Graduate Contract System Training

Contents

Creating a Graduate Contract .................................................................................................................................1

Locate the Student ...................................................................................................................................................2

Select the Student .....................................................................................................................................................2

Awarding Department, Contract Type, and Campus ............................................................................................3

Appointment Details ...............................................................................................................................................3

  Position Number ..................................................................................................................................................3

  Start and End dates ...........................................................................................................................................4

  Hours per Week/ Percent of FTE .........................................................................................................................5

  Monthly Pay Amount ..........................................................................................................................................5

  Funding ..............................................................................................................................................................6

  Assistantship Supervisor PID ................................................................................................................................6

Tuition and Fees ....................................................................................................................................................7

  Academic Year (Tuition Only) ............................................................................................................................7

  Applicable Term(s) .............................................................................................................................................7

  Percent of In-State Tuition and Mandatory E&G Fees .......................................................................................8

  Percent of Comprehensive Fees .......................................................................................................................9

  Percent of Commonwealth Facility and Equipment (CFE) Fees .......................................................................9

  Other Fees .......................................................................................................................................................10

Conditions of Offer ..............................................................................................................................................10

  GTA workshop ................................................................................................................................................10

  Special Conditions .........................................................................................................................................11

  Student Approval Deadline ............................................................................................................................11

Submitting Contract to Approver ..........................................................................................................................11

  Approver’s PID ..............................................................................................................................................11

  Contact Details ..............................................................................................................................................12

  Submit to Approver ......................................................................................................................................12

  Recalling Contract ........................................................................................................................................12

  Email Reminder to Approver ..........................................................................................................................13
Graduate Contract System Training

Approver ........................................................................................................................................................................................ 13

Accessing Contracts Awaiting Review ............................................................................................................................................... 13

Approving/Rejecting/Returning Graduate Contract ...................................................................................................................... 15

Approve ................................................................................................................................................................................. 15

Reject .................................................................................................................................................................................... 15

Return for Correction ............................................................................................................................................................ 16

Submit Review........................................................................................................................................................................... 16

After Approver’s Review ........................................................................................................................................................... 17

Email Notifications ................................................................................................................................................................ 17

Approve ................................................................................................................................................................................. 17

Accept/Decline by Student.................................................................................................................................................... 18

Reject .................................................................................................................................................................................... 19

Return for Correction ............................................................................................................................................................ 19

PDF of Contracts ............................................................................................................................................................................ 21

Graduate Assistantship Contract ............................................................................................................................................... 21

Graduate Research Assistantship Contract .................................................................................................................................. 22

Graduate Teaching Assistantship Contract ................................................................................................................................... 23

Tuition Only Contract ............................................................................................................................................................... 23

Frequently Asked Questions .......................................................................................................................................................... 25
Logging into the Graduate Contract System

Go to https://webapps.es.vt.edu/gradcontract/home.

Enter PID and password.

Creating a Graduate Contract

Click on Contract Generation then select Enter New Contract.
Locate the Student

Under **Enter New Contract**, select the student by entering the student’s id number, PID, or last name.

Select the Student

Select by double-clicking on the desired student’s name. Student information will automatically populate.

To sort entries hit the “enter” key and sort using up/down arrows beside the categories.

Verify student information.
Awarding Department, Contract Type, and Campus

Use the drop-down menu to select the appropriate awarding department, contract type, campus applicable to the contract.

*If the contract is for tuition only, appointment details will not need to be entered. Proceed to section V.

Appointment Details

Position Number

Enter six-digit position number in the fillable field.
Start and End dates

Start and End dates can be selected by clicking on date from the calendar, or filling in mm/dd/yyyy. Start and End dates must be in the same academic year. Usually, an appointment is for 9 months. Contract dates can only start in the current term or subsequent academic year. To make a multi-year offer, the department will need to issue a letter that specifies the contract is renewable.

Standard Graduate Assistantship Agreement Start and End Dates.

<table>
<thead>
<tr>
<th></th>
<th>August 10 through May 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year</td>
<td>August 10 through May 9</td>
</tr>
<tr>
<td>Fall</td>
<td>August 10 through December 24</td>
</tr>
<tr>
<td>Spring</td>
<td>December 25 through May 9</td>
</tr>
<tr>
<td>Summer</td>
<td>May 10 through August 9</td>
</tr>
</tbody>
</table>
Graduate Contract System Training

Hours per Week/ Percent of FTE

Hours per Week/ Percent of FTE can be entered as the number of hours per week or the percent of full-time employment (FTE). To alternate between entry methods, select Enter FTE or Enter hours. After the entry of one field, the other field will be automatically calculated.

OR

Monthly Pay Amount

Enter monthly pay amount in the designated fillable field. After monthly has been entered, cost will automatically populate. Minimum and maximum monthly pay amount restrictions are based on percent of FTE. Stipend amounts must be applicable to the academic year of the contract; if the contract spans multiple academic years a separate contract for each academic year must be created. Refer to the graduate school website for further information.
Funding

Enter the six-digit funding account number and the percentage of the contract the fund account will fund. Click the green plus sign to add a fund to the contract. Funding accounts can be removed by clicking the minus sign. Once added, funding accounts can only be updated by removing the fund and reentering the fund information. Multiple fund accounts can be entered, but be sure the total percent equals 100 percent.

<table>
<thead>
<tr>
<th>Fund Number</th>
<th>Percent</th>
<th>Amount</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>995827</td>
<td>75.00%</td>
<td>$23,645.21</td>
<td>🔺</td>
</tr>
<tr>
<td>995812</td>
<td>25.00%</td>
<td>$7,881.74</td>
<td>🔺</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>100.00%</strong></td>
<td><strong>$31,526.95</strong></td>
<td>🔺</td>
</tr>
</tbody>
</table>

Assistantship Supervisor PID

Enter the assistantship supervisor’s PID in the fillable field to have assistantship supervisor’s name displayed on the contract. The assistantship supervisor will receive an email once the offer has been accepted or declined by the student, if the assistantship supervisor’s name has been entered into the contract system.

This appointment is for 20.00 hours a week, which is equivalent employment. Your assistantship supervisor is Cherrie Rose.

(Assistantship supervisor’s name will appear on the graduate contract as shown above)
**Tuition and Fees**

The check box is automatically marked to indicate a tuition scholarship will be offered by the department.

Tuition scholarship will be offered by the department.

If a tuition scholarship will not be offered by the department, unmark box and provide a reason why tuition scholarship is not being offered under the **Conditions of Offer** section in the **Special Conditions** box.

**Academic Year (Tuition Only)**

The academic Year will automatically populate based on the appointment details, if the contract is for a GA, GRA, or GTA.

**For tuition only contracts**, use the dropped menu to select the appropriate academic year.

**Applicable Term(s)**

Select the box beside the term(s) the contract will apply.
Percent of In-State Tuition and Mandatory E&G Fees

Enter the percent of in-state tuition and mandatory E&G fees the contract will cover. Fields will appear to enter fund information for in-state tuition and mandatory E&G fees.

**If the percent of in-state tuition and mandatory E&G fees is less than FTE, justification for nonpayment is required.

<table>
<thead>
<tr>
<th>Fund Number</th>
<th>Percent</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>121632</td>
<td>100.00%</td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>100.00%</td>
<td></td>
</tr>
</tbody>
</table>

Less than Percent FTE value of 100. Provide justification below.
Percent of Comprehensive Fees

Enter the percent of comprehensive fees the contract will cover. Once the percentage has been entered, fields will appear to enter fund information for comprehensive fees. *If comprehensive fees will not be covered by the department leave percent of comprehensive fees box blank.*

[Image of Percent of Comprehensive Fees]

<table>
<thead>
<tr>
<th>Fund Number</th>
<th>Percent</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>121632</td>
<td>100.00%</td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>100.00%</td>
<td></td>
</tr>
</tbody>
</table>

Percent of Commonwealth Facility and Equipment (CFE) Fees

Enter the percent of commonwealth facility and equipment fees funding the contract will cover. Once the percentage has been entered, fields will appear to enter fund information for commonwealth facility and equipment fees.

