

Creating a New Assistantship Contract

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 lock icon. It contains two input fields: "NetID:" and "Password:". To the right of the NetID field is a link "Create a NetID". 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 homepage. At the top is the myUNM logo with the text "The University of New Mexico". Below the logo is a navigation bar with tabs: "Home", "Campus Life", "Library", "UNM E-Mail", "Faculty Life", and "Employee Life". The "Employee Life" tab is highlighted with a green circle and an arrow pointing to the "LoboWeb For Employees" section. The "LoboWeb For Employees" section contains the LoboWeb logo (a red paw print with the text "The University of New Mexico LoboWeb") and a description: "What is LoboWeb? LoboWeb is the place for employees to view/update personal information, benefits and deductions, pay information, tax forms and more." Below the description is a red button labeled "Enter LoboWeb". At the bottom of the section, there is a small text box that says "LoboWeb is unavailable Saturday 7:00 pm - 8:30 pm.".

7. Verify the student is in graduate status.

If the student you selected is not a current graduate student, you will see “Current Graduate Status: **INVALID**” and a message, “**Do Not Proceed.**” Do not continue with the assistantship process until the student has been officially admitted to a graduate program.

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Student Financial Aid Faculty & Advisors **Employee** Payment

Search Go

Student Name: Student ID: Contract number:

Current Graduate Status: **INVALID Do Not Proceed**

Assistantship Type

Originator:

Chair / PI / Dept Approver:

Department Org Code:

Type of Assistantship:

Save Changes

8. Fill out the Assistantship Type.

If the student is verified as a current graduate student, you will see “Current Graduate Status: Active.” Fill out the required fields under “Assistantship Type” tab:

- (Note: “Originator” will auto-populate once data has been saved.)
- **Chair/PI/Dept Approver** (choose from drop-down list; you can type the first letter of the approver’s last name to advance to the appropriate area of the list)
- **Department Org Code** for contract (choose from drop-down list – NOTE: the list is organized by department org code. You can type the first few numbers of your org code in order to jump to the appropriate area of the list.)
- **Type of Assistantship** (choose appropriate title). See <http://grad.unm.edu/funding/assistantships.html> for definitions of assistantship titles.

Click “Save Changes.” You will see the “Originator” field auto-populate after you save changes, and a “DELETE CONTRACT button” appears next to the “Save changes” button.

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Student Financial Aid Faculty & Advisors **Employee** Payment

Search Go

Student Name: Student ID: Contract number:

Current Graduate Status: Active

Assistantship Type Student Info Requirements Accounting

Originator:

Chair/PI/Dept Approver:

Department Org Code: 856A - FOREIGN LANGUAGES LITERATURES

Type of Assistantship: Teaching Asst Regular

Save Changes DELETE CONTRACT

9. Verify Student Information

Note: This tab is primarily informational. It provides you with data currently on record in the Banner system relevant to assistantship eligibility. There are no fields you need to enter, but you must review the information carefully— you may need to take other actions based on this information. Verify the information about the student in each field.

- Current graduate major, program and level
 - Any active positions with UNM (Note: assistantship recipients must meet workload limitations described in the Policy for Administration of Assistantships <http://grad.unm.edu/funding/assistantships.html>, and may not concurrently hold a University of New Mexico staff position. If there is a conflict, work with the student and other department(s) to resolve the issue. Any changes to other employment positions should be submitted to the appropriate Employment Area prior to submitting the assistantship contract.)
- Citizenship Status (workload limitations differ for US Citizens/Permanent Residents and International Students; please see link for Graduate Studies website above for details)
- I-9 status – verify whether an I-9 has been received or not (note: if I-9 Status is “Temporary,” the “Expires” field will be populated with the expiration date; otherwise the “Expires” field will not be shown.)
 - Note: An I-9 may be required even if the above indication is marked received. Please instruct any students that are new hires, students with a break in employment for more than 90 days, or students with an expired I-9 eligibility to complete new hire paperwork at Graduate Studies.
- W-4 & direct deposit receipt

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Student Financial Aid Faculty & Advisors **Employee** Payment

Search Go

Student Name: Student ID: Contract number:

Current Graduate Status: Active

Assistantship Type: **Student Info** Requirements Accounting

Major: ANTH Program: Anthropology Level: Graduate/GASM

Active Positions	Title	Appt %	Start Date	End Date
GM0143	Teaching Asst Regular	25	Jan 05, 2015	May 08, 2015
GM0017	Graduate Asst Regular	25	Jan 05, 2015	May 08, 2015

Citizenship Status: Alien

I-9 Status (Employee Record): Temporary (Y) From Date: Aug 03, 2012 Expires: May 12, 2018

Has W-4? YES Begin date: Aug 13, 2012 Direct Deposit: Yes

Note: Please instruct any students that are new hires, students with a break in employment for more than 90 days, or student

10. Fill out Requirements

Go to the "Requirements Tab" and fill out the required fields.

UNM GPA	This is informational. If the student's GPA is less than 3.0, the student does not meet eligibility requirements for an assistantship.
Required Training	This section indicates whether required University trainings have been completed. Trainings are required every year but do not have to be completed before contract submission.
Background Check Required	If the employee is working with minors, check "Yes." If not, check "No." See Graduate Studies website http://grad.unm.edu/funding/assistantships.html for more information and forms for requesting a background check, if needed.
Grade Point Waiver	Check "Yes" ONLY if petitioning for exception to GPA requirement. Otherwise, check "No." If "Yes," provide justification on the Accounting tab (see below).

Click "Save Changes."

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Student

Financial Aid

Faculty & Advisors

Employee

Payment

Search

Student Name: Student ID: Contract number:

Current Graduate Status: Active

Assistantship Type

Student Info

Requirements

Accounting

UNM GPA: 4.09

Required Training	Description	Pass/Fail	Date Taken
EOD 8000-14	Preventing Sexual Harassment-2014	Completed	Oct 09, 2014
SRS 0114	Basic Annual Safety Training-2014	Pass	Oct 09, 2014

Background Check Required: ☐ Yes ☒ No

Grade Point Waiver: ☐ Yes ☒ No (If Yes, provide justification in the Accounting tab)

11. Fill out Accounting

Go to the “Accounting” tab and fill out the required fields. (See figure below.)

Stipend:

A	Position	The appropriate position number will be shown based on the org code and assistantship title you entered on the “Assistantship Type” tab. Select the position number from the drop-down list. Note: GB is for biweekly positions (PAs) and GM is for monthly positions (TA, GA, TAssoc, RA). If no position number is displayed, this means a position number is not active for your org. Contact Graduate Studies to submit a request for position maintenance before submitting the assistantship contract.
	Begin Date / End Date	Enter the appropriate dates (note: CANNOT be earlier than today’s date). Must be MM/DD/YYYY format. You can also use the pop-up calendar feature to enter dates.
	Rate	Enter monthly rate (or hourly rate for PAs).
	Appointment %	Enter appointment percent. (e.g. 25%, 37.5%, 50%)
	Override 20 hrs/week maximum	Select the checkbox if choosing an appointment percent over 50.
	Job duties	Enter a detailed description of job duties. This field is required .

Job Labor Distribution:

B	Index	Enter index(es), then tab out of the index field. (Click on the magnifying glass to search for and select the appropriate index, if needed.) If the index is valid, fund, organization, account, program and activity fields will auto-populate. If the index is not valid, you will receive a message saying, “ Error: index is invalid. ” You will not be able to submit the contract. Work with the appropriate central Accounting office to resolve any problems with an invalid index.
	Percent	Enter percent for given index. If using multiple indexes, the total must add up to 100.00%. When you tab out of the Percent field, the Amount field will auto-populate with the total stipend for the contract period. (Note: if you make any changes to the Index or Percent fields, be sure to tab out of the field so that the stipend recalculates.)

