

Contract Data Entry Worksheet

This is the data entry worksheet for NMT graduate assistantship contracts. The actual contract and the contract cover sheet are located on worksheets #2 and #3 respectively. Entries made in is the "Entry" column will be displayed on the contract in the appropriate locations. Where the "Item" can use clarification, that is provided in the "Explanation" column to the right of the Entry column.

Section	Item	Entry	Explanation
General	Academic Department		major department of the student
	Supervisor		work supervisor (not necessarily the advisor)

Top Line:			
	Last Name of Student		as you wish it to appear
	First Name of Student		as you wish it to appear
	Student's Banner ID Number		900*****
	Student's email address		
	Student's C/S Box #		just the digits (e.g. "2766")

Contract:			
Select One	New? Yes = 'Y'		A new contract for a period not overlapping with a previous contract.
	Revised? Yes = 'Y'		A revision (change in duration and/or amount) of a contract already in force?

Terms:			
Apply all that are appropriate	Fall Semester (enter year)		Does this contract cover the Fall Semester? If so input year (ex.: 2006)
	Spring Semester (enter year)		Does this contract cover the Spring Semester? If so input year (ex.: 2007)
	Summer Session (enter year)		Does this contract cover the Summer Session? If so input year (ex.: 2007)

Level:			
Select one	MS I? Yes = 'Y'		Place the letter "Y" in column if applicable.
	MS II? Yes = 'Y'		Place the letter "Y" in column if applicable.
	PhD I? Yes = 'Y'		Place the letter "Y" in column if applicable.
	PhD II? Yes = 'Y'		Place the letter "Y" in column if applicable.
	PhD III? Yes = 'Y'		Place the letter "Y" in column if applicable. * Must have advanced to candidacy
	PhD IV? Yes = 'Y'		Place the letter "Y" in the applicable column. * Must have advanced to candidacy

For:			
Select one - Total assistantship appointment for this contract.	20 hrs/wk (1/2-time) Yes = 'Y'		Insert the letter "y" if this is a 1/2-time (20 hr/wk) appointment
	Other - specify hours/week		Insert the number of hours per week if between 1/4 - and 1/2-time appointment or for summer full-time appointments for domestic students
	10 hrs/wk (1/4-time) Yes = 'Y'		Insert the letter "y" if this is a 1/4-time (10 hr/wk) appointment

Teaching Assistantships funded from TA budgets only: List TA First (in Fund #1). Use subsequent lines for RAs			
Fund #1	TA from TA budgets only		Is this a teaching assistantship funded from departmental TA budget? Enter "TA" or leave blank if RA.
	TA Hours per week		1/2-time = 20; 1/4-time = 10; or Other = 12 to 18
	Classes to be taught?		ex.: "Erth 102 & Phys 121"
	Fund/Index - Account		Fund to be charged for this portion of the assistantship
	Effort Start Date		ex.: 08/15/07
	Effort End Date		ex.: 05/15/08
	Amount		Total amount of contract (base stipend including tuition)

Fund #2	TA or RA?		"TA" or "RA"
	Classes if TA?		ex.: "Erth 102 & Phys 121 (if this a TA)"
	Fund/Index - Account		Fund to be charged for this portion of the assistantship
	Effort Start Date		ex.: 08/15/07
	Effort End Date		ex.: 05/15/08
	Amount		

Fund #3	TA or RA?		"TA" or "RA"
	Classes if TA?		ex.: "Erth 102 & Phys 121 (if this a TA)"
	Fund/Index - Account		Fund to be charged for this portion of the assistantship
	Effort Start Date		ex.: 08/15/07
	Effort End Date		ex.: 05/15/08
	Amount		

Fund #4	TA or RA?		"TA" or "RA"
	Classes if TA?		ex.: "Erth 102 & Phys 121 (if this a TA)"
	Fund/Index - Account		Fund to be charged for this portion of the assistantship
	Effort Start Date		ex.: 08/15/07
	Effort End Date		ex.: 05/15/08
	Amount		

Fund #5	TA or RA?		"TA" or "RA"
	Classes if TA?		ex.: "Erth 102 & Phys 121 (if this a TA)"
	Fund/Index - Account		Fund to be charged for this portion of the assistantship
	Effort Start Date		ex.: 08/15/07
	Effort End Date		ex.: 05/15/08
	Amount		

Additional Information:	
List backup account for accounts that may terminate before the end of this contract or other information related to the implementation of this contract.	