[Image of Percent of Commonwealth Facility and Equipment Fees]

<table>
<thead>
<tr>
<th>Fund Number</th>
<th>Percent</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>996817</td>
<td>100.00%</td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>100.00%</td>
<td></td>
</tr>
</tbody>
</table>
Other Fees

Enter the dollar amount of any additional fees the contract will cover. Once amount has been entered, fields will appear to enter fund information for other fees. *Leave field blank if other fees will not be covered. If a contract covers other fees, a description of the other fees cover under the contract is required.*

Conditions of Offer

GTA workshop

Indicate if student is required to attend the GTA workshop by marking the appropriate circle. Refer to the Graduate School’s website for information about the GTA workshop and the students who are required to attend.
Special Conditions

Enter special condition applicable to the contract in the box provided.

Student Approval Deadline

The student approval deadline will automatically default 30 days from the date of entry. Date can be adjusted by clicking on a date from the calendar, or filling in mm/dd/yyyy.

Submitting Contract to Approver

Approver’s PID

Enter the Approver’s PID in the fillable field. Once entered the approver’s first and last name will populate.
Graduate Contract System Training

Contact Details

**Contact Details** should be entered in dialogue box.

Select **Submit to Approver** on the home screen. Errors highlighted in red must be fixed before the contract can be submitted to the approver.

After contract has been entered and submitted, an email will be sent to the approver to review/approve the contract.

Recalling Contract

Recalling a contract allows the enterer to make changes to the contract and resubmit the contract to the approver. To recall a contract, select **Contract Generation** from the home screen and select **Browse & Search Contracts**. Use the search function to locate the contact that needs to be recalled. Select **Recall.**
Graduate Contract System Training

The contract can also be recalled from the enterer’s contract view screen. “Recall Contract” will be displayed at the bottom of the contract, if the contract is eligible for recall.

The contract can be recalled and edited by the enterer only if the approver has not submitted contract review.

Email Reminder to Approver

The system generates email reminders daily to alert approvers of contracts that are awaiting their approval.

As a reminder, you have pending graduate contracts that need your review. The contract(s) can be reviewed here:

https://webapps-dev.es.vt.edu/gradcontract/create/contract/review/show/2062
https://webapps-dev.es.vt.edu/gradcontract/create/contract/review/show/2092

Approver

Accessing Contracts Awaiting Review

A. The approver will be notified by email that a graduate contract is ready for review. Follow link provided in the email to review the pending graduate contract.
B. Contract can also be accessed by logging into the Graduate Contract System  
   i.  [https://webapps.es.vt.edu/gradcontract/home](https://webapps.es.vt.edu/gradcontract/home)

   ii. Once logged in, contracts awaiting review will appear **under Contract Generation**

   iii. Select **Review**
Graduate Contract System Training

**Approving/Rejecting/Returning Graduate Contract**

After reviewing the details of the graduate contract, approver will use dropped down menu to select approve, reject or return the graduate contract for correction.

![Dropdown menu](image)

**Approve**

![Dropdown menu](image)

**Reject**

Details describing why contract is not being approved is required to be entered in the reason for review dialogue box.

![Reason for Review](image)
Return for Correction

Details describing why contract is not being approved is required to be entered in the reason for review dialogue box.

Submit Review

After the contract has been reviewed, the approver will select Submit Review to record decision. Selecting Go Back will direct approver to the review contracts screen. The review contracts screen will show contracts awaiting review and recently reviewed contracts.
After Approver’s Review

Email Notifications

An email notification will be sent to the enterer after the approver submits the review. The email will indicate whether the approver: approved, rejected or returned for correction.

Approve

If the contract is approved an email notification will be sent to the enterer, the student and assistantship supervisor (if entered on the contract).

Student’s Email

To: Rose, Cherie

Graduate Contract Offer

You have a Graduate Contract offer available here: https://webapps-clev.es.vt.edu/gradcontract/offer/contract/review/351

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/*
The student’s email will automatically go to his/her VT email address if a PID has already been created. Otherwise, it will go to the email address used to submit the admissions application.

