

Graduate Contract Authorization, Requirements and Notifications – Student Instructions

This guide offers step-by-step instructions on how to authorize your graduate contract within OnBase. Additionally, this documentation offers contract requirements that must be met prior to contract completion, as well as sample notifications you may receive throughout the process.

Note: For information on Graduate Contract policies, visit the Graduate Assistantship website (<https://www.mines.edu/graduate-studies/graduate-assistantship/>). For a high-level overview of the entire graduate contract process, see the Graduate Contracts Process Flow PDF.

Authorizing your Graduate Contract

Perform the following steps to authorize your contract within OnBase.

1. When your contract is ready for authorization (digital signature), you will receive an email notification titled “Action Required: Authorize your Graduate Contract”

Action Required: Authorize your Graduate Contract

Subject: Action Required: Authorize your Graduate Contract

2. Upon opening the notification, **please review the message in its entirety**. Additional information and resources are displayed to assist you in completing your graduate contract in a timely manner. Resources include:
 - a. Graduate Assistantship Policies website
 - b. Registration Requirements
 - i. Reduced Registration website
 - ii. TIAA website
 - c. OGS Guidelines on the Responsible Conduct of Research (RCR) requirements
 - d. Student Health Insurance Plan (SHIP) website
 - e. Authorization link
 - f. Campus Administration (Department Representative) contact information

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Dear [STUDENT]

IMPORTANT: Read the following before authorizing. Without your timely action, your paycheck and tuition payment may be delayed. You must authorize your contract AND satisfy Registration & Employment requirements.

A graduate contract has been submitted for you for 202110, Spring 2021 term. **Follow the link at the bottom of the email to review and authorize your contract**, or contact the submitter [XXXX] for questions or revision.

By authorizing your contract, you are agreeing to the [Graduate Assistantship Policies](#).

After you authorize this contract, we will verify that you meet the eligibility requirements detailed in the Graduate Assistantship Policies. You will receive email notifications as important steps are completed or if further action is required on your part.

Registration Requirements are detailed in the Graduate Assistantship Policies in the **Eligibility and Registration Requirements for Summer Appointments** sections. Review these carefully and ensure that you meet them.

Employment Requirements – All new hire graduate students must complete these items BEFORE you begin working:

- Complete a background check. [Authorize the background check online here.](#)
- Complete a [Student New Hire Packet](#). Print out, sign all forms, and bring to the [MAPS Office](#) with your original I-9 documents and your social security card no later than your first day of employment.

Additionally, please note:

- [Read the OGS guidelines on how to fulfill the Responsible Conduct of Research \(RCR\) requirement.](#)
- Your graduate contract does not alter your Student Health Insurance Plan (SHIP), it just indicates whether your contract will pay for SHIP fees. You must still enroll or waive SHIP annually through the [SHIP website](#).
- Tuition, fees and other charges covered by your Graduate Contract will be reflected before Census Day. Any portion not covered by your contract will be reflected in Trailhead and must be paid in full by Payment Deadline in order to avoid a monthly late fee of 1.5% on the outstanding balance. Payment Deadline falls on the first business day following Census Day.

After reviewing all information in the notification, click on the **Authorization Link** to display your contract.

Authorization Link:

<https://onbase.mines.edu/APPNET/docpop/docpop.aspx?docid=74272&chksum=5fe2739d48a792ff38d6ea503ce300317c6210872f91b28f9e7d733ea973a05f>

Authorization Tips:

- To authorize, check the student authorization box and then click “Save/Submit.” There is no confirmation pop-up.
- Chrome or Firefox are the recommended browsers
- Copy and paste the entire URL into a browser
- Log in with your usual Mines credentials. If those do not work, re-set your password and try logging in again.
- If you continue to have issues, [submit a ticket to ITS](#)

Thank you

[CONTRACT SUBMITTER XXXX]

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3. Upon clicking the Authorization Link, the contract will open in a new browser window.

Please review the contract in its entirety, including each contract section:

- a. *Student Details* – Summary of your student record
- b. *General Contract Details* – Outlines Contract Type(s) and Term
- c. *Contract Types* – Provides contract details by contract type(s)

Possible types include:

- i. *Fellowship Contract*
- ii. *Hourly Contract*
- iii. *RA/TA Contract*
- iv. *Student Lecturer Contract*

- d. *Student Authorization* – Displays contract requirements

4. After reviewing all information on the contract, click on the **Authorization checkbox** and then the **Submit** button. *Note: Each contract type will require its own authorization*

Example of part of an Hourly Contract Authorization:

Student Authorization

- Hourly Contract:**
This Agreement is entered into by and between the Colorado School of Mines ("Mines") and the above-named student ("Student") on the dates set forth below. Student has been appointed to the position indicated and this Agreement reflects the terms of that appointment.

Save / Submit

5. *For International student on an F-1 or J-1 visa (if applicable)*

Upon authorizing your contract, you will receive an email notification titled "Important: Immigration Status and On-Campus Employment Certification" from the International Student and Scholar Services Office.

This email is evidence of your On-Campus Employment Authorization. Please retain this with your immigration records. You may also use this email to support your application for a Social Security Number. For questions related to your immigration status and this authorization, please contact ISSS.

