHR, employees can update their personal information such as home or mailing address, emergency contact information, direct deposit information for pay, submit TD1 tax credits, request an electronic T4 for tax reporting and view your pay advice. eHR is also used for Time and Attendance Reporting. For more information on eHR Services, visit <http://www.ryerson.ca/hr> and click on "eHR" on the left hand side of the screen.

Please note that if you update your personal information i.e. address on RAMMS you must also update your personal information on eHR.

## YOUR PAY

### How your pay is calculated

Some departments require their TA/GA's to report the actual hours worked in a two-week period on the online time sheets and in other departments the TA/GA will have his or her hours averaged. For example, the department will average the total hours for the assignment (total hours are indicated in the Job Offer letter) over one or two terms. In this case the TA/GA is paid an "average" number of hours depending on the total hours in the contract divided by the total number of business days in the contract.

Please check with your supervisor with respect to how you will be paid.

If you have more than one TA/GA contract, the pay from each contract will be lumped into one payment. You may wish to track your hours for each contract.

You are automatically paid for statutory holidays (see <http://www.ryerson.ca/hr/payroll/> for the holiday schedule).

### When you can expect to be paid

You will be paid bi-weekly on a deferred basis. This means, for example, if you work during the pay period covering September 13, 2015 to September 26, 2015, you will be paid for those hours on the pay date of October 9, 2015 (2 weeks deferred). The 2015 pay schedule outlines pay dates for each pay period this year and it can be found at the following link:

[http://www.ryerson.ca/content/dam/hr/payroll/biweekly\\_deferred\\_pay\\_deadlines/2015\\_Biweekly-deferred.pdf](http://www.ryerson.ca/content/dam/hr/payroll/biweekly_deferred_pay_deadlines/2015_Biweekly-deferred.pdf)

### Where to view your pay details

HR has implemented a paperless pay statement initiative. You can view your pay advice(s) online by logging onto Blackboard (click on "eHR" then "Main Menu", then "Self Service", then "Payroll & Compensation" then "View Pay Advice"). Once you have viewed your pay advice, you may print it by clicking on the Print icon at the top of the page. For detailed directions, please refer to the HR website at <http://ryerson.ca/hr/eHR/index.html>

### What you need to do to ensure you get paid

In order for you to be paid, the following must occur:

1. You must accept your job offer through the eHire system
2. You must provide your Social Insurance Number (SIN)

You cannot be paid without a valid SIN. If your social insurance number begins with "9", you must send Human Resources (at the address provided below) a photocopy of the SIN card showing the expiry date, and a copy of your student or work permit. Ryerson International

Students would submit a copy of their student permit. All others require a work permit. You may find further information on the International Student Services website at Ryerson at the following link: <http://www.ryerson.ca/internationalservices/>

3. You must complete the Federal and Provincial Tax forms and the Information Protection Policy Acknowledgement form via your eHR access. If you do not complete the Federal and Provincial Tax forms, the basic personal tax exemption will be applied. If you require assistance with this form, please contact the Canada Revenue Agency at 1-800-959-8281.
4. You must provide the required banking information through your eHR access so that your pay can be directly deposited into your bank account.

**If you have worked for Ryerson in the past and are in our HR system, please note that your pay will be sent to the bank account that is in our system. If you have changed banks, you must update this information through eHR**

### **What to do if you have not received your first pay**

If you have not received your first pay when you think you should have:

1. Check the biweekly-deferred pay schedule to ensure that you are entitled to receive pay based on the start date indicated on the Job Offer letter.
2. Check with your supervisor or department to ensure that all documents were submitted by the deadline.
3. If you do not receive a subsequent pay, please check with your supervisor or department to ensure that a timesheet was approved by the deadline and/or check your Job Offer to ensure that your assignment end date has not passed. If you continue working past the end date, please discuss with your supervisor as soon as possible.

If you have verified all the items above and still do not understand why you did not get paid, please contact your supervisor/department who will then communicate with HR to review and investigate your records. This is also to ensure that the proper process is carried out for future pays and to avoid any recurrence.

### **What to do if you have not been paid the correct amount**

If you believe that you have not been paid the correct amount:

1. Check your Job Offer letter to ensure you understand your rate of pay and start and end dates, and check the biweekly-deferred payroll schedule to ensure you understand when and for what days you will be paid. For example, if you start work in the middle of a two-week pay period, your first pay may only be for one week.

