



VirginiaTech
Graduate School

Graduate Contract System

Graduate Student Services
Fall 2017

Long Term Goals of New Contract System

- Provide a fully integrated, centralized system and process to manage assistantships from contract creation through PAF entry and tuition remission management
- Allow electronic approval, acceptance and storage of contracts
- Authenticate student information and funding account details during entry

Phase 1

- Web-based tool to create, submit, and document approval and acceptance for assistantship contracts
- Meets records retention requirements of the University Legal Counsel & Library of Virginia
- AIS, HR, Controller, Bursar, Graduate School working to develop better process

New System Functionality

- Student data is validated at contract creation (ID, major, level, campus)
- Funding must be defined at the time of contract creation (funding may be updated later)
- Electronic approval, acceptance and storage of “signed” contracts (print copy available but not required, saving contracts as PDF is recommended)
- System access mirrors HR/PAF, Enterer/Approver access

New System Functionality cont.

- Tuition scholarship stated in percentages rather than actual amounts
- Single contract may cover only dates within the same academic year (fall, spring, summer)
- Student may only accept up to 1.0 FTE of contract(s)
- “Tuition only” contract
 - Ex: Students who
 - Enroll in 3 credit hours for final semester/term
 - Plan to graduate early in the term
 - Receive funding from an external source

System Limitations

- No automatic routing of workflow
- Users cannot terminate pending contract (email for assistance)
- System inquiry exists, reporting has not been refined

One Campus

The screenshot displays the One Campus website interface. At the top, the Virginia Tech logo and 'OneCampus' branding are visible. A search bar contains the text 'graduate contract', which is circled in red. Below the search bar, a navigation bar shows 'Graduate Contract' and a 'Sign In' button. The main content area features a 'Graduate Contract' header with a 'Start' button circled in red. Below this, there are tabs for 'Description', 'User Reviews', 'Related Tasks', and 'Announcements'. The 'Description' tab is active, showing a description for all roles and a 'Screenshots' section. The screenshot shows a 'To Do Items' section with two items: 'Contract Generation' (No items found) and 'Contract Offers' (No contract offers pending review found). A 'Contacts' section on the right lists the University Bursar's contact information.

Search Bar: OneCampus graduate contract

Navigation: Graduate Contract Sign In

Header: Graduate Contract
Enter and approve GA, GRA, GTE, and Tuition Only contracts
★★★★★ (0)

Start Button: Start

Description:
For all roles
Enter and approve GA, GRA, GTE, and Tuition Only contracts

Screenshots:
VirginiaTech Graduate Contract System
Home Contract Generation Contract Offers Admin Logged in as empand
To Do Items:
Contract Generation: No items found
Contract Offers: No contract offers pending review found

Contacts:
University Bursar
(540) 231-6277
bursar.vt.edu
bursar@vt.edu

<https://onecampus.vt.edu/>

To Do Items

Contract Generation

No items found

Contract Offers

No contract offers pending review found

To Do

[Enter New Contract](#)[Review Contracts](#)[Browse & Search Contracts](#)**Contract Generation**

No items found

Contract Offers

No contract offers pending review found

Enter New Contract

Select Student



Enter New Contract

Student

Rose, Hallie

ID Number

PID

Major

Class Level - Code

Campus

Material Culture and Public
Humanities

Regular Masters - 70

Blacksburg

Awarding Department ⓘ

044100 - University Bursar - Operating ▾

Contract Type ⓘ

Graduate Assistantship ▾

Campus

Blacksburg ▾

Use drop down
menu to select**Contract Type ⓘ**

Graduate Assistantship ▾

CampusGraduate Assistantship
Graduate Research Assistantship
Graduate Teaching Assistantship
Tuition Only

Enter New Contract

Student

Adams, Thomas

Select the name of the department that is offering employment. The awarding department does not have to be the same as the student's academic department.