Date: _____

GRADUATE ASSISTANTSHIP APPOINTMENT FORM

Name: _____ **Banner ID #:** _____

Contract: New Revised (select one) **Term:** Fall _____ Spring _____ Summer _____
(all that apply)

Level: MS I MS II PhD I PhD II *PhD III *PhD IV
(*PhD levels III and IV are available only after candidacy)

For: 20 hrs/wk (½-time) _____ hrs/wk 10 hrs/wk (¼-time)

TA	RA	Classes (if TA)	Fund/Index - Account	**Effort Performed		Amount	% Grad Office use
				Start Date	End Date		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____

** Start and end dates of Effort Performed may not always coincide with the start and end date of payments made due to the manner in which payment is allocated by the payroll system. Total \$ _____

Effective date for new contracts is the start date for Effort Performed or following the date of last signature **whichever is later**. If previous contract is terminating early, attach a Graduate Assistantship Contract Cancellation form to this contract.

Additional Information:

APPROVALS: (COLLECT ALL REQUIRED SIGNATURES BEFORE SUBMITTING TO THE GRADUATE OFFICE)

Supervisor _____ Date: _____
 (PI Approval required)
 Department Chair _____ Date: _____
 Division Head *** _____ Date: _____
 Business Office _____ Date: _____
 Student Acceptance _____ Date: _____
 Students are to sign contracts in the Graduate Office in the presence of Graduate Office Staff
 Dean of Graduate Studies _____ Date: _____

*** if applicable

Payroll Office Use only

First Pay date: _____ Last Pay date: _____
 Total Number of Pay Periods: _____ Stipend per pay period: _____



NEW MEXICO INSTITUTE OF MINING AND TECHNOLOGY
GRADUATE ASSISTANTSHIP CONTRACT

Student Name: _____

Type: TA RA Contract: New Revised

Academic Department: _____

Supervisor: _____

We are pleased to offer you an appointment as a Graduate Assistant.

Please be advised before signing this contract of the following terms.

- All contracts are subject to the availability of funds. Contracts cannot be offered for less than 10 hours a week or for less than three months in duration if tuition residency is awarded.
- Research Assistantships are dependent upon grants and contracts in force during the period of the assistantship.
- You must be registered as a full time graduate student (**12 credit hours per semester fall and spring and 6 credit hours during summer semester**).
- The hours a graduate student registers for must be upper division classes (300 level or above). Any exceptions to this must have prior written approval of the Dean of Graduate Studies.
- You may not accept additional employment without the express prior permission of the Dean of Graduate Studies. Students holding assistantships may not work more than 20 hours per week during spring & fall academic semesters. Students on either an F-1 or J-1 student visa may not work more than 20 hours a week while school is in session during spring, summer or fall.
- Stipends are awarded in return for a contribution to the department or research project. They are not granted for study on dissertation or thesis work alone.
- All contracts terminate at the completion of your degree program, leaving of your degree program, or the contract termination date, whichever occurs first. This contract may also be terminated if you fail to perform satisfactorily either scholastically (below 3.0 GPA) or as an assistant (based on your performance appraisal). Your contract will be terminated if you drop below full-time enrollment.
- Effective date for new contracts is the start date for Effort Performed or following the date of last signature **whichever is later**. Your pay period stipend is based on your total contract dollar amount and the number of pay periods in the length of the contract. Your first check will be issued based on paperwork deadline dates and pay period pay dates.
- Any graduate student failing to complete the length or terms of this contract forfeits his/her rights to obtain a replacement or new contract for the same term. Your right of appeal is taken before the dean of graduate students, the advisor for the uncompleted contract and the proposed new advisor.

I have fully read and accept this assistantship offer and agree to observe the terms and conditions above.

Signature: _____ Date: _____

Banner ID#: _____ Email: _____

Campus Box #: _____