



**Remember: TA contracts are hours-based.  
Stay on top of your hours—don't work for free!**

### **Apps to Track Your Hours:**

Toggl: <https://toggl.com/>

- Free time-tracking app and software

Caato: <http://www.caato.de/en/products-overview.html>

- Time-tracker for Mac and iPhone

### **AGSEM Resources:**

- AGSEM has made a [time-tracking spreadsheet](#) to help you track your hours!
- Remember: each TA must fill out (and meet at mid-term to revise!) a Workload Form with their course supervisors.
- Keep in mind you're on an hours-based contract, and you have rights. Take a look through [the Collective Agreement](#) to familiarize yourself with what rights you have as a McGill TA.
- You cannot be forced to work over your hours, and you have the right of first refusal when it comes to additional work.
- Want more information about your rights as a TA? Check out [our website made for Teaching Assistants](#), or contact either [your Delegate](#) or email AGSEM ([mail@agsem-aedem.ca](mailto:mail@agsem-aedem.ca)) with specific questions you might have.