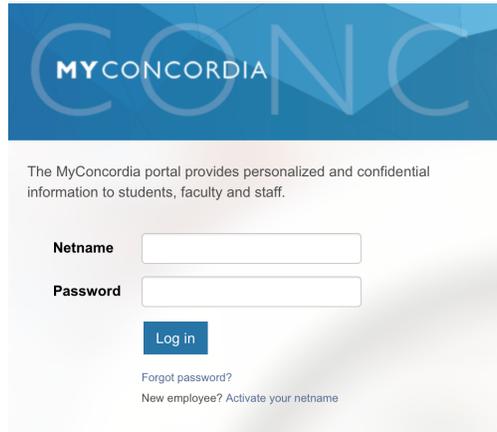


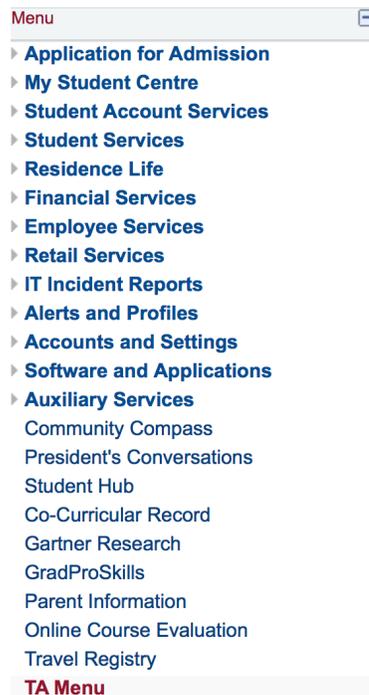
# Signing the Teaching Assistant Workload Forms and Contracts

- Log in to your student portal: [my.concordia.ca](http://my.concordia.ca) using your MyConcordia student Netname and password.



- After you log-in to MyConcordia:

## 1) Go to TA Menu

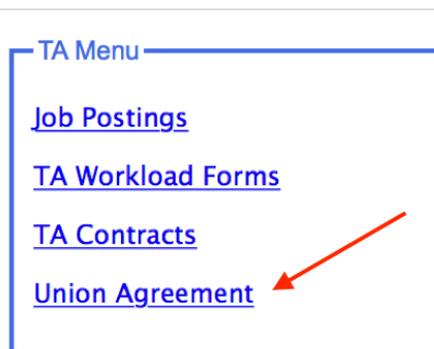


You will see the list of related teaching assistant documents on the right side:



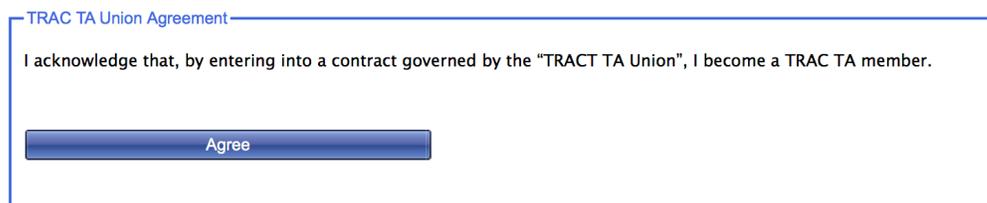
## 2) To access the TRAC Union agreement:

- i. Go to: TA Menu – Union Agreement



You must click on "Agree" once per academic year to acknowledge becoming a member of the Teaching and Research Assistants at Concordia Union (TRAC Union).

**This step must be done before you can access your first workload form of the year.**



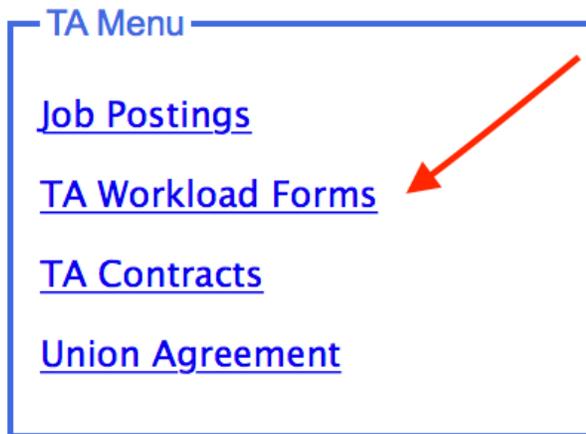
A screenshot of a form titled "TRAC TA Union Agreement". The text reads: "I acknowledge that, by entering into a contract governed by the "TRACT TA Union", I become a TRAC TA member." Below the text is a blue button labeled "Agree".