International Student & Scholar Services
924 16th Street, Suite 219
Golden, CO 80401
Green Center
303-273-3210
iss@mines.edu

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From: iss@mines.edu <iss@mines.edu>
Sent: Tuesday, July 21, 2020 7:13 PM
To: [REDACTED]
Subject: Important: Immigration status and On-Campus Employment Certification



To: Social Security Administration

From: Colorado School of Mines
Date: 7/16/2020
Re: Evidence of authorized on-campus employment

This letter is evidence of your On-Campus Employment Authorization and use this letter to support your application for a Social Security Number. Please retain this with your immigration records.

Student's full name: [REDACTED]
Contract Type: RA/TA contract Contract Begin date: 01/07/2020
Department: MT, Metallurgical & Materials Eng
Supervisor: [REDACTED]

Number of hours per week: 20.0
Name of employer: Colorado School of Mines
Employer Identification Number: 84-6000551

Date approved by Colorado School of Mines, Global Education: 07/21/2020

International Student & Scholar Services Office Certification:

The International Student and Scholars Services (ISSS) Office of the Colorado School of Mines certifies to the best of our knowledge that this student is maintaining their non-immigrant status in relation to their appropriate visa classification and is hereby eligible and/or authorized for the above-mentioned on-campus employment pursuant to the F-1 regulation detailed in 8CFR214.2(f)(9)(i).



Ashley Koerner, International Advisor

International Student & Scholar Services
924 16th Street, Suite 219
Golden, CO 80401
Green Center
303-273-3210
iss@mines.edu

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Contract Requirements

Perform the following steps if you are missing graduate contract requirements.

1. Following the completion of contract authorization, your contract may be flagged if one or more of the following requirements are not met:
 - a. *HR Paperwork* – Missing employment documentation
 - b. *Background Check* – Missing pre-employment background check
 - c. *Registration Requirements* – Below registration requirements as outlined on the Graduate Assistantship website (<https://www.mines.edu/graduate-studies/graduate-contracts/>)
2. If you are missing one or more of the requirements listed above, you will receive an email notification titled “Action Required: Missing Contract Requirements”

Example of the Missing Contract Requirements Notification:

Subject: Action Required: Missing Contract Requirements

Dear [REDACTED]

According to our records, you are missing the following items in order to fulfill the requirements of your graduate contract:

-HR Paperwork: Please visit the MAPS website to review details and download a copy of the Student new hire packet.
<https://www.mines.edu/human-resources/new-employee-information/>

-Registration Requirements not met: You are not registered correctly to be eligible for your graduate contract. Please correct your registration to meet the requirements below.
<https://trailhead.mines.edu>

Fall and Spring

You must be a full-time student to be on a graduate contract. You should register for 9-15 credits, or be registered correctly for reduced registration. See reduced registration requirements. If you are a Research Assistant, you must register for at least 1 credit hour of thesis research.

Summer

If you are a summer Hourly appointee or Teaching Assistant, you are not required to register for summer credits. Students who are not registered for at least 1.5 credits during summer term are subject to TIAA retirement account deductions, per federal regulations. For questions regarding TIAA go to the TIAA website (<https://www.tiaa.org/public/index.html>) or call 800-842-2252. If you are a summer Research Assistant, you are required to register for at least 3 credits of thesis research.

Your contract will not be processed until this is corrected. Without your timely action, your pay check and tuition payment may be delayed. Contracts must be authorized and Employment/Registration requirements must be met by the following deadline for each contract term: Fall (September 1st), Spring (January 1st), Summer (May 1st)

Contact [REDACTED] with any questions.

Thank you,
[REDACTED]

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3. Upon opening the notification, **please review the message to determine which requirement(s) you are missing.** Additional resources are displayed to assist you in completing your requirements in a timely manner. Resources include:
 - a. MAPS website to locate HR Paperwork: <https://www.mines.edu/human-resources/new-employee-information/>
 - b. Link to complete Background Check: https://thecube.infocubic.com/cgi-bin/pub/unsolicited_portal?guid=bFODtrbPH9vCBMCyFM00zucO36NbpLGH#select_products
 - c. Trailhead link to adjust registration: <https://trailhead.mines.edu:8447/cas-trailhead-web/login?service=https%3A%2F%2Ftrailhead.mines.edu%2Fc%2Fportal%2Flogin>
4. If requirements are not met, the notification will continue to be resent to your inbox every 48 hours.

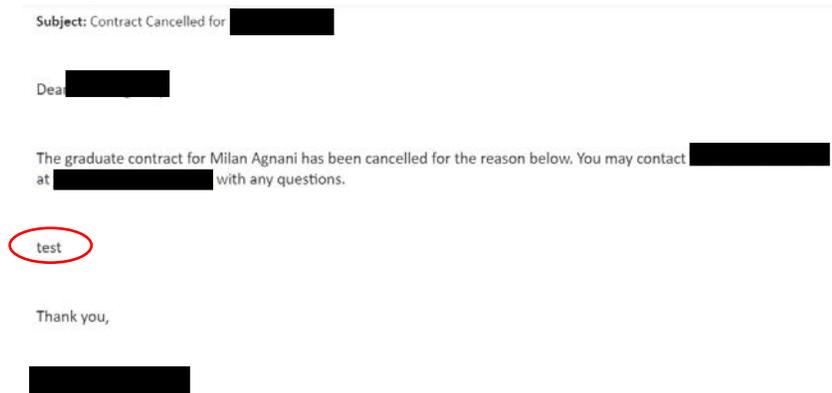
Note: Your contract will not be processed until this is corrected. Without your timely action, your pay check and tuition payment may be delayed. