

CONTRACT TOOL ENHANCEMENT – SPREADSHEET UPLOAD

CREATING THE SPREADSHEET:

The template is basic and no-frills, but you do need to enter the data **exactly as shown** in the example spreadsheet. **You cannot change the two line headers at the top of the spreadsheet.** When you are done entering your data, be sure to save your spreadsheet as a **.csv file**. (TA in the header stands for Tuition Award.)

The **columns on the spreadsheet correlate with the contract entry page** as reflected by the **red capital letters** below:

Home Contract Generation ▾ Contract Offers ▾ Admin Logged in as sjkass ▾

Enter New Contract

Student

ID Number	PID	Major Curriculum and Instruction	Class Level - Code Regular Masters - 70	Campus Blacksburg	Term
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Awarding Department: 034900 - Dean - Graduate School ▾ C

Contract Type: Graduate Assistantship ▾ D

Campus: Blacksburg ▾

Appointment Details

Position Number: E

Payroll Effective Start Date: mm/dd/yyyy F

Payroll Effective End Date: mm/dd/yyyy G

Hours Per Week: H **Column I calculates automatically**

Monthly Pay Amount: \$ J

Cost	Actual		Projected	
	Pay Period	Contract	9 Month	12 Month
	\$0.00	\$0.00	\$0.00	\$0.00

Funding: **No funding has been specified for this appointment. Enter the fund information below and click add.**

Fund Number	Percent	Amount	Actions
<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="x"/>

Assistantship Supervisor PID: L

Tuition and Fees

Tuition scholarship will be offered by the department. **M**

Academic Year * 2018 - 2019 **N**

Applicable Term(s) * Fall 2018 Spring 2019 Summer 2019 **O**

Percent of In-State Tuition and Mandatory E&G Fees * % **P,Q,R**

Percent of Comprehensive Fees % **S,T**

Percent of Commonwealth Facility and Equipment Fees % **U,V**

Other Fees \$ **W,X,Y**

Conditions of Offer

Is student required to attend the GTA workshop? * Yes No Defer decision **Z**

AA

Special Conditions "Check with your supervisor regarding your work schedule over University holidays" will automatically populate on the contract. Free form entry of additional conditions may be included. **AB**

500 Characters remaining

Student Approval Deadline * 12/05/2018 **AC**

Approver PID * **AD**

Contact Details Details entered here will be included in the automated email to the student but will not be displayed on the contract. **AE**

500 Characters remaining

IMPORTING THE SPREADSHEET:

Once you have created the spreadsheet, you will import it. The import function is located under "Contract Generation." Click on "Import All Contracts."

VT VIRGINIA TECH Graduate Contract System

Home Contract Generation **Contract Offers** Admin Logged in as sjkass

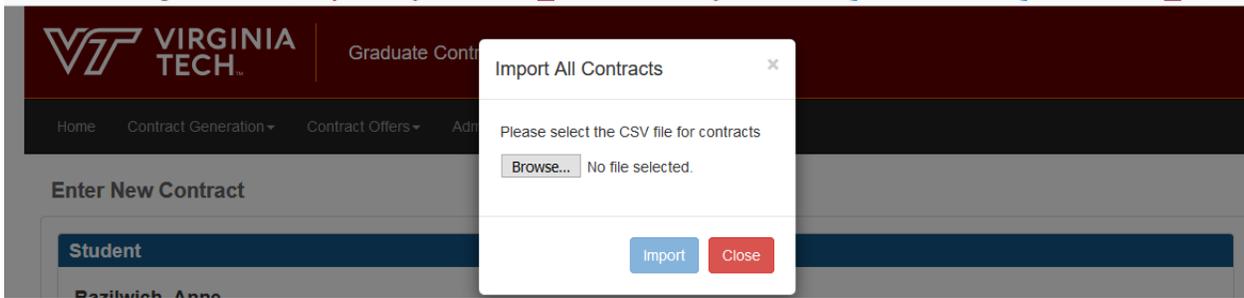
Enter

- Enter New Contract
- Review Contracts
- Browse & Search Contracts
- Import All Contracts

