Revise or Terminate Assistantship Contracts

1. Log in to MyUNM.

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

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. Click on the contract ID number for the contract you want to revise or terminate.

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my UNM

Back to
Employee Life Tab

Student   Financial Aid   Faculty & Advisors   Employee   Payment

Search [   ] Go

Employee

Welcome to LoboWeb for Employees! You can view personal information such as bene
   Demographic Self-Service Information (i.e. home address
   Emergency Contacts
   Annuities and Donations
   W4 Forms
   Direct Deposit Information

Please remember that history will build beginning January 2, 2008. Information such as

Should you have any questions, be sure to call us at the Banner HR/Payroll Support C

Personal Information
   Update race/ethnicity information; veteran status, disability status, update add
Make Bursar Payments
   Pay Bursar billed insurance, parking tickets, etc. by credit card, checking or sav
2014 United Way Campaign
   Pledge Now!
Benefits and Deductions
   Retirement, Health, Flexible Spending, Miscellaneous, Beneficiaries, Benefit State
Pay Information
   Direct Deposit, Earnings History, Deductions History, Pay Stubs
Tax Forms
   W4 Form, W2 Statement
Jobs Summary
   List of Jobs and Associated Transactions
Leave Balances
   List of Leave Balances
Time Sheet (Approvals and View Only)
   Departmental Time Entry Approvals and View
Faculty Load and Compensation
   Compensation and Acknowledgement, view Your Workload Calculation, Faculty L
UNM Graduate Student Assistantship Contracts
   Initiate, View, and Revise Graduate Student Assistantship Contracts
Review Graduate Student Assistantships
   Review, Approve, or Return Graduate Student Assistantship Contracts

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MyUNM - Internet Explorer

https://myintg.unm.edu/cp/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys

File   Edit   View   Favorites   Tools   Help

my UNM

Back to
Employee Life Tab

Student   Financial Aid   Faculty & Advisors   Employee   Payment

Search [   ] Go

Generate New Graduate Student Assistantship Contract
View, Delete, Revise, or Terminate Graduate Student Assistantship Contract

RELEASE: 1

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MyUNM - Internet Explorer

https://myintg.unm.edu/cp/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2Fcp%2Fip%2F

File   Edit   View   Favorites   Tools   Help

my UNM

Back to
Employee Life Tab

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Search [   ] Go

Search Criteria

-- View by Banner ID: [   ]

-- View by contract number: [   ]

-- View by last name: [   ]

-- Submitted From Date (MM/DD/YYYY): [   ] Submitted To

Select Originator: [▼]

[Submit]

6. Inserting a revision

On the Assistantship Type tab of the applicable contract, click the "Revise Contract" button.

You will be asked to confirm that you want to insert a revision for the contract. To confirm, click "CREATE REVISION;" otherwise, click "GO BACK."

7. Note tabs.

You will notice that there are now **two** accounting tabs, "Previous Accounting" and "Revised Accounting."

A: Revised Accounting tab is where you will submit revised contract information.

B: Previous Accounting tab has the version prior to the latest revisions. This information is provided for reference; you cannot enter changes on this tab.
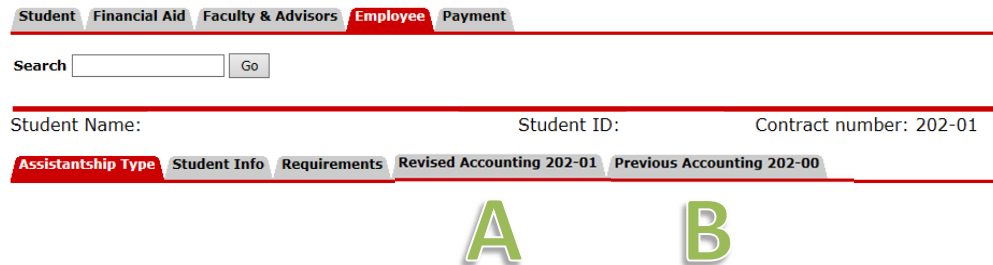
8: Note revision numbers.

Tabs also contain revision numbers. When a revision is made, the number goes up by 1.
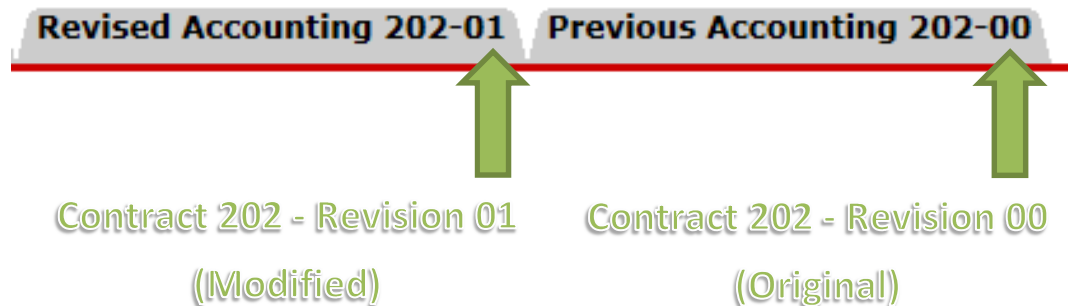
Use the Previous Accounting tab to refer to the original documentation.