Tuition:

C	Tuition Rate	Enter tuition rate from Bursar’s office table for given semester, available at http://bursar.unm.edu/tuition-info/tuition-and-fee-rates.html (note – use graduate resident rate, and include mandatory fees). If your department is not providing a tuition waiver for this contract, leave this field blank.
	Differential	Enter differential amount if your department wishes to pay tuition differential. Otherwise leave blank.
	Dissertation Only	Check this box if your department wishes to pay the fee for dissertation hours (699) only , not any other classes. The amount

	of the dissertation hours flat tuition fee will automatically populate in the tuition column.
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Funding Source:

D	Index	Enter index(es) and tab out of the index field. If index is not valid, you will get an error message (see above). If the index is valid, the Fund, Organization, Account, Program and Activity fields will auto-populate.
	Credit Hours	Enter number of credit hours. The “tuition amount” field will auto-populate. (Note: if you have already selected “Dissertation Only,” do not enter data in the Credit Hours field. If your department is not providing a tuition waiver, leave this field blank.)
	Fees Amount	Enter the amount, if any, your department wishes to pay towards GPSA or course fees. Fees will be paid up to the amount entered. If no fees will be paid by the department, leave this field blank.
	Term	Select the appropriate term for tuition award, e.g. “Fall 2015.” You may enter tuition payments for multiple semesters on separate lines if the student is being hired for multiple semesters. Leave this field blank if no tuition or fees are being paid.

Justification:

E	Justification	If this contract involves any petitions for exceptions to eligibility requirements or is being submitted past the deadline, you MUST enter a detailed justification in the “Justification” text box.
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When you have entered all information on the accounting tab, click “Save Changes.”

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A

B

C

D

E

Assistantship Type Student Info Requirements Accounting

Stipend

Position GM0069 - Graduate Student Monthly, Graduate Studies GS (457A) ▼

Begin date cannot be earlier than today.

Date format mm/dd/yyyy

Rate 2200 /Month Appointment % 75 Override 20 hrs./week maximum ☒

Begin Date 08/11/2015

End Date 12/12/2015

Job Duties Graduate Assistant for our department

Job Labor Distribution

Index	Fund	Organization	Account	Program	Activity	Percent	Amount
036074	2U0224	036E	20A0	P104	GNACTV	50	5500
036055	2U0224	036E	20A0	P103	GNACTV	50	5500
			20A0				
			20A0				
			20A0				
			20A0				
Stipend Total						100	11000

Tuition

Tuition Rate 301.85 Per Credit Hour Differential Per Credit Hour

Dissertation Only ☐

Funding Source

Index	Fund	Organization	Account	Program	Activity	Credit Hrs	Tuition Amount	Fees Amount	Term
036055	2U0224	036E	21E0	P103	GNACTV	12	3622.20000	25	Fall 2015
			21E0						---Select a term---
			21E0						---Select a term---
			21E0						---Select a term---
			21E0						---Select a term---
			21E0						---Select a term---
Tuition Total						12	3622.20000	25	

188-00

Total Contract Value \$9042.00 (Not including insurance premium)

Justification, if required (Salary appointment changes, waivers, submittal just deadline, etc.)