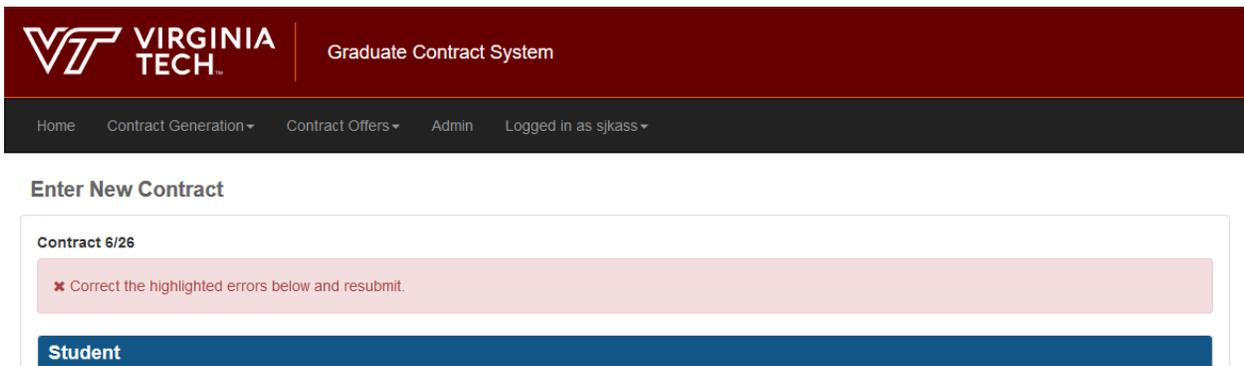
Student

ID Number	PID	Major	Class Level -	Campus	Term
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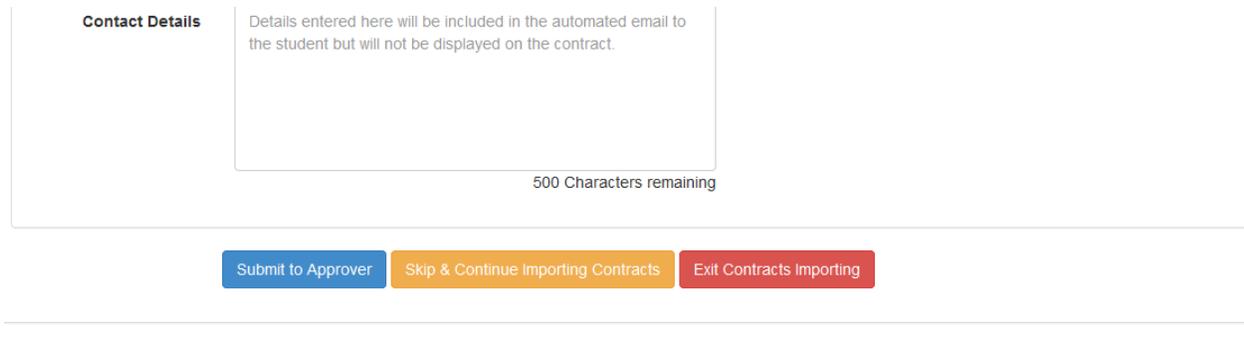
Click browse to find your .csv file and then open it.



The system will then generate the contracts. If there are any errors, it will stop and you can fix the error directly on the contract, then click on "Submit to Approver."



You also have the option to skip the error and go back later to your spreadsheet to make changes.



If you choose to "Skip & Continue Importing Contracts," the program will continue to run and stop at the next error. If you do skip, you will have to go back and manually create this contract or add it to a new spreadsheet you are planning to run. If you click on "Exit Contracts Importing," the tool will stop running, but any contracts that have already run will be sent to the approver.

You will receive an email once the import is complete notifying you how many contracts were successfully imported and which row numbers were skipped.

 Reply  Reply All  Forward



Wed 11/7/2018 8:41 AM

pleasedonotreply@vt.edu

Graduate Contracts CSV Importing Confirmation

To Kass, Sue

Successfully imported 25 out of 26 contracts from the spreadsheet.

The following numbers are the row numbers of skipped contracts in the CSV file: [19]