

# Tracking Assistantship Contract Status

## 1. Log in to MyUNM.

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The screenshot shows the myUNM login interface. At the top is the myUNM logo with the text "The University of New Mexico". Below the logo is a "Login" section with a red key icon. It contains two input fields: "NetID:" and "Password:". To the right of the NetID field is a link "Create a NetID", and to the right of the Password field is a link "Forgot Password?". Below the input fields are two buttons: "Login" and "Cancel". At the bottom of the login section, there are three links: "Problems Logging in? Click here.", "Change Password", and "myUNM FAQs".

## 2. Select "Employee Life" tab and click to enter LoboWeb.



The screenshot shows the myUNM website with the "Employee Life" tab selected. A green circle highlights the "Employee Life" tab in the navigation menu, and a green arrow points from it to the "LoboWeb For Employees" section. A large green number "2" is overlaid on the page. The "LoboWeb For Employees" section features the LoboWeb logo (a red paw print with the text "LoboWeb") and a red button labeled "Enter LoboWeb". Below the button, a message states "LoboWeb is unavailable Saturday 7:00 pm - 8:30 pm." The left sidebar contains a "Human Resources" menu with links for "General Information", "Career Development", "Education and Training", and "Career Ladders".

### 3. Go to the GSAC page.

Verify you are in the "Employee" tab, and then select "UNM Graduate Student Assistantship Contracts."

### 4. Click "View, Delete, Revise or Terminate Graduate Student Assistantship Contract."

### 5. Enter the desired search criteria.

You can view by Banner ID, view by a specific contract number, view by last name, view a list of contracts submitted between specified dates, or view all contracts prepared by a specific originator.

The screenshot shows the myUNM website's navigation menu. The "Employee" tab is highlighted with a green circle. A green arrow points from the text in step 3 to this tab. Below the menu, the "UNM Graduate Student Assistantship Contracts" link is also circled in green, with a green arrow pointing from the text in step 3 to it. A large green number "3" is in the top right corner.

The screenshot shows the myUNM website with the "View, Delete, Revise, or Terminate Graduate Student Assistantship Contract" link circled in green. A green arrow points from the text in step 4 to this link. A large green number "4" is on the left side.

The screenshot shows the "Search Criteria" form on the myUNM website. A green arrow points from the text in step 5 to the form. A large green number "5" is on the right side.

## 6. Navigating and viewing contract status tabs

Contracts are organized under three different tabs, depending on status:

- A. Pending tab – This tab shows contracts that are new, pending approval, or returned for correction.
- B. Processed/Terminated/Revised tab – This shows contracts that have been completed, terminated or revised.
- C. Waivers Requested tab – This tab shows only contracts for which a GPA waiver or a background check were requested when the contract data was entered. This tab is only informational.

To view the contracts under each tab, click on the appropriate tab. You can sort the contracts by clicking on the appropriate column headers.

Pending Tab:

Here is the list of students for originator [REDACTED]

Number of records listed is 5

Contract #	Student Name	Student ID	Submitted Date	Location Date	Pending Approval	Status	Reject/Return Reason
<a href="#">188-00</a>	[REDACTED]	[REDACTED]			Awaiting Action	Returned	FTE conflict; student
<a href="#">187-00</a>	[REDACTED]	[REDACTED]			Awaiting Action	New	
<a href="#">186-00</a>	[REDACTED]	[REDACTED]			Awaiting Action	New	
<a href="#">185-00</a>	[REDACTED]	[REDACTED]			Awaiting Action	New	
<a href="#">145-00</a>	[REDACTED]	[REDACTED]			Awaiting Action	New	

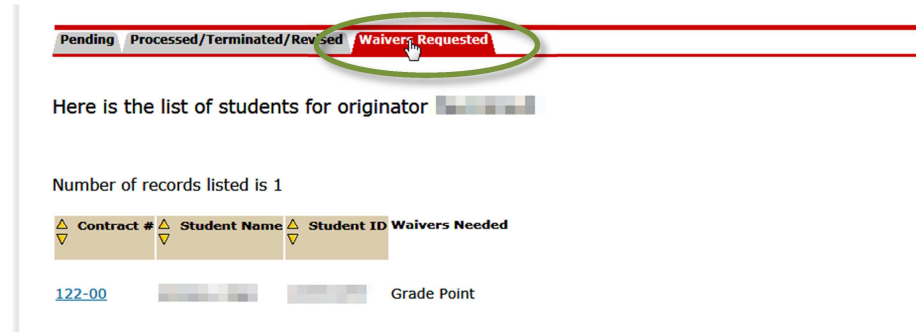
Processed/Terminated/Revised Tab:

