Tracking Assistantship Contract Status

1. Log in to MyUNM.



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

My Account Velcome Paul P Brault Content Layout You are currently logged in.	Faculty Lif : Emissore	Life	
Human Resources		LoboWeb For Employees	
General Information + IR Home • ePAN • clobs • Salary Structure Table Career Development • Career Development Home Page • Education and Training • Job Enrichment	2	What is LoboWeb? LoboWeb is the place for employ one to view/update personal information, tax forms and more. Enter LoboWeb	
Career Ladders		LoboWeb is unavailable Saturday 7:00 pm - 8:30	om.

Verify you	the GSAC page. are in the "Employee" tab, ar	nd then select	my UNM
	duate Student Assistantship (ck to byvee Life Tab
			Student Financial Aid Faculty & Advisors Employee Paysent
			Search Go
	"View, Delete, Revise o	or	Employee
	ate Graduate Student		
	itship Contract."		Welcome to LoboWeb for Employees! You Can view personal information such Demographic Self-Service Information (i.e. home advress) Emergency Contacts Annuities and Donations
5. Enter	the desired search cri	iteria.	W4 Forms Direct Deposit Information
You can vie	ew by Banner ID, view by a sp	ecific contract	Please remember that history will build beginning Janua y 2, 2008. Information
number, vi	iew by last name, view a list c	of contracts	Should you have any questions, be sure to call us at the Banner HR/Payroll Su
submitted	between specified dates, or v	view all	
contracts p	prepared by a specific origination	tor.	Personal Information Update race/ethnicity information; veteran starus, disability status, upda Make Bursar Payments Pay Bursar billed insurance, parking tickets, etc. by credit card, checking 2014 United Way Campaign Pledge Now! Benefits and Deductions
			Retirement, Health, Flexible Spending, Miscel aneous, Beneficiaries, Benef 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
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			UNM Graduate Student Assistantship Contracts
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6. Navigating and viewing contract status tabs

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

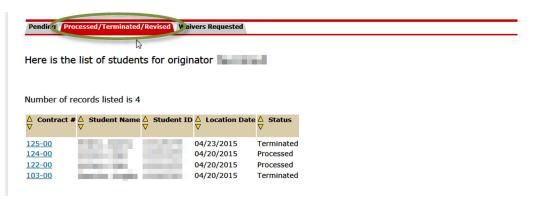
- A. Pending tab –This tab shows contracts that are new, pending approval, or returned for correction.
- B. Processed/Terminated/Revised tab This shows contracts that have been completed, terminated or revised.
- C. Waivers Requested tab This tab shows only contracts for which a GPA waiver or a background 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 Pro	cessed/Terminated	l/Revised Wai	vers Requested				
Here is the	list of studen	ts for origir	ator				
	cords listed is 5				à		-
△ Contract #	△ Student Name	Student ID ▼	▲ Submitted Date	△ Location Date	△ Pending Approva ▼	I △ Status 4	∆ Reject/Return R ⊽
<u>188-00</u> <u>187-00</u> <u>186-00</u> <u>185-00</u>		1.12			Awaiting Action Awaiting Action Awaiting Action Awaiting Action Awaiting Action	Returned I New New New	TE conflict; studen

Processed/Terminated/Revised Tab:



Waivers Requested Tab:

Pending Processed/Terminated/Revised Waivers Requested	
Here is the list of students for originator	
Number of records listed is 1	
$ \nabla \nabla \nabla \nabla \nabla \nabla \nabla \nabla \nabla \nabla $	
122-00 Grade Point	

7. Tracking Contracts through Approval Process on Pending Tab

Number of rec	ords listed is 9							
∆ Contract # ∆ ⊽	Originator Name	∆ Student Name ⊽	∆ Student ID	Submitted Date ♥	∆ Location Date	A Pending Approval ♥	∆ Status ⊽	∆ Reject/Return Reason ▽
189-00						Awaiting Action	Returned	This is a test
188-00						Awaiting Action	Returned	FTE conflict; student is internation 50%.
187-00						Awaiting Action	New	
186-00		The second second				Awaiting Action	New	
185-00						Awaiting Action	New	
145-00						Awaiting Action	New	
144-00	and the second second	the second se		04/28/2015	04/28/2015	Student Approval	Approvals	
123-01	-	month and the		04/28/2015	04/28/2015	Chair/PI/Dept Approval	Approvals	
105-01				04/28/2015	04/28/2015	GS Approval	Approvals	

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 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.

Pending P	rocessed/Terminate	d/Revised Wai	vers Requested				
Here is th	ne list of stude	nts for origir	ator				
Number of	records listed is	5			De la		
∆ Contract ⊽	# ≜ Student Nam ⊽	e	▲ Submitted Date	▲ Location Date	e △ Pending Approva ▼		A Reject/Return Reason ∇
188-00					Awaiting Action	Returned	FTE conflict; student is international and cannot accept appointment above 50%.
187-00	States States				Awaiting Action	New	
186-00	the second second				Awaiting Action	New	
					Awaiting Action	New	
185-00					Awalding Action		

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 Nam	e:	Student ID:	Contract number: 188-00
Current Grad	uate Status: Active		
Assistantship	Type Student Info Requirem	nents Accountin Returns	Log
a production of the second states of		A DESCRIPTION OF A DESC	
Contract Retu	urn Comments Listing		
Contract Retu Date	urn Comments Listing Comments		User

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: .	Student ID:	Contract number: 268-00
Assistantship Type Student Info Requirements	Accounting	
Originator:		
Head of offering department:		
Department Orgn Code: 457C - GS SPECIAL I	NITIATIVES	~
Type of assistantship: Graduate Assistant	\sim	
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.

Number of records listed is 18				
∆ Contract # ☆ Originator Name	∆ Student Name ♥	☆ Student ID	A Location Date ♥	∆ Status ⊽
164-00		- Income	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	And in case of		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.)

	Student Name: Student ID: Contract number: 134-00 Current Greduct: Student Active
\langle	***** Active Contract *****
	ASSIStation Prove Characteria Requirements Accounting Returns Log
$\boldsymbol{<}$	View Contract To return, use browsers Back button
	Originator.
	Chair/PI/Dept Approver:
	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).