Tracking Assistantship Contract Status

1. Log in to MyUNM.

![Login screen from MyUNM]

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

![Screen from 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.
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:

![Pending Tab Image]

Processed/Terminated/Revised Tab:

![Processed/Terminated/Revised Tab Image]
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:

<table>
<thead>
<tr>
<th>Pending Approval</th>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awaiting Action</td>
<td>New</td>
<td>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.</td>
</tr>
<tr>
<td>Chair/PI/Dept Approval</td>
<td>Approvals</td>
<td>Contract is awaiting approval by department approver. No changes allowed.</td>
</tr>
</tbody>
</table>
### 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 **not approved** 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.
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.”

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.”

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.

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

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed</td>
<td>Contract has been approved by Graduate Studies. Status will update to “Processed” after nightly EPAF/Financial Aid</td>
</tr>
<tr>
<td>Status</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Processed</td>
<td>Contract has been fully processed. Contract may be revised or terminated at this stage.</td>
</tr>
<tr>
<td>Revised</td>
<td>Contract has been revised by department originator. See job aid on Revisions and Terminations for more information.</td>
</tr>
<tr>
<td>Approvals</td>
<td>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.</td>
</tr>
<tr>
<td>Terminated</td>
<td>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.</td>
</tr>
</tbody>
</table>

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.)

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).