2. Check the Hours and Earnings section on your pay stub to verify that it reflects all of the hours that were reported on a time sheet for a specific pay period, multiplied by your salary rate. If that amount is correct, then the Net Pay amount is correct. Deductions are calculated automatically by the HR system and have been audited and validated.

If you have checked all of the above items and still do not believe you were paid the correct amount, please contact your supervisor/department who will then communicate with HR to review and investigate your records. This is also to ensure that the proper process is carried out for future pays and to avoid any recurrence.

### **If you have questions about your pay:**

Please call the HR Client Service Line at 416-979-5000 ext. 5075 and ask to speak to the HR Client Services Advisor supporting your department

## **BENEFITS**

You are also entitled to various leaves in accordance with Article 19 of the Collective Agreement (page 27). Examples of leave are pregnancy, parental, emergency, compassionate care, bereavement, jury duty, and political leave. Please see Article 19 of the Collective Agreement for further details.

If you are unable to fulfill your assigned duties and obligations due to illness or injury, you shall be granted up to 2 days of paid sick leave at your regular rate of pay. You may also need to provide a medical certificate to validate your absence. Any additional absences due to medical reasons will be without pay (refer to article 19.01 of the Collective Agreement). **You must notify your supervising Professor if you will be absent from work for any reason and if you will miss a class/lab or tutorial for any reason.**

## **CONFLICT OF INTEREST**

In your capacity as a TA/GA it is expected that you will attempt to create an atmosphere of mutual respect in which students learn and make every effort to stimulate intellectual curiosity and enthusiasm for learning. To do so it is necessary to minimize any conflict of interest that may result from personal relationships as defined by the University's Conflict of Interest Policy:

*Participating in the evaluation (academic or employee performance), promotion or hiring of a family member or an individual with whom the employee has, or recently had, a close personal relationship (of a sexual or non-sexual nature).*

Please take a moment to review Ryerson University's Conflict of Interest Policy.

Link: <http://www.ryerson.ca/policies/board/conflictinterestpolicy.html>

Should you have any questions regarding the policy, or believe you may be in a situation that could be classified as a conflict of interest, please contact the Chair/Director of your department immediately.

## CONFIDENTIALITY

Please remember that as an employee of Ryerson University, the general terms and conditions of your employment are governed by the University's applicable policies, procedures, practices and regulations which may be found at:

<http://www.ryerson.ca/hr/policy/policies.html>

You must also read and sign the Employee Confidentiality Form attached. Please return the form to your department administrative assistant.

## INFORMATION ON THE WEB

**RYERSON UNIVERSITY – [www.ryerson.ca](http://www.ryerson.ca)**

**HUMAN RESOURCES – [www.ryerson.ca/hr](http://www.ryerson.ca/hr)**

- TA/GA job postings: <https://my.ryerson.ca> (eHR tab)
- Employee forms: [http://www.ryerson.ca/hr/new\\_employees](http://www.ryerson.ca/hr/new_employees)
- Biweekly Deferred Pay Schedule: <http://www.ryerson.ca/hr/payroll>
- CUPE 3904, Unit 3 Collective Agreement: <http://www.ryerson.ca/hr/policy>

**LEARNING AND TEACHING OFFICE - <http://www.ryerson.ca/lt>**

- TA/GA Program Information: <http://www.ryerson.ca/lt/programs>

**SERVICES FOR INTERNATIONAL STUDENTS -**

**<http://www.ryerson.ca/studentsservices/internationalservices>**

- Working in Canada: <http://www.ryerson.ca/studentsservices/internationalservices/forms>
- Getting a Social Insurance Number (SIN):  
<http://www.ryerson.ca/studentsservices/internationalservices/forms>

**GOVERNMENT OF CANADA – [www.gc.ca](http://www.gc.ca)**

- Canada Revenue Agency: <http://www.cra-arc.gc.ca>
- International and non-resident taxes – International Students  
<http://www.cra-arc.gc.ca/tx/nrrsdnts/ndvdlstdnts-eng.html>
- About your tax return: <http://www.cra-arc.gc.ca/tx/ndvdlstpcs/ncm-tx/menu-eng.html>
- Mandatory tax deductions: <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/mply/menu-eng.html>