Here is the list of students for originator [REDACTED]

Number of records listed is 4

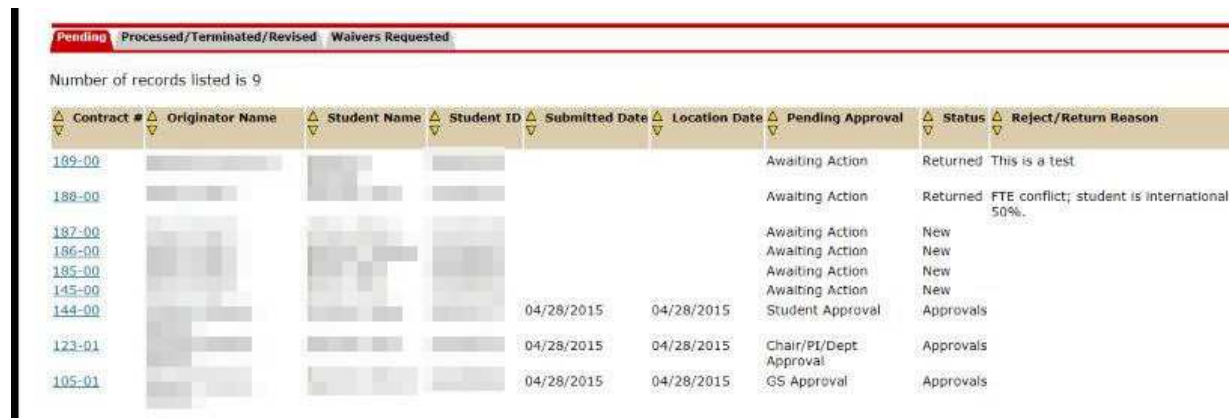
Contract #	Student Name	Student ID	Location Date	Status
<a href="#">125-00</a>	[REDACTED]	[REDACTED]	04/23/2015	Terminated
<a href="#">124-00</a>	[REDACTED]	[REDACTED]	04/20/2015	Processed
<a href="#">122-00</a>	[REDACTED]	[REDACTED]	04/20/2015	Processed
<a href="#">103-00</a>	[REDACTED]	[REDACTED]	04/20/2015	Terminated

Waivers Requested Tab:



## 7. Tracking Contracts through Approval Process on Pending Tab

On the Pending tab, you can track the status of contracts that are awaiting action or pending approval.



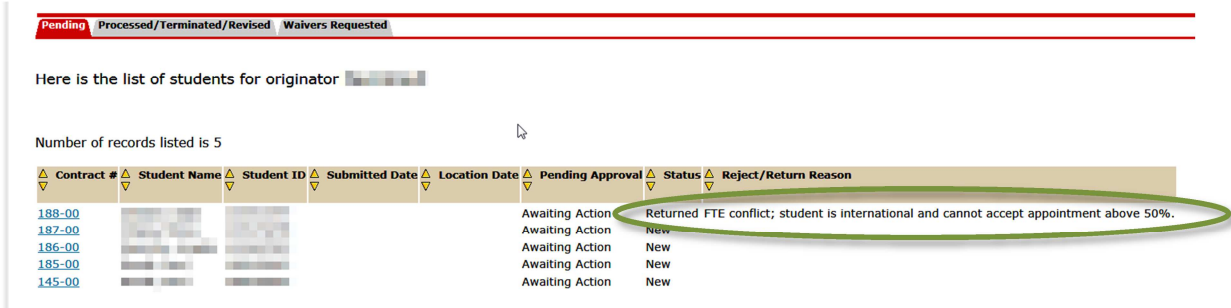
The chart below explains status messages on the Pending tab:

Pending Approval	Status	Description
Awaiting Action	New	Contract has been started by originator and data has been saved. Contract is NOT yet submitted for approval. Click on contract number to edit and/or to submit for approval.
Chair/PI/Dept Approval	Approvals	Contract is awaiting approval by department approver. No changes allowed.

Student Approval	Approvals	Contract has been approved by department approver. It is now awaiting acceptance by student. No changes allowed.
GS Approval	Approvals	Contract has been approved by department approver and accepted by student. It is now under review at Graduate Studies and awaiting final approval. No changes allowed.
Awaiting Action	Returned	Contract has been returned by one of the approvers. See below for more information on returned contracts. The contract is <b>not approved</b> and you must take further action to either correct and resubmit or delete the contract.

### 8. Returned Contracts

A contract can be returned at any point in the approval process. When a contract is returned, you will see its status on the Pending tab is "Returned." You will also see text in the "Reject/Return Reason" column explaining the reason the contract was returned.



