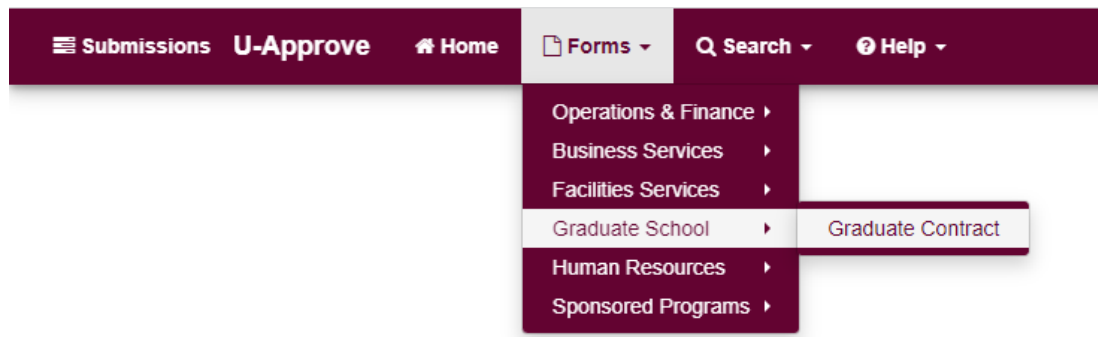


# U-Approve GA Contract

The Graduate Contract can be found under the Forms Menu – Graduate School.



Enter the 790 # and click load. The student information will load into the form. Select the operating unit and contract type.

STUDENT INFORMATION

UM ID (790#)

LOAD

Look up the candidate's name and UMontana email using their UM ID.

First Name

Last Name

Operating Units

Department Code

Department Title

Contract Type

Verify whether the student will be enrolled for a minimum of 6 credits. If they will not, explain why. If they will, no explanation is needed.

No

Yes

Will this student be registered for at least 6 credits?

Please explain why the student won't be taking 6 credits.

0/500

Answer the following 3 questions. If wage information is needed, the wage section will become available later in the form.

<input type="radio"/> No <input type="radio"/> Yes	Is this a Graduate School funded award that was allotted to your unit?
<input type="radio"/> No <input type="radio"/> Yes	Are you going to be supplementing this contract with funds paid by another mechanism (ie: stipend, summary award form) for fees or health insurance?
<input type="radio"/> No <input type="radio"/> Yes	Is wage information needed?

Enter whether tuition support is being offered. Select the degree, terms, residency, tuition support index, and exemption code.

- If TA-RA residency status is being requested, the TA-RA form will become available later in the form.
- Only the applicable exemption codes will be available. One if wages are being paid and one if they are not.

TUITION SUPPORT

Tuition Support

Yes

Degree

Masters

Term(s)

☒ Fall ☒ Spring ☐ Summer

Residency

TA-RA

FINANCIAL AID

Tuition Support Index Code

MGSW01 - Graduate School Fee Waivers

Exemption Code

710 - Grad Schl TARA Waiver (wage)  
715 - Grad Schl TARA Waiver Non Wage

If you are paying the tuition from the M29000 OSP account, then enter the chargeback information for OSP contracts. Multiple lines can be entered. Click save after entering chargeback lines.

TUITION SUPPORT - CHARGEBACK INFORMATION FOR OSP CONTRACTS

Index Code	Activity	% Distribution	PI/Department Authority	
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="Search Active Employees"/>	<input type="button" value="+ ADD"/>
<div>Index Code is required.</div>			<div>Department Authority is required.</div>	<input type="button" value="SAVE"/>
<div>UNDO</div>				

All records must be saved in order to submit the form.

If TA-RA Residency is requested, fill out the TA-RA Information section. Click save after entering funding source lines.

**TARA INFORMATION**

To maintain TARA status, student must be registered for at least 6 credits. Dropping below 6 credits will cause the loss of TARA status. Eligibility requirements for the TARA tuition rate: (These requirements mean that the student is a .5 FTE which equals 20 hours of work per week)

☐ No ☒ Yes **Student is on a TARA contract?**

Student will be receiving the base as determined by the Graduate School.

**Wage Requirement Being Met** **Year**

Minimum \$9,000 for master's student for fall and spring seme: **2022**

**TARA FUNDING**

Funding Type	Fall Amount	Spring Amount	Index Code	Funding Source Description	
Index Code	5000	5000	MGSI01		<b>+ ADD</b>
					<b>EDIT</b>
					<b>DELETE</b>

**TARA Total**

10000

Enter the FTE, total wages, and service dates(service dates should correspond with payroll schedule dates <https://www.umn.edu/human-resources/payroll/pay-schedules.php> ). A classic example, May 23 start date which is a Monday but HR would have to change that date to May 21, (1<sup>st</sup> day of the payperiod) to get the salary to pay in equal installments. Enter wage distribution and the appropriate approvers. Save the rows.

**WAGE INFORMATION**

**FTE** **Amount to be paid**

.5 \$ 10000

**Dates of service**

Please enter the effective dates for the Period of Service.

**Begin:** **End Date:**

08/22/2022 05/12/2023

**WAGE DISTRIBUTION**

Effective Begin Date	Index Code	Account Code	Activity	% Distribution	Department Authority	
08/22/2022	MGSI01	61126		50	Kelly Speer	<b>+ ADD</b>
	Graduate Assistants	Graduate Teaching Assistant				<b>EDIT</b>
						<b>DELETE</b>
08/22/2022	M66442	61126		50	Ashby Kinch	<b>EDIT</b>
	CR: Mental Health Opps STEM	Graduate Teaching Assistant				<b>DELETE</b>

**Effective Date** **Distribution Total**

8/22/2022 100

Enter any additional notes if needed. Answer the questions about the TA or RA duties. Attach documentation if needed.

## Approval Process

**Tuition Support Budget Authority** – Enter the person responsible for the account covering the tuition waiver. If this is a Graduate School funded contract and MGSW01 is the support account, enter the person from the School/College/Department responsible for assigning and tracking the contracts within that area.

**Departmental Approvers** – will autofill from wage distribution lines.

**PI Approver** – add if an additional PI needs to approve.

**OSP Approver** – If this is a grant funded contract an OSP approver will need to be entered. Enter the appropriate OSP staff member.

**Graduate School Approver** – Select Kendall Kihn unless you are working with Kelly Speer on a contract or a message is sent out to select Kelly due to vacation etc.

**Financial Aid Approver** – Select Christina Peltier unless a message is sent out to select Emily Williamson due to vacation etc.

**Human Resources Approver**- Use your Departments HR Associate, <https://www.umt.edu/human-resources/about/human-resource-associates.php> If your HR Associate position is vacant please use Marin Hall.