The student’s and enterer’s email notification will include a link to view a pdf version of the Graduate Contract. Once the student receives the offer, the student will be able to accept or decline contract.

Accept/Decline by Student

After reviewing the contract, the student will select **Accept Contract** or **Decline Contract**.

Once the student clicks on **Accept Contract** or **Decline Contract**, an email notification will be sent to the enterer and assistantship supervisor (if provided on contract).
Graduate Contract System Training

Reject

Graduate Contract #1008 was rejected by Cherrie Rose. The reason specified was:

Student’s GPA is below minimum requirement of 3.0.

The contract can be viewed here: https://webapps-dev.es.vt.edu/gradcontract/create/contract/view/index/156

Once a graduate contract has been rejected, it cannot be undone. In order to resubmit, a new contract must be created. The enterer will be notified by email that the contract has been decline.

Return for Correction

When the graduate contract is returned for correction, an email notification is sent to the enterer specifying the reason the contract has been return. The email will also include a link to the returned contract to allow the enterer to make corrections and resubmit to the approver.
Graduate Contract System Training

Graduate Contract #1080 was returned for correction by Cherrie Rose. The reason specified was:

Please update fund number for payroll to 995843

The contract can be edited here: https://webapps-dev.es.vt.edu/gradcontract/create/contract/edit/index/375
PDF of Contracts

Graduate Assistantship Contract

Graduate Contract System Training
Graduate Research Assistantship Contract

Graduate Assistantship Contract

Virginia Tech
Invent the Future

GRADUATE ASSISTANTSHIP CONTRACT

Term: 10-Aug-2017 to 00-May-2018

Awarding Dept/Unit: University Bursar - Operating
Contract Type: Graduate Research Assistantship
Campus Location: Blacksburg
Monthly Pay: $2500

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

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/Continencies: 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/CPE/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. For details, contact 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: Student: Accept: Date: 20-Jun-2017
Department Head or Designee: Cherrie Rose
Student: Accept: Decline assistantship offer. Offers not accepted by 04-Jul-2017 are no longer valid.
Graduate Teaching Assistantship Contract

Virginia Tech
Invent the Future

GRADUATE ASSISTANTSHIP CONTRACT

[Signature] Smith
[Signature] 6502

Termination of Contract: You may resign at any time by giving two weeks written notice. The student must promptly return the keys to the residence hall. If you resign during the current contract year, the Office of Graduate Studies will reassign your responsibilities to another student. The Office of Graduate Studies reserves the right to terminate the contract for any reason, but will provide written notice a minimum of two weeks before termination.

Assistantship Agreement:
- To be eligible for a graduate assistantship, you must be enrolled full-time and maintain at least a 3.0 GPA.
- Be enrolled for at least 8 credit hours during the academic year and register for at least 6 credit hours during the summer.
- Meet the requirements of the contract.

Selective Service:
- An amendment to the contract may be made in the event of a change in the Selective Service status of the student.

If you have any questions or concerns, please contact the Office of Graduate Studies.

Tuition Obligations:
- This table is based on tuition rates for students who leave the University at the end of the contract year.

Council of Graduate Assistants:
- Acceptance of this agreement is the responsibility of the student.

Department Head:
- The parties agree that this agreement is the result of mutual consultation and satisfactory arrangements have been made.

Student:
- 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 purpose of validity, enforceability, and admissibility.

Department Head or Designee: Cherrie Rose
Date: 29-Jun-2017

Student:
Date:

[Accept] [Decline assistantship offer. Offers not accepted by 04-Jul-2017 are no longer valid.]
**Tuition Only Contract**

---

**GRADUATE TUITION SCHOLARSHIP CONTRACT**

**CONTRACT SEMESTER or TERM:** Summer 2017  
**AWARDING DEPT/UNIT:** University Bursar - Operating  
**CAMPUS LOCATION:** Blacksburg

**This tuition scholarship contract covers:**

- **In-State Tuition:** 100%
- **Comprehensive Fees:** 0%
- **Commonwealth Facility & Equipment Fee:** 0%
- **Other Fees:** $0

**Details of Award:** You will receive a tuition and/or fees scholarship in the percentage(s) stated above. You will be responsible for tuition and fees not covered by this scholarship. Check bursar.vt.edu for amounts.

