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| **From:** | Kass, Sue |
| **To:** | amg-g@vt.edu |
| **Cc:** | Gibson, Monika; Rose, Cherrie; West, Melinda; Ervine, Michelle |
| **Subject:** | Graduate Contract System Enhancements |
| **Date:** | Wednesday, November 7, 2018 2:45:00 PM |
| **Attachments:** | grad contract csv template.csv<br>sample contract csv spreadsheet.csv<br>CSV enhancement instructions.pdf |

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Hi all –

We would like to make you aware of two new enhancements that have been made to our Graduate Contract System. One is relatively simple and straightforward, the other a bit more complex.

**1. CHANGING CONTRACT TYPE**

First of all, you now have the ability to change the contract type (GA, GTA, GRA) after the contract has been submitted to the approver. The approver can send the contract back for a correction and the enterer is now able to make the change. This should alleviate having to redo contracts when the contract type is incorrect.

**2. IMPORTING FROM A SPREADSHEET TO CREATE CONTRACTS**

The other enhancement gives you the ability to upload contracts from a spreadsheet into the tool. This enhancement will allow you to input all of the necessary information to create a contract and upload it into the system, therefore eliminating the need to create just one contract at a time. Although the input may seem a bit cumbersome, you do have the ability to copy and paste information that will help save time. Also, for those of you with already designed databases, you should be able to download data directly into the spreadsheet, then format as necessary.

Attached you will find three documents:

- A sample spreadsheet
- A spreadsheet template
- A new module that will be added to the Contract System training manual

You are not required to use this enhancement and can still manually input contracts in the same way you have been doing.

**HELPFUL HINTS:**

- Click on the upper left corner of the spreadsheet and select Format/AutoFit column width. This will allow you to read the column headings easier and show all the data.
- DO NOT make any changes to the format of the template – it must remain exactly the same. Do not add or delete columns, change formatting or change any of the text. Because it is a .csv file, it cannot be locked.
- Be sure to keep the file as a .csv file. Do not convert it to Excel.
- When entering data, make sure to enter the information exactly as shown on the example spreadsheet.
- Spell out contract type (Graduate Assistantship, Graduate Teaching Assistantship, Graduate Research Assistantship)

- If a column is a zero, just leave it blank
- Academic year must be input exactly as shown 2018-2019, 2019-2020.
- All funding columns **must** be filled in exactly as shown with quotation marks around the information ("fund#/percent")
- Terms covered must be input exactly as shown: Fall/Spring/Summer
- Payroll dates must be entered exactly as shown: mm/dd/yy
- If no tuition award (FALSE) is being provided, such as for summer tuition, you must put the reason under Special Conditions.

If you would like small group or one-on-one training on using the import function, contact Sue Kass at sjkass@vt.edu or 540-231-4558. If you encounter any problems with the contract, email gradcontracts@vt.edu and we will address the problem as soon as possible. Also, please feel free to share any suggestions or tips that you have and we will be glad to pass them on to the group.

Sue

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