

Revise or Terminate Assistantship Contracts

1. Log in to MyUNM.

1



The image shows the 'myUNM' login page for The University of New Mexico. It features a red header with the 'myUNM' logo and the university's name. Below the header is a login box with a red border. Inside the box, there is a 'Login' heading, a 'NetID' field, a 'Password' field, and buttons for 'Login' and 'Cancel'. There are also links for 'Create a NetID', 'Forgot Password?', 'Problems Logging in? Click here.', 'Change Password', and 'myUNM FAQs'.

2. Select “Employee Life” tab and click to enter LoboWeb.

2



The image shows the 'myUNM' website with the 'Employee Life' tab selected. The 'Employee Life' tab is highlighted with a green circle and a green arrow pointing to it. Below the tab, the 'LoboWeb For Employees' section is visible. It features the 'LoboWeb' logo, which is also circled in green. The text below the logo reads: 'What is LoboWeb? LoboWeb is the place for employees to view/update personal information, benefits and deductions, pay information, tax forms and more.' There is a red button labeled 'Enter LoboWeb' and a note at the bottom: 'LoboWeb is unavailable Saturday 7:00 pm - 8:30 pm.'

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.

myUNM

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 Sta...

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

MyUNM - Internet Explorer

https://myintg.unm.edu/cp/render.UserLayoutRootNode.uPnP_tparam=utf8utf=%2Fcp%2Fip%2Flogin%3Fsys...

File Edit View Favorites Tools Help

myUNM

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.uPnP_tparam=utf8utf=%2Fcp%2Fip%2Flogin%3Fsys...

File Edit View Favorites Tools Help

myUNM

Back to Employee Life Tab

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

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.

6

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

***** Active Contract *****

Assistantship Type Student Info Requirements Accounting Returns Log

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

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.”

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

Search

Are you sure you want to insert a revision for contract: 202-00

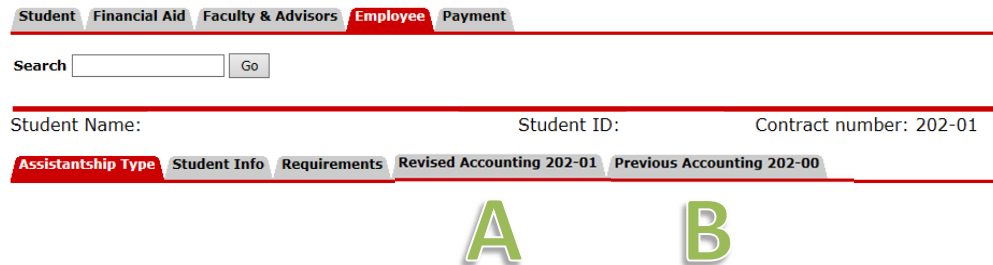
[GO BACK](#)
[CREATE REVISION](#)

7. Note tabs.

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

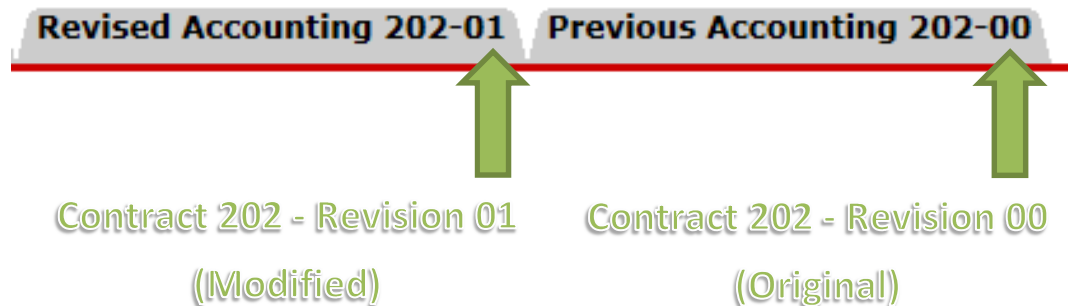
A: Revised Accounting tab is where you will submit revised contract information.

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.)