**Taxes:** Federal and state taxes are not withheld from your tuition scholarship. It is your responsibility to file your tax return.

**Eligibility:** Students receiving a tuition scholarship must meet the following eligibility requirements:

- Maintain at least a 3.0 grade point average (provisional students may be accepted with a GPA between 2.75 and 2.99).
- Enroll in 12-18 hours during the term of this contract (fall and spring) or 3-6 hours in summer, unless fewer credits are required in your final semester of enrollment. Audit hours do not count toward the total number of hours; research and dissertation hours are counted.
- Make satisfactory progress toward degree as defined by academic department and Graduate School.

**If You Have Applied for Federal Financial Aid Assistance**

Notify the Office of Scholarships and Financial Aid as soon as you are aware that you will receive a tuition or out-of-state fee waiver. These additional awards must be calculated in your total financial aid package and may result in the reduction of your total loan amount for that year.

---

_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:** Cherrie Rose  
**Date:** 20-Jun-2017

**Student**  
**Date:**

☐ Accept  ☐ Decline tuition scholarship. Offers not accepted by 04-Jul-2017 are no longer valid.
Frequently Asked Questions

Q: What happens if student has more than one award?
A: Students are allowed to accept multiple awards as long as FTE for the term does not exceed 1.0 FTE.

Q: What if student has already accepted an award and now wants to decline it to accept a different award?
A: The student must notify department of his/her desire to terminate an accepted contract. The department will then email gradcontracts@vt.edu with the request for contract termination, including the contract ID and the reason for termination. The Graduate School will terminate the contract; the student, the enterer and the approver will receive an automated message with the following text:

"Graduate Contract #XXXX was terminated by FirstName LastName. The contract was terminated for the following reason(s): “xxxxx xxxxxx xxx xxxxxx xxxxxxx xxxxxxx”

Q: Does enterer have access to award from other departments than their own?
A: Access mirrors Banner HR/PAF - Enterer/Approver.

Q: How do I route to other departments for split funding?
A: Each department will need to create a contract for the portion of the contract their department intends on covering.

Q: What happens if approver does not approve contract prior to the student’s acceptance deadline?
A: Approver will only be able to reject the contract or return the contract for correction. If the approver selects return for correction, the contract will be returned to the enterer. Once contract has been returned, the enterer can extend the student acceptance deadline. A new contract must be issued for rejected contracts.
Q: What happens if student does not accept contract by acceptance deadline?
A: The contract will expire. A new contract must be issued for expired contracts.

Q: How do I use the Graduate Contract System’s search for contracts?
A: Select “Browse & Search Contracts” then type in either student’s name, student’s ID, awarding department, type, created on date, enterer’s PID and/or status. Narrow search by entering in multiple search criteria. To sort entries hit the “enter” key and sort using up/down arrows beside the categories.
Q: How should an international student’s contract be submitted to International Graduate Student Services (IGSS)?

A: Newly accepted international students will submit executed contract to IGSS along with other required immigration documents themselves.

Q: Student is enrolled in one campus; can a contract be issued for another campus?

A: Yes, the contract system will not prevent a new contract from being created. The student must be admitted into the other campus for the contract to be valid.

Q: Will I have access to view other contracts within my department?

A: Users will only have access to view contracts in which they are either approver and/or enterer.

Q: Can a newly accepted student receive an electronic contract through the new tool?

A: Yes. New students will receive the contract through the email used during the admission process or through the VT email if a PID has already been created before the offer is made. However, to accept the contract through the system, the student must first create a PID.

Q: Will the Graduate Contract System allow retroactive contracts to be created?

A: Yes, the Graduate Contract System will allow retroactive contracts to be created. Contracts are limited to be retroactive up to 30 days or the beginning of the term, whichever is sooner.

Q: How can student access contract if the email link to the contract was not received?

A: Student will need to log into the Graduate Contract System through One Campus located at https://webapps.es.vt.edu/gradcontract/home. Active offers will be displayed under “Contract Offers”.