Save Changes Submit for Approval

Assistantship Menu

OFFICE 6.1.1.1

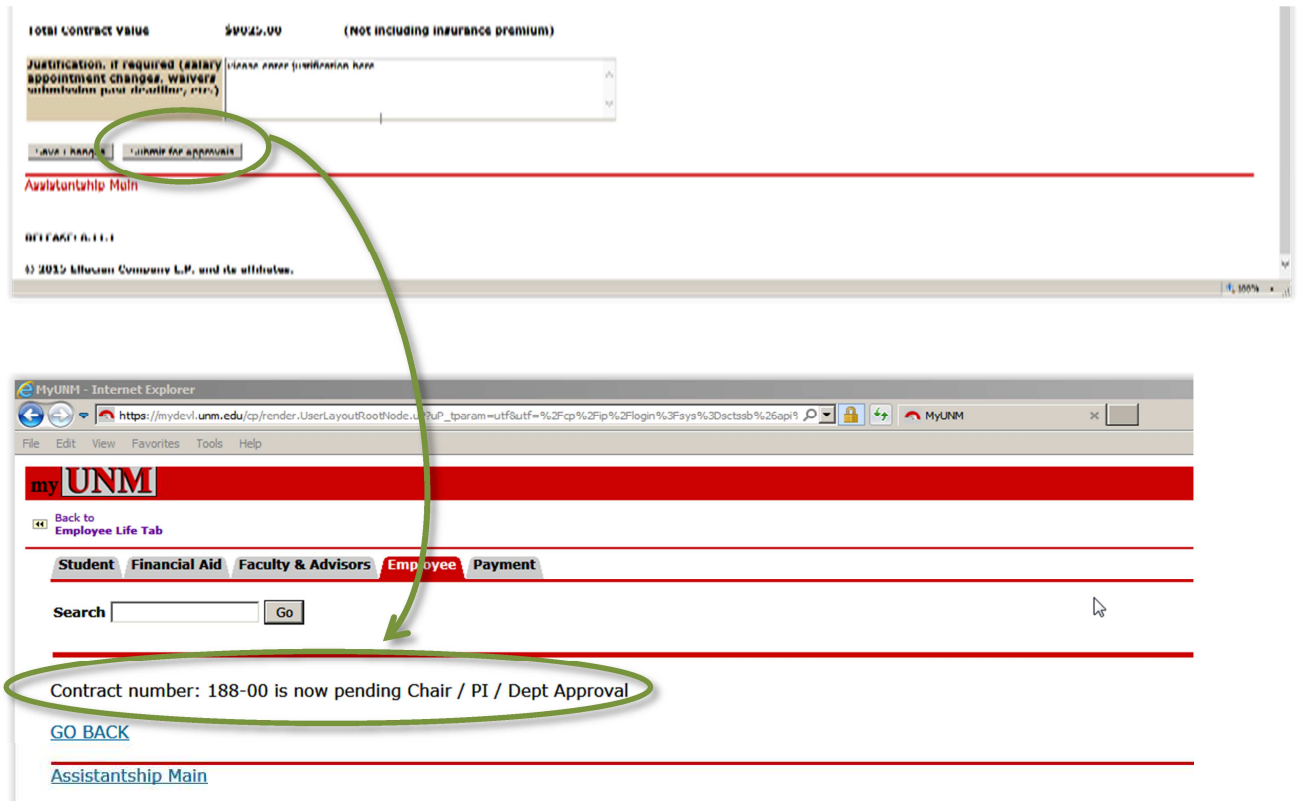
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12. Submit for Approvals

IMPORTANT: Make sure ALL contract information is correct. You will not be able to make edits during the approval process!

When you are certain the contract is complete and correct, click the “Submit for Approvals” button.

You will receive a confirmation screen indicating that the contract is now pending the first level of approval (Chair/PI/Dept approval).



You cannot make any changes to the contract while it is pending approvals. You will see a message at the top of the contract that says “***** WARNING ***** Contract pending APPROVAL, no changes allowed.”

Student Financial Aid Faculty & Advisors **Employee** Payment

Search

Student Name: Student ID: Contract number:
Current Graduate Status: Active

***** WARNING ***** Contract pending APPROVAL, no changes allowed

Assistantship Type Student Info Requirements Accounting

Originator:

Chair / PI / Dept Approver:

Department Org Code:

Type of Assistantship:

To make more new contracts, click "Assistantship Main."