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

Position	GM0069 - Graduate Student Monthly, Graduate Studies GS (457A)	Begin Date	10/01/2014
Rate	2400 /Month	Appointment %	75
Override 20 hrs./week maximum		<input type="checkbox"/>	End Date
Job Duties		Teaching for Grad Studies	

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.

Assistantship Type Student Info Requirements **Revised Accounting 273-01** Previous Accounting 273-00

Stipend

Position: GM0064 - Graduate Student Monthly, Center for High Tech Materials CHTM (433A) Begin Date: 10/20/2014 **1**

Rate: 1200 /Hour Appointment %: 55 ☒ Override 20 hrs./week maximum End Date: 12/31/2014

2

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	0.00	Fall 2015
			21E0						---Select a term---

3

Justification, if required (salary appointment changes, waivers submission past deadline, etc.) Please enter justification here. **4**

5 **6**

Save Changes Submit for Approvals

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.

The screenshot shows the 'Revised Accounting 273-01' form. At the top, there are tabs: 'Assistantship Type', 'Student Info', 'Requirements', 'Revised Accounting 273-01' (selected), and 'Previous Accounting 273-00'. Below the tabs is the 'Stipend' section. It includes a 'Position' dropdown menu set to 'GM0064 - Graduate Student Monthly, Center for High Tech Materials CHTM (433A)', a 'Begin Date' field with '10/20/2014', a 'Rate' field with '1200 /Hour', an 'Appointment %' field with '55', an 'Override 20 hrs./week maximum' checkbox checked, and an 'End Date' field with '12/31/2014'. Below this is the 'Job Duties' text area containing 'Research support for Dr. Marek Osinski'. The 'Tuition' section follows, with a 'Tuition Rate' of '301.85 Per Credit Hour', a 'Differential' checkbox, and a 'Dissertation Only' checkbox. Below the tuition section is a 'Funding Source' table with columns: Index, Fund, Organization, Account, Program, Activity, Credit Hrs, Tuition Amount, Fees Amount, and Term. The table contains one row with data: 036055, 2U0224, 03EE, 21E0, P103, GNACTV, 12, 3622.20900, 15, Fall 2015. Below the table is a 'Justification, if required (salary appointment changes, waivers submission past deadline, etc.)' text area. At the bottom of the form are two buttons: 'Save Changes' and 'Submit for Approvals'. Green arrows and numbers 1 through 6 point to specific fields: 1 points to the 'End Date' field, 2 points to the 'Job Duties' text area, 3 points to the 'Term' dropdown in the 'Funding Source' table, 4 points to the 'Justification' text area, 5 points to the 'Save Changes' button, and 6 points to the 'Submit for Approvals' button.

Assistantship Type Student Info Requirements Revised Accounting 273-01 Previous Accounting 273-00

Stipend

Position GM0064 - Graduate Student Monthly, Center for High Tech Materials CHTM (433A) Begin Date 10/20/2014

Rate 1200 /Hour Appointment % 55 Override 20 hrs./week maximum ☒ End Date 12/31/2014

Job Duties Research support for Dr. Marek Osinski.

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	03EE	21E0	P103	GNACTV	12	3622.20900	15	Fall 2015
			21E0						---Select a term---

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

Save Changes Submit for Approvals

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.

The screenshot shows the 'Revised Accounting 273-01' form. At the top, there are tabs: 'Assistantship Type', 'Student Info', 'Requirements', 'Revised Accounting 273-01' (selected), and 'Previous Accounting 273-00'. Below the tabs is the 'Stipend' section. It includes a 'Position' dropdown menu set to 'GM0064 - Graduate Student Monthly, Center for High Tech Materials CHTM (433A)', a 'Rate' field set to '1200 /Hour', an 'Appointment %' field set to '55', an 'Override 20 hrs./week maximum' checkbox checked, a 'Begin Date' field set to '10/20/2014', and an 'End Date' field set to '12/31/2014'. A green arrow labeled '1' points to the 'End Date' field.