Major
Civil Engineering

Class Level - Code
Regular Post Masters - 80

Campus
Blacksburg

Awarding Department 034900 - Dean Graduate School ▾

Contract Type ⓘ Graduate Assistantship ▾

Campus Blacksburg ▾

Appointment Details

Position Number

 ✓

 Payroll Effective Start
Date ⓘ *

  ✓

 Payroll Effective End
Date ⓘ *

  ✓

Hours Per Week *

 ✓ 20.00 hours per week equals 100.00% of FTE

[Enter FTE](#)

Monthly Pay Amount *

 ✓

Cost

Actual		Projected	
Pay Period	Contract	9 Month	12 Month
	\$1,750.00	\$31,500.00	\$42,000.00

Funding *

Fund Number	Percent	Amount	Actions
121632	100.00%	\$31,500.00	-
Total:	100.00%	\$31,500.00	

 Assistantship
Supervisor PID

Payroll Effective Dates

Academic Year	August 10 - May 9
Fall Semester	August 10 - December 24
Spring Semester	December 25 - May 9
Summer Semester	May 10 - August 9

Payroll Effective Start

Importance of Using Banner Entry Dates

- Banner entry dates reflect standard approximate overlap with fall/spring semester start and end dates
 - Provides 9 even pay periods for each semester
- Some assistantship benefits are distributed in 9/18 installments; students receive full benefit only if paid for all 18 pay periods between Aug 10 – May 9
 - Insurance subsidy
 - Comp-fee contribution built into stipend table
- Banner entry dates = Payroll effective dates
 - When the PAF process is integrated in Phase II, will be significant

Tuition and Fees

Tuition scholarship will be offered by the department.

Academic Year * 2017 - 2018

Applicable Term(s) * Fall 2017 Spring 2018 Summer 2018 ✓

Percent of In-State Tuition and Mandatory E&G Fees * % ✓

In-State Tuition and Mandatory E&G Fees Funding *

Fund Number	Percent	Actions
Enter the fund information below and click add.		
<input type="text"/>	<input type="text"/> %	<input type="button" value="+"/> <input type="button" value="x"/>

Percent of Comprehensive Fees * %

Percent of Commonwealth Facility and Equipment Fees * %

Other Fees * % ✓

Description of Other Fees *

Lab fees

500 Characters remaining

Other Fees Funding *

Fund Number	Amount	Actions
Enter the fund information below and click add.		

Includes in-state tuition, program fee, technology fee and library (Contract 1). Tuition may be optional if stipend exceeds 9-month total at Step 36 or more.

Inclusion of these fees are optional; student activity, student cultural activities, health, athletic, transportation services, recreational sports, and student services fees.

Inclusion of these fees are optional; includes laboratory fees and other miscellaneous fees. Commonwealth Facility & Equipment (CFE) fee only is applicable to out of state students.

Conditions of Offer

Is student required to attend the GTA workshop? ⓘ *

 Yes No Defer decision**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.

500 Characters remaining

**Student Approval
Deadline ***

10/01/2017

**Approver PID *****Contact Details**

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

500 Characters remaining

[Submit to Approver](#)

Approver Screens

ell me what you want to do...


To Manager Done Create New
Move Rules OneNote
Assign Policy Unread/Read Categorize Follow Up
Search People Address Book Filter Email
My Account

Reply Reply All Forward


pleasedonotreply@vt.edu | Kass, Sue 10:41 AM

Graduate Contract Review Required

Graduate Contract #1872 requires your review. The contract can be reviewed here: <https://webapps-dev.es.vt.edu/gradcontract/create/contract/review/show/6399>


Graduate Contract System

Home
Contract Generation
Contract Offers
Admin
Logged in as sjkass

Review Contracts

To Review

#	Student	Type	Created By/On	Awarding Dept	
1872	[REDACTED]	GA	sjkass 03-Oct-2017	034900 Dean - Graduate School	Review
1849	[REDACTED]	GTA	sjkass 12-Sep-2017	034900 Dean - Graduate School	Review

Recently Reviewed

No contracts reviewed yet.

Review Contracts

To Review					
#	Student	Type	Created By/On	Awarding Dept	
1872	[REDACTED]	GA	sjkass 14-Dec-2017	034900 Dean - Graduate School	Review
1849	[REDACTED]	GTA	sjkass 12-Sep-2017	034900 Dean - Graduate School	Review

Recently Reviewed				
#	Student	Type	Review	Status
1872	[REDACTED]	GA	Returned For Correction 14-Dec-2017	Returned for Correction

[View](#)

Conditions of Offer	
GTA workshop required?	No
Student Approval Deadline	31-Dec-2017
Approver PID	sjkass (Susan Kass)

Your Review *

Select One... ▾

Select One...