### 3) To access your workload forms:

**Note:**

- You will receive an email notifying you once the workload forms are issued and signed by the course professors/supervisors.
- You will receive an email for every workload form that has been issued for you.
- Contact your department and/or course professors/supervisors if you have any questions on your workload forms before accepting or declining online.

i. Go to: TA Menu – TA Workload Forms



You will see a list of the workload forms that have been issued for you:

Academic year: 2018 - 2019

	Course	Title	Position Title	Last Status
<input type="button" value="🔍"/>	ACCO 320 /2- A	FINANCIAL REPORTING II	Marker	Accepted
<input type="button" value="🔍"/>	ADMI 201 /2- A	INTRODUCTION TO ADMINISTRATION (ADMINISTERED BY THE FINANCE DEPARTMENT)	Marker	Accepted
<input type="button" value="🔍"/>	ARTE 201 /2- A	ART IN EARLY CHILDHOOD I	Marker	Accepted
<input type="button" value="🔍"/>	CIVI 498 /2- LL	Topics in Civil Engineering: Planning and Design of Bridges	Marker	Accepted
<input type="button" value="🔍"/>	COMM 220 /2- A	ANALYSIS OF MARKETS	Teaching Assistant	Accepted
<input type="button" value="🔍"/>	COMM 308 /4- H	INTRODUCTION TO FINANCE	Teaching Assistant	Draft
<input type="button" value="🔍"/>	COMM 308 /4- I	INTRODUCTION TO FINANCE	Marker	Accepted
<input type="button" value="🔍"/>	MATH 201 /2- A	ELEMENTARY FUNCTIONS	Marker	Draft
<input type="button" value="🔍"/>	MATH 201 /2- A	ELEMENTARY FUNCTIONS	Marker	Declined

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- ii. To view and sign your workload form(s), click on the  icon next to each workload form.

The workload form will open up:

**TEACHING ASSISTANT WORKLOAD FORM**

This form sets out the responsibilities of the Teaching Assistantships for the stated course. The form is to be signed at the same time that the teaching assistant contract is signed. One copy of the completed form is to be remitted to the Teaching Assistant and a copy is to be placed in the Teaching Assistant's employee file.

The allocation of time is an estimate and the Teaching Assistant is expected to allocate time as required during peak periods, such as exam period. The Course Supervisor and the Teaching Assistant are encouraged to discuss any difficulties with the allocation of these objectives well in advance of the end of the term in order to best deliver the needs of the course and with due consideration to the peak periods. If revisions are required, the Course Supervisor and Teaching Assistant shall meet within 2 weeks of mid-term to review the objectives and make appropriate revisions.

Position Marker

Course Name CIVI 498 /2- LL LEC

Department Building Civil & Environ Engineering

Faculty Gina Cody School of Engineering and Computer Science

Course Number 498 Section LL 1 Term Fall

Approximate Number of Students Registered in the Class 0

Approximate Number of Students in the TA's conferences/labs 0

Name of Course Supervisor HARDY,Nadia

E-mail  Telephone 3233

Name of Teaching Assistant

Concordia Status (indicate degree program and year) Independent Study Plan - Graduate Professional Skills 2014

Employee/Student ID -----/

E-mail  Telephone

Contract start date: 2018/09/27 Contract end date: 2018/12/03

Objectives	Total hours per term per responsibility	Comments	Revision of allocation of responsibilities
<b>Meeting(s) with Course Supervisor</b> Training, establish guidelines and marking policies; discuss the topics or material for conferences, as well as other concerns or difficulties with workload.	0		

Review the workload form; if you have any questions, **DO NOT** accept or decline your workload form. **Contact your department and/or professor/supervisor first.**

- iii. To **sign the workload forms**: click on “Accept”

You may also decline the workload form by clicking on “Decline”.

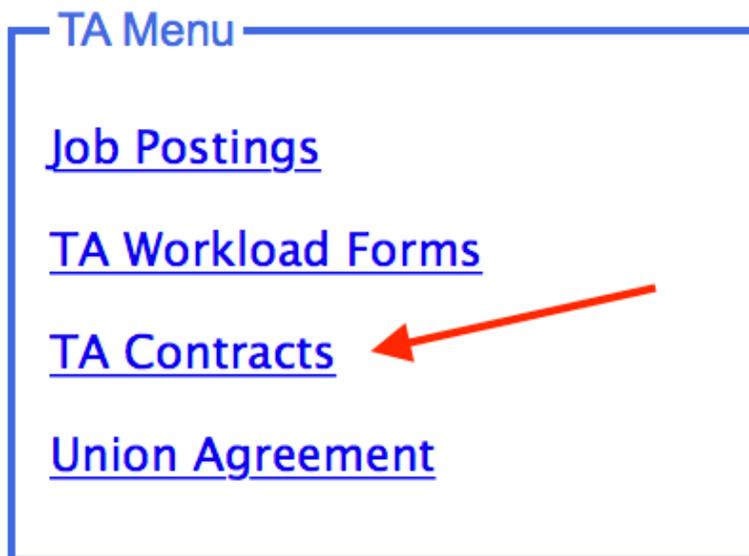
- iv. Once you accept or decline any workload form, the two actions will be disabled; however, you may still access and print the workload forms by following step 3 i and step 3 ii above.

#### **4) To access your contracts:**

**Note:**

- A contract will be issued by the department once you accept a workload form.
- You will receive an email notifying you once the contracts are issued and signed by the Academic Unit Heads.
- You will receive an email for every contract that has been issued for you.
- Contact your department and/or course professors/supervisors if you have any questions on your contracts before accepting or declining online.

