Hiring or Becoming a Teaching Assistant

Information about hiring a Yale Student for a Teaching Assistant role or registering to become a Teaching Assistant can be found here. Remember you must register for each course you teach.

Please REGISTER for each class which you are a teaching assistant (TA) HERE

Tax & Payroll Forms: Teaching Assistants must register for payment for each class in which they are working using the registration form here. Please also note the following information:

- Once the Business Office receives notification from AASL of your TA appointment, and any hiring is complete from central. You will receive a confirmation e-mail with the details of your payment.
- TAs are paid on the semi-monthly payroll; payments are issued on the 15th and last business days of every month after enrollments are final.
- Forms are not submitted for payment until after the add/drop period ends (usually about 4 weeks after the start of the term; your first payment will be prorated to include each two-week payment up until that point).
- TAs are expected to work ten hours per week. TA salaries are a set standard compensation. Please see the memo for an explanation of the TA requirements and pay structure.
- Submission of a weekly timesheet is not required. Instead, TAs are paid a lump sum spread over the duration of the course.
- If you also work as an hourly employee, these wages will be included in your semi-monthly paycheck.
- Students New to Payroll will receive an email notification, please access Workday via the Yale Portal to complete your I-9, tax forms, and Direct Deposit Form (if you would like your payment deposited to your bank account).

Note: If you have not been paid previously by Yale University, you must complete the forms mentioned above. If you have been paid before, please access Workday if you would like to update your tax deductions and direct deposit elections. The Business Office is not able to offer any tax advice – for tax-related questions or questions on how to complete the forms please email payroll.taxforms@yale.edu or call 203-432-8759.

Important Deadlines

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<th>Forms</th>
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<tr>
<td>December 1st</td>
<td>Fall Forms</td>
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<td>May 1st</td>
<td>Spring Forms</td>
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Note: If you do not register for the courses in which you worked by May 1 you will not be paid.

If you have any questions about the process, please contact the Business Office at 432.6004 or sombusiness.office@yale.edu.

Ph.D. students only

BEFORE YOU REGISTER Please contact Beth Ann Bretter for authorization to act as a Teaching Assistant. YOU WILL STILL NEED TO REGISTER BY FILLING OUT THE DOCTORAL PROGRAM TEACHING FELLOWS REGISTRATION FORM ONCE AUTHORIZATION IS GRANTED. Beth Ann can be reached at bethann.bretter@yale.edu
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