Approve

Reject

Return For Correction

After Approver's Review

- ▶ An email will be sent to the enterer indicating approved, rejected or returned for correction
- ▶ If approved, an email is sent to the enterer and the student
- ▶ After reviewing contract, student will select Accept Contract or Decline Contract.
- ▶ Email notification will be sent to enterer after student response is sent.
- ▶ Once a graduate contract has been rejected, it cannot be undone. In order to resubmit, a new contract must be created.
- ▶ Only approver and/or student may reject contracts.

To Do

- Enter New Contract
- Review Contracts
- Browse & Search Contracts**

Contract Generation

No items found

Contract Offers

No contract offers pending review found

Browse & Search Contracts

Contracts

Show 10 entries

Search:

#	Student	Student ID	Awarding Dept	Type	Created On	Created By	Status
1952	Adams, [REDACTED]	[REDACTED]	034900	GA	11/29/2017	sjkass	Student Accepted View
1872	[REDACTED], Anne	[REDACTED]	034900	GA	12/14/2017	sjkass	Awaiting your review Review
1849	Jones, [REDACTED]	[REDACTED]	034900	GTA	09/12/2017	sjkass	Awaiting your review Review

Showing 1 to 3 of 3 entries

Previous **1** Next

Contract #1952 has been offered to Thomas Adams and is awaiting review. The review deadline is 29-Dec-2017

[View as PDF](#) [View All Versions](#)

Student

Adams, Thomas

ID Number	PID	Major	Class Level - Code	Campus
[REDACTED]	[REDACTED]	Civil Engineering	Regular Post Masters - 80	Blacksburg

Awarding Dept 034900 - Dean - Graduate School
Contract Type Graduate Assistantship
Enterer sjkass (Susan Kass)
Campus Blacksburg

Appointment Details

Position Number 011521
Payroll Effective Dates 25-Dec-2017 - 09-May-2018
Hours Per Week 20
Percent FTE 100%
Monthly Pay Amount \$2,000.00

Cost	Actual	Projected

**GRADUATE ASSISTANTSHIP CONTRACT****Adams**

■■■■■ 3943

CONTRACT PERIOD: 25-Dec-2017 to 09-May-2018
AWARDING DEPT/UNIT: Dean - Graduate School
CONTRACT TYPE: Graduate Assistantship
CAMPUS LOCATION: Blacksburg
MONTHLY PAY: \$2,000.00

IN-STATE TUITION: 100%
COMPREHENSIVE FEES: 0%
CFE FEES: 0%
OTHER FEES: \$0.00

This appointment is for 20 hours a week, which is equivalent to 100% of full-time graduate employment. Your assistantship supervisor is Monika Gibson.

Details of Appointment: You will be paid semi-monthly. As with any professional appointment, the amount of work-time may vary from week to week. Specific assignment of duties will be made at a later date. University policy requires you to receive payment via Direct Deposit.

Evaluation/Contingencies: Evaluations of your work performance will be accomplishment based. This appointment is contingent upon satisfactory performance of assigned duties and continued academic and employment eligibility.

Tuition: For the duration of this assistantship (except in summer and winter), students will receive a tuition scholarship for the in-state tuition, program fee, technology fee, and library fee, in an amount that is at least proportional to the assistantship appointment. This benefit is not extended to professional/executive fees. Students who are paid more than the threshold amount set annually by the Graduate School may need to pay their tuition and technology and library fees from their assistantship stipends, which should be stated under Special Conditions.

Out-of-State Fee Waiver: Non-resident tuition differential is waived under the following conditions: Fall: earn at least \$2000 on assistantship stipend; Spring: earn at least \$2000 on assistantship stipend; Winter: earn at least \$4000 on assistantship stipend in fall; Summer: earn at least \$4000 in fall and spring or in spring. For Level 46 accelerated undergraduate/graduate degree students the out-of-state fee differential cannot be waived.

Comprehensive/CFE/Other Fees: You will be responsible for all fees not covered by this contract. Check bursar.vt.edu for fee amounts.

