

## Hey, TA...

# Here are 6 things you should know about MOSAIC!

**MOSAIC** is the payroll component of McMaster's new "human capital" management system, "Peoplesoft." Here are 6 things that you as a Grad TA/RA (in lieu) should know about the implications of MOSAIC on your take-home pay and benefits.



**As of September, 2014, all TA and RA (in lieu) pay will be moved to a bi-weekly pay period (i.e., every other week).**

Your **academic funding (i.e., scholarships, bursaries, etc.)** will remain on a monthly pay schedule.

Academic funding is usually paid out to you on the last Thursday of the month.

**The first TA pay of the academic year will be September 19<sup>th</sup>.**

This pay will **only reflect part of your TA/RA (in lieu) pay for the month of September.** Your next pay will **not be until October 3<sup>rd</sup>, 2014.**

This is very different from the old payroll schedule (i.e., the pay schedule in effect during the 2013-2014 academic year in which you were paid both an installment of your academic funding and your full September TA wages on the last Thursday of the month).

You may need to plan accordingly if you are used to receiving a full month's pay in September. (For example, if your rent is due on October 1<sup>st</sup>, you need to be aware that you will not be paid the second installment of your September TA pay until **October 3<sup>rd</sup>, 2014.**)



**As of September 2014, your CUPE 3906 Dental Premium Contributions will only be deducted from your TA/RA in lieu pay.**

You are eligible for CUPE 3906 Dental Coverage if you a) hold an undergraduate degree; and b) hold a TAsip/RAsip in lieu for the current academic year.

If you only work as a TA/RA in lieu for four months of the academic year (during the winter term, for example), your entire 12 months' worth of premiums (\$107.16 for single coverage or \$814.32 for family coverage) will be deducted over the four months of your employment **unless you make alternate arrangements with the School of Graduate Studies.**

Please visit <http://cupe3906.org/dental2014> to find out how dental premium deductions will work for your specific employment schedule





If you are not working as a TA or RA (in lieu) in September 2014, you should consider contacting the School of Graduate Studies (SGS) to arrange payment of your dental premiums for the fall months.

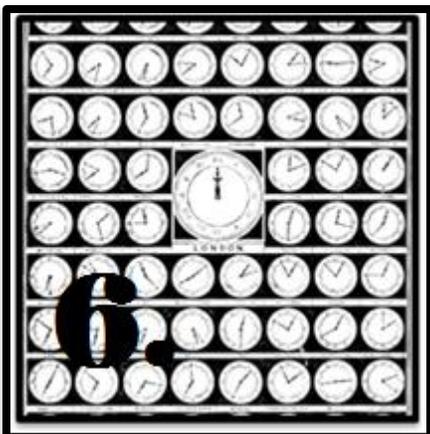
If you do not make arrangements with the School of Graduate Studies to pay your dental premiums between September and December, **your claims will not be paid out until you pay your outstanding premiums to the SGS.**

Also, if you do not make arrangements with the SGS to pay your dental premiums between September and December, **all of your outstanding premiums will be deducted in one lump sum from your first pay cheque** (e.g., in January, May or July, depending on when you start TAing/RAing).

Depending on when you work as an eligible TA or RA (in lieu) during the academic year, you will fall into 1 of 6 dental premium payment scenarios.

The academic terms in which you work as a TA or RA (in lieu) determine how your dental premium contributions will be collected by the SGS.

You can find out **which of the six scenarios you fall under** by visiting the 2014 dental information section of our website at: <http://cupe3906.org/dental2014>



Regardless of when you are working as a TA or RA (in lieu) during the academic year, the change of coverage period and procedures remain the same.

This means that **you may only opt-out of the dental coverage or enroll in family coverage during the standard change of coverage period** (i.e., before **September 8th, 2014**, for the change of coverage status to take effect retro to September 1st, or **September 30th** for the change of coverage status to take effect October 1st, 2014.

Please **visit <http://cupe3906.org/archives/6149>** for change of coverage forms and instructions.

For more information, please visit our website (<http://cupe3906.org>), contact us at [staff@cupe3906.org](mailto:staff@cupe3906.org) or [administrator@cupe3906.org](mailto:administrator@cupe3906.org), or x 24003 or contact the School of Graduate Studies (x 23679)