- i. Go to: TA Menu – TA Contracts



You will see a list of the contracts that have been issued for you:

Academic year: 2018 - 2019

	Department (assigned by)	Course	Title	Position Title	Status
<input type="button" value="🔍"/>	Accountancy	ACCO 320 /2 A	FINANCIAL REPORTING II	Marker	BatchPrinted
<input type="button" value="🔍"/>	Finance	ADMI 201 /2 A	INTRODUCTION TO ADMINISTRATION (ADMINISTERED BY THE FINANCE DEPARTMENT)	Marker	Finalized
<input type="button" value="🔍"/>	Art Education	ARTE 201 /2 A	ART IN EARLY CHILDHOOD I	Marker	Chair Signed
<input type="button" value="🔍"/>	Art Education	ARTE 352 /2 A	LIGHT?BASED MEDIA	Teaching Assistant	Finalized
<input type="button" value="🔍"/>	Building Civil & Environ Engineering	CIVI 465 /2 VV	WATER POLLUTION AND CONTROL	Marker	Finalized
<input type="button" value="🔍"/>	Finance	COMM 308 /4 I	INTRODUCTION TO FINANCE	Marker	TA Accepted

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- ii. To view and sign your contract(s), click on the  icon next to each contract.

The contract will open up:



Teaching Assistant Contract (TRAC)

Employee ID:   
 Student ID:   
 Social Insurance #: \*\*\*  
 Date of birth:   
 Citizenship: Canada  
 Work-Study position: No

Current Program: Master of Science INACTIVE - Admin (I-Finance)  
 Academic Level (in progress): Masters Student

**Course / Salary Information**

Faculty: John Molson School of Business  
 Academic Unit: Accountancy  
 Position Title: Marker

Summary of Duties: A Marker is an individual who grades exams and course submissions. She/he may have contact with students.

**Comments:**

Contract Dates: 2018/09/24 - 2018/12/03 Instructor(s): Hardy,Nadia

Course	Activity	Title	Days	Time	Hours
ACCO 320 /2- A	LEC	FINANCIAL REPORTING II	-T-J--	10:15-11:30	1
Account Code	Object Code	Total Hours	Hourly Rate (with vacation pay)	Contract Amount*	Contract Amount (pre vacation pay)
UCA030	66597	1	24.64	23.69	\$24.64

NOTES: 1) This form shall only be used for active Concordia University students in good standing, failing which this contract shall be null and void. 2) \*Contract Amount\* includes holiday pay and 4.0% vacation pay. 3) Notice of Cancellation: Please refer to Article 15.08.

Please address \*\*\* elements. Failure to do so may result in non-payment of contract.  
 \*Note: Please attach void cheque to this contract, or provide it to the Human Resources Department (FB 1100).

**Signatures**

Date \_\_\_\_\_ Employee (Al-Araj, Ghada)  
 Date \_\_\_\_\_ Unit Head (Recommendation) (Draimin, Charles)  
 Date \_\_\_\_\_ Dean or Delegate (Approval) \_\_\_\_\_

This contract conforms to the terms of the Collective Agreement between Concordia University and PSAC/TRAC. The Collective Agreement is located at the following electronic address: <https://www.concordia.ca/hr/dept/employee-labour-relations/labour-agreements-collective-bargaining/trac-ca.html>  
 I acknowledge receipt of the signed TRAC membership form from the above-mentioned student \_\_\_\_\_ (Academic Unit representative initials).

Review the contract; if you have any questions, **DO NOT** accept or decline your contract. **Contact your department and/or professor/supervisor first.**

iii. To **sign the contract**: click on “Accept”

You may also decline the contract by clicking on “Decline”.

iv. Once you accept or decline any contract, the two actions will be disabled; however, you may still access and print the contract by following step 4 i and 4 ii above.

## 5) Social Insurance Numbers (SIN):

**NOTE: If your HR record is missing a valid Social Insurance Number; you must submit a valid SIN before the start date of your contract(s).**

If your HR record doesn't have a valid SIN, you will be prompted to submit a SIN online when you sign your contracts.

### My TA Contracts

- To view and sign your contract(s), click on the  icon next to each contract.
- If you have any questions about your contract(s), contact the professor and/or the department BEFORE signing your contract(s).



SIN Section

Submit SIN

- Your HR record is missing a valid Social Insurance Number; you must submit a valid SIN before the start date of your contract(s).

Academic year: 2018 - 2019 

 Refresh					
	Department (assigned by)	Course	Title	Position Title	Status
	Accountancy	ACCO 320 /2 A	FINANCIAL REPORTING II	Marker	BatchPrinted
	Finance	ADMI 201 /2 A	INTRODUCTION TO ADMINISTRATION (ADMINISTERED BY THE FINANCE DEPARTMENT)	Marker	Finalized
	Art Education	ARTE 201 /2 A	ART IN EARLY CHILDHOOD I	Marker	Chair Signed
	Art Education	ARTE 352 /2 A	LIGHT?BASED MEDIA	Teaching Assistant	Finalized
	Building Civil & Environ Engineering	CIVI 465 /2 VV	WATER POLLUTION AND CONTROL	Marker	Finalized
	Finance	COMM 308 /4 I	INTRODUCTION TO FINANCE	Marker	TA Accepted

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