Save PDF File – Keep Original 5 yrs



GRADUATE ASSISTANTSHIP CONTRACT

"Acceptance of this offer of financial support for student completes an agreement that both student conditions affecting such offers and their accept Students are under no obligation to respond to o acceptance of such offers violate the intent of th offer before April 15, and subsequently desires to resignation of the appointment at any time thro April 15 commits the student not to accept anot institution to which a commitment has been mad on presentation by the student of the written rel

Virginia Tech supports the Council of Graduate S Trainees and Assistants.



GRADUATE ASSISTANTSHIP CONTRACT

Shobal [redacted]



GRADUATE ASSISTANTSHIP CONTRACT

Shobal [redacted]

Termination of Contract: Changes to any of the any reason you leave the assistantship appointme page for tuition responsibility. You must inform yo terminating the assistantship prior to the contract eligibility for appointment as printed in the followi

Assistantship Appointment Eligibility

To be eligible for an assistantship, graduate stude

- Maintain at least a 3.0 grade point average.
- Be enrolled for 12-18 credit hours for duration o
- Make satisfactory progress toward degree as de
- Meet the requirements to be eligible for employ

Selective Service Registration for All Males

An amendment to the Code of Virginia requires se Newly hired male students must complete the Sel work. Prospective employees who indicate on the must present verification from the Selective Servic terminated or inactive before they can be hired.

If You Have Applied for Federal Financial Aid
Notify the Office of Scholarships and Financial Aid of-state fee waiver. These additional awards must result in the reduction of your total loan amount fo

Tuition Obligation When Students Leave Ass
This table is based upon the university refund poli students who leave the assistantship appointment

Semester Class Day	Stu
Prior to first day of classes	100%
One through eight	9
Nine through nineteen	5
Twenty through thirty-seven	
After day thirty-seven	

The comprehensive, technology, library and Comm reduction will be made after the beginning of the s
* Student responsible for any amount not paid by
** Percent of tuition paid by department.

Council of Graduate Schools Resolution Rega Assistants

"Acceptance of this offer of financial support for th

The parties agree that this agreement may be electronically agreement are the same as handwritten signatures for the p

Department Head or Designee: Matthew Cupp

Student: Shobal [redacted]

CONTRACT PERIOD: **19-Jun-2017 to 30-Jun-2017**
AWARDING DEPT/UNIT: **Business App & Integration Services**
CONTRACT TYPE: **Graduate Assistantship**
CAMPUS LOCATION: **Blacksburg**
MONTHLY PAY: **\$1200**

IN-STATE TUITION: **100%**
COMPREHENSIVE FEES: **100%**
CFE FEES: **100%**
OTHER FEES: **\$500**

This appointment is for 12 hours a week, which is equivalent to 60% of full-time graduate employment. Some Additional Fees are covered

Details of Appointment: You will be paid semi-monthly. As with any professional appointment, the amount of work-time may vary from week to week. Specific assignment of duties will be made at a later date. University policy requires you to receive payment via Direct Deposit.

Evaluation/Contingencies: Evaluations of your work performance will be accomplishment based. This appointment is contingent upon satisfactory performance of assigned duties and continued academic and employment eligibility.

Tuition: For the duration of this assistantship (except in summer and winter), students will receive a tuition scholarship for the in-state tuition, program fee, technology fee, and library fee, in an amount that is at least proportional to the assistantship appointment. This benefit is not extended to professional/executive fees. Students who are paid more than the threshold amount set annually by the Graduate School may need to pay their tuition and technology and library fees from their assistantship stipends, which should be stated under Special Conditions.

Out-of-State Fee Waiver: Non-resident tuition differential is waived under the following conditions: Fall: earn at least \$2000 on assistantship stipend; Spring: earn at least \$2000 on assistantship stipend; Winter: earn at least \$4000 on assistantship stipend in fall; Summer: earn at least \$4000 in fall and spring or in spring. For Level 46 accelerated undergraduate/graduate degree students the out-of-state fee differential cannot be waived.

Comprehensive/CFE/Other Fees: You will be responsible for all fees not covered by this contract. Check bursar.vt.edu for fee amounts.

Taxes: Federal and state taxes, if applicable, will be withheld from your semi-monthly stipend check.