For more information, click on the contract ID number. You will see a new tab called "Returns Log." Click on the tab to view the returns log. The log provides the Net ID of the person who returned the contract, along with the return/reject reason.

Student Name: [redacted] Student ID: [redacted] Contract number: 188-00  
 Current Graduate Status: Active

Assistantship Type Student Info Requirements Accounting **Returns Log**

Contract Return Comments Listing

Date	Comments	User
04/24/2015 17:06:29	FTE conflict: student is international and cannot accept appointment above 50%	pbrault



A returned contract is \*not\* approved and you MUST take action in order to resolve the issue. You should then take one of three actions, as appropriate: 1) delete the contract (see below); 2) submit the contract again for approval after issues have been resolved; 3) make edits to the contract and then submit the contract again for approval.

### 9. Deleting a Contract that has not been approved

You may delete a contract if it has not yet been submitted for approval, or if it has been returned.

1. Use the “View, Delete, Revise or Terminate Graduate Student Assistantship Contract” feature to search for the contract. Click on the appropriate Contract ID number. On the “Assistantship Type” tab of the appropriate contract, click “DELETE CONTRACT.”

Student Name: [redacted] Student ID: [redacted] Contract number: 268-00

Assistantship Type Student Info Requirements Accounting

Originator: [redacted]

Head of offering department: [redacted]

Department Orgn Code: 457C - GS SPECIAL INITIATIVES

Type of assistantship: Graduate Assistant

Save changes **DELETE CONTRACT**

2. You will be asked to confirm that you want to delete the contract. If so, click “YES DELETE;” otherwise, click “RESET/DO NOT DELETE.”

Are you sure you want to delete contract: 268-00

RESET/DO NOT DELETE **YES DELETE**

NOTE: When you delete a contract, all information associated with the contract is removed and it will no longer appear on your list of contracts.

3. You will receive a confirmation that the contract has been deleted.



## 10. Viewing Processed/Approved Contracts

Once a contract has been approved by Graduate Studies, it will no longer be visible on the Pending tab. Instead, you will find the contract on the “Processed/Terminated/Revised” tab.

Contract #	Originator Name	Student Name	Student ID	Location Date	Status
164-00				04/23/2015	Processed
163-01				04/28/2015	Terminated
163-00				04/23/2015	Revised
162-01				04/24/2015	Processed
162-00				04/23/2015	Revised
161-01				04/24/2015	Processed
161-00				04/23/2015	Revised
143-01				04/24/2015	Processed
143-00				04/24/2015	Revised
125-00				04/27/2015	Terminated
124-00				04/20/2015	Processed
123-00				04/20/2015	Revised
122-00				04/20/2015	Processed
106-00				04/24/2015	Processed
105-00				04/17/2015	Revised
103-00				04/20/2015	Terminated
102-00				04/17/2015	Processed
101-00				04/24/2015	Processed

Below is a list of status messages on the “Processed/Revised/Terminated” tab:

Status	Description
Completed	Contract has been approved by Graduate Studies. Status will update to “Processed” after nightly EPAF/Financial Aid

	updates have been completed.
Processed	Contract has been fully processed. Contract may be revised or terminated at this stage.
Revised	Contract has been revised by department originator. See job aid on Revisions and Terminations for more information.
Approvals	This status is used only when a termination has been submitted and is awaiting Graduate Studies approval. See job aid on Revisions and Terminations for more information.
Terminated	Contract has been terminated by department originator and termination has been processed by Graduate Studies. See job aid on Revisions and Terminations for more information.

Once a contract has been approved, you can view the contract data by searching for the contract and/or clicking on the appropriate contract number in your originator list. You will notice a message saying “Active Contract” at the top of the screen.

On the Assistantship Type tab, you will also notice a button labeled “View Contract,” which allows you to view and print the approved contract. (Use your browser’s back button to return to the Assistantship Type tab.)

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Student Name: [redacted] Student ID: [redacted] Contract number: 134-00  
 Current Graduate Status: Active

\*\*\*\*\* Active Contract \*\*\*\*\*

**Assistantship Type** Student Info Requirements Accounting Returns Log

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**View Contract** To return, use browsers Back button

Originator: [redacted]

Chair/PI/Dept Approver: [redacted] )

Department Org Code: 457A - GRADUATE STUDIES GS

Type of Assistantship: Research Assistant

TERMINATE CONTRACT

Revise Contract

To make any changes to a contract that is on the “Processed/Revised/Terminated” tab, you will need to either make a revision or a termination (see next job aid).