Below the 'Stipend' section is the 'Tuition' section. It includes a 'Tuition Rate' field set to '301.85 Per Credit Hour', a 'Differential' field, a 'Dissertation Only' checkbox, and a 'Funding Source' table. The 'Funding Source' table has columns: 'Index', 'Fund', 'Organization', 'Account', 'Program', 'Activity', 'Credit Hrs', 'Tuition Amount', 'Fees Amount', and 'Term'. A green arrow labeled '2' points to the 'Fees Amount' column.

Below the 'Tuition' section is the 'Justification, if required (salary appointment changes, waivers submission past deadline, etc.)' field. It contains the text 'Please enter justification here.' A green arrow labeled '3' points to this field.

At the bottom of the form are two buttons: 'Save Changes' and 'Submit for Approvals'. A green arrow labeled '4' points to the 'Save Changes' button, and a green arrow labeled '5' points to 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 Begin Date 1
Rate /Month Appointment % Override 20 hrs./week maximum ☐ End Date

Tuition

Tuition Rate 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	2962.2	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 Assistantship 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.

Number of records listed is 9

Contract #	Originator Name	Student Name	Student ID	Submitted Date	Location Date	Pending Approval	Status	Reject/Return Reason
189-00						Awaiting Action	Returned	This is a test
188-00						Awaiting Action	Returned	FTE conflict; student is international and cannot accept appointment above 50%.
187-00						Awaiting Action	New	
186-00						Awaiting Action	New	
185-00						Awaiting Action	New	
145-00						Awaiting Action	New	
144-00				04/28/2015	04/28/2015	Student Approval	Approvals	
123-01				04/28/2015	04/28/2015	Chair/PI/Dept Approval	Approvals	
105-01				04/28/2015	04/28/2015	GS Approval	Approvals	

Number of records listed is 18

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

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.

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

***** Active Contract *****

Assistantship Type Student Info Requirements Accounting Returns Log

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

- 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.”

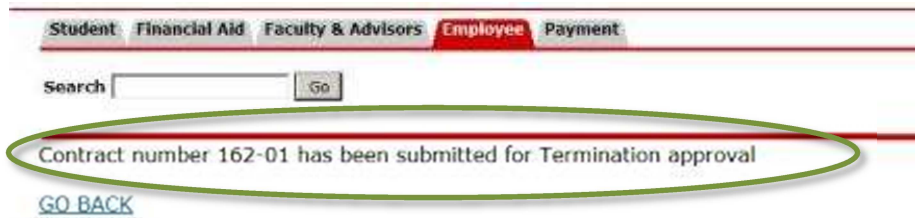
Please give a Termination Reason (max 100 characters)
Student has resigned to take another position

Please enter the termination effective date (mm/dd/yyyy) 11/30/2015 x

Are you sure you want to terminate the contract: 162-01

[Assistantship Main](#)

- 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.

A screenshot of a web application interface showing a table of contract status. At the top, there is a navigation bar with tabs: 'Pending', 'Processed/Terminated/Revised' (highlighted in red), and 'Waivers Requested'. Below the navigation bar, the text 'Here is the list of s' is followed by a blurred area. Below this, the text 'Number of records listed is 6' is displayed. The table has five columns: 'Contract #', 'Student Name', 'Student ID', 'Location Date', and 'Status'. The table contains six rows of data. A green arrow points to the 'Status' column, specifically to the 'Approvals' status of the second row.

Contract #	Student Name	Student ID	Location Date	Status
163-01			04/28/2015	Terminated
162-01			04/28/2015	Approvals
161-01			04/24/2015	Processed
143-01			04/24/2015	Processed
143-00			04/24/2015	Revised
123-00			04/20/2015	Revised

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

Pending	Processed/Terminated/Revised	Waivers Requested
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Here is the list of students for originator 

Number of records listed is 6

Contract #	Student Name	Student ID	Location Date	Status
163-01			04/28/2015	Terminated
162-01			04/28/2015	Terminated
161-01			04/24/2015	Processed
143-01			04/24/2015	Processed
143-00			04/24/2015	Revised
123-00			04/20/2015	Revised