When tracking the status of the revised contract, you will refer to the *revised* contract number (e.g. 202-01, 202-02, 202-03, etc).

9: Make revisions

You can now enter, save and submit any needed modifications on the Revised Accounting tab. (Refer to "Examples of Common Revisions" below for more information on how to process common revisions.)

GENERAL TIPS FOR ASSISTANTSHIP CONTRACT REVISIONS:

1. Whenever you insert a revision, the "Begin Date" and "End Date" fields on the "Revised Accounting" tab are automatically cleared. Make sure you enter the appropriate dates for the revision (see examples below for guidance on what dates to use for different types of common revisions).

2. You **cannot** enter a "Begin Date" or an "End Date" on the "Revised Accounting" tab that is earlier than today's date. **Retroactive changes are not permitted!** Select a future start date for the revision, allowing time for processing according to published deadlines.

3. Whenever you insert a revision, the "Term" field in the tuition section will be cleared. You will need to review the tuition section for every revision. If there are no changes to tuition, simply re-enter the appropriate term(s). Otherwise, enter any appropriate changes. Note that any changes to tuition you enter on the Revised Accounting tab will overwrite previous tuition information.

4. For any revision, **always** provide a detailed explanation of the nature and rationale of the change in the "justification" field near the bottom of the "Revised Accounting" tab. This information is necessary for Graduate Studies review.

5. Always remember that after saving information on the "Revised Accounting" tab, you MUST click the "Submit for Approvals" button in order to submit the change for processing.

EXAMPLES OF COMMON REVISIONS:

A. Change in Appointment Percent
B. Salary Change
C. Job Extension or Rehire
D. Tuition Change and/or Tuition Index Change
E. Additional Job
F. Salary index change only

A. Change in Appointment Percent

1. Enter the "Begin Date" and "End Date." ("Begin Date" should reflect the date the appointment percent change is effective, but **cannot** be earlier than today's date. Revisions must be submitted in advance according to published deadlines. "End Date" should reflect the end date of the contract and cannot be earlier than the "Start Date.")

2. Modify the "Rate," "Appointment %", and "Override 20 hrs/week maximum" fields as needed. If the appointment percent change is the result of a change in duties, you should also revise the "Duties" field as needed. (Note: a change in appointment percent should be accompanied by a proportionate change in salary. You will need to modify the "Rate" field with the appropriate salary.)

3. Check the Tuition section of the contract for accuracy. Re-enter the appropriate term(s) and make any other needed changes. **Note:** any changes to tuition information will overwrite previous information.

4. Enter the reason for the appointment percent change in the "Justification" field. An appointment percent change cannot be considered without appropriate justification.

5. When changes have been made, click the "Save Changes" button.

6. Click the "Submit for Approvals" button.

B. Salary Change:

1. Enter the "Begin Date" and "End Date." ("Begin Date" should reflect the date the salary change is effective, but **cannot** be earlier than today's date. Revisions must be submitted in advance according to published deadlines. "End Date" should reflect the end date of the contract and cannot be earlier than the "Start Date.")

2. Modify the "Rate" field as needed. If the salary change is a result of a change in job duties, you should also modify the "Job Duties" field as needed.

3. Check the Tuition section of the contract for accuracy. Re-enter the appropriate term(s) and make any other needed changes. **Note:** any changes to tuition information will overwrite previous information.

4. Enter the reason for the salary change in the "Justification" field. A salary change cannot be considered without appropriate justification.

5. When changes have been made, click the "Save Changes" button.

6. Click the "Submit for Approvals" button.

C. Job Extension or Rehire

1. Enter the "Begin Date" and "End Date." ("Begin Date" should reflect the date the job extension or rehire is effective, but **cannot** be earlier than today's date. Revisions must be submitted in advance according to published deadlines. "End Date" should reflect the end date of the job extension and cannot be earlier than the "Start Date.")

2. Make any needed changes to the job extension or rehire for the new period (rate, appointment %, duties, labor distribution, etc.). Pay special attention to the Tuition section, making sure to enter or revise tuition information for the appropriate term(s). **Note:** any changes to tuition information will overwrite previous information.

3. If the job extension or rehire is being submitted past the deadline or involves a petition, enter a detailed justification in the Justification field.

4. When changes have been made, click the "Save Changes" button.

5. Click the "Submit for Approvals" button.

D. Tuition change and/or tuition index change:

1. Enter the "Begin Date" and "End Date." (Begin date should be today's date; end date should be the end date of the contract. Tuition changes cannot be submitted retroactively for previous semesters.)

2. Modify the "Tuition rate," "Differential," "Dissertation Only," "Index," "Account," "Credit Hrs, " "Fees Amount," and/or "Term" fields as needed. . **Note:** any changes to tuition information will overwrite previous information.

3. Enter the reason for the tuition change in the "Justification" field. A tuition change cannot be considered without appropriate justification.

4. When changes have been made, click the "Save Changes" button.

5. Click the "Submit for Approvals" button.

| Assistantship Type | Student Info | Requirements | Revised Accounting 202-01 | Previous Accounting 202-00 |

Stipend

Position [GM0069 - Graduate Student Monthly, Graduate Studies GS (457A)] ▼ Begin Date [10/01/2014] **1**
Rate [2400] /Month Appointment % [75] Override 20 hrs./week maximum ☐ End Date [12/12/2014]

Tuition

Tuition Rate [246.85] Per Credit Hour **Differential** [   ] Per Credit Hour **2**
Dissertation Only ☐

Funding Source

Index	Fund	Organization	Account	Program	Activity	Credit Hrs	Tuition Amount	Fees Amount	Term
109242 🔍	2Y660	109D03	20A0	P16R	GNACTV	12	.962.2	55	Fall 2014 ▼
🔍									---Select a term--- ▼
🔍									---Select a term--- ▼

| Justification, if required (salary appointment changes, waivers submission past deadline, etc.) | Please enter justification here. | **3** |

[Save Changes] [Submit for Approvals]

4 **5**

E. Additional Job

To make an additional job (i.e. an additional appointment concurrent with another currently active contract), do NOT use the revision process. Instead, create a new contract using the "Generate New Graduate Student Asisstantship Contract" feature. This will create a new contract with a different contract ID number which you will track through the approval process as usual. Note that when you create an additional job with a different contract ID number, any tuition information you enter will be *added* to tuition waivers already processed on other contracts.

F. Salary index change only

To make a change to the salary index *only* (NO other changes to the contract), do NOT use the revision process. Instead submit a labor redistribution EPAF.

10. Checking contract status on revisions

When you check contract status, you'll notice the revised contract is now on your pending tab as a separate contract (e.g. 123-01) and will be tracked through the approval process as usual. The original contract that was revised (e.g. 123-00) will be on your "Processed/Terminated/Revised" tab with a status of REVISED. You can view the revised contract for information purposes, but it can no longer be revised or terminated.

11. Terminating a Processed Contract

You can terminate a contract that is currently active and has a status of "Processed." (For contracts that have not been processed, see "Delete Contract.")

A. Use the "View, Delete, Revise or Terminate Graduate Student Assistantship Contract" feature to search for the appropriate contract; click on the contract ID number. On the "Assistantship Type" tab of the contract, click the "Terminate Contract" button.

B. Enter the termination reason and the termination effective date in the boxes provided. (NOTE: termination effective date should be the actual date the student will stop working. If the student will not work at all on this contract, the termination effective date should be the same as the start date).

Make sure all information is correct. If you are sure you want to terminate the contract, click "YES TERMINATE." Otherwise, click "RESET/DO NOT TERMINATE."
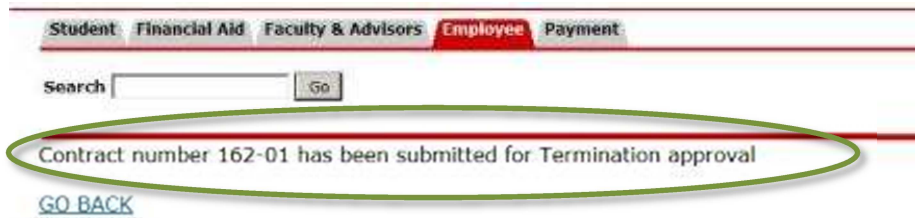
C. You will get a confirmation screen indicating that the contract has been submitted for Termination approval. The contract termination will be routed directly to Graduate Studies for review; it does not go through the Chair/PI/Dept Approval or Student Approval process.

D. For contract terminations, you will be able to track the status of the approval on the Processed/Terminated/Revised tab. (NOTE: because of the different approval process, terminations are NOT tracked on the Pending tab.) While waiting Graduate Studies review, you will notice that the status of the contract is "Approvals." NOTE: You may be contacted by Graduate Studies with a request for further information or documentation about the termination.

E. Once the termination is approved by Graduate Studies, you will see the status on the "Processed/Terminated/Revised tab" change to "Terminated."