Medical Insurance Benefits: Students who maintain 50-100% assistantship appointments and who purchase the university-sponsored health care plan are eligible to receive a contribution towards their health insurance premiums. Visit <http://graduateschool.vt.edu/financial/assistantships/health/benefits> for more information.

Additional Employment: Full-time graduate assistants are not prohibited from seeking additional employment (restrictions may apply to international students). Students should consult with their academic advisor and assistantship supervisor, and must notify the Graduate School of any additional employment agreements. For details refer to the Graduate Catalog.

Special Conditions: Check with your supervisor regarding your work schedule over University holidays.

The parties agree that this agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability and admissibility.

Department Head or Designee: Matthew Cupp Date: 19-Jun-2017

Student: Shobal [redacted] Date: 19-Jun-2017

The parties agree that this agreement may be electronically agreement are the same as handwritten signatures for the

Department Head or Designee: Cherrie Ros

Student: _____

Accept Decline assistantship offer. Offe

Contract #1952 Versions

Version	Status	
version #2	Awaiting Student Review	Most Current Version
version #1	Returned for Correction	

Viewing version #2 of contract #1952

Contract #1952 has been offered to Thomas Adams and is awaiting review. The review deadline is 29-Dec-2017

Student

Adams, Thomas				
ID Number	PID	Major	Class Level - Code	Campus
		Civil Engineering	Regular Post Masters - 80	Blacksburg

Awarding Dept 034900 - Dean - Graduate School
Contract Type Graduate Assistantship
Enterer sjkass (Susan Kass)
Campus Blacksburg

Appointment Details

Position Number 011521
Payroll Effective Dates 25-Dec-2017 - 09-May-2018
Hours Per Week 20
Percent FTE 100%
Monthly Pay Amount \$2,000.00

Cost	Actual	Projected

Taxes: Federal and state taxes, if applicable, will be withheld from your semi-monthly stipend check.

Medical Insurance Benefits: Students who maintain 50-100% assistantship appointments and who purchase the university-sponsored health care plan are eligible to receive a contribution towards their health insurance premiums. Visit <http://graduateschool.vt.edu/financial/assistantships/health/benefits> for more information.

Additional Employment: Full-time graduate assistants are not prohibited from seeking additional employment (restrictions may apply to international students). Students should consult with their academic advisor and assistantship supervisor, and must notify the Graduate School of any additional employment agreements. For details refer to the Graduate Catalog.

Special Conditions: Check with your supervisor regarding your work schedule over University holidays. You must participate in and successfully complete the GTA workshop. Information about it will be sent to you under

The parties agree that this agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability and admissibility.

Department Head or Designee: Susan Kass Date: 27-Feb-2018

Student: _____ Date: _____

Accept Decline assistantship offer. Offers not accepted by 29-Mar-2018 are no longer valid.

PAGE 1

Accept Contract

Decline Contract

Go Back

Newly accepted students:

- ▶ Students who have not yet created a PID will receive their contract link in an email sent to the address submitted on their application.
- ▶ If a student has created a PID, the link will go to their VT email.
- ▶ The email they receive will explain how to create a PID and create the 2 factor authentication with the following:
 - ▶ “You have a Graduate Assistantship Contract offer available here: [weblink]
 - ▶ In order to accept this offer, you must have a VT Username (also known as PID) and you must be set up for 2-factor authentication. If you do not have a VT Username yet, you can find instructions on how to create it at https://vt4help.service-now.com/kb_view.do?sysparm_article=KB0010299, and enroll in 2-factor authentication at <http://www.tech.it.vt.edu/2factor/>.”

Other important notes:

▶ Terminating a Contract

- ▶ Email gradcontracts@vt.edu. Include the following:
 - ▶ Contract #
 - ▶ Student name & last 4 digits of ID#
 - ▶ Reason for termination

▶ Changes to a Contract (i.e. salary increases, reporting dates, supervisor changes)

- ▶ Keep an addendum in your department file explaining the changes.

▶ Changes in FTE:

- ▶ if decreasing - a new contract
- ▶ If adding additional hours (cannot go over 1FTE), a 2nd contract for additional hours (50%+ 25% = 75%) or terminate old contract and create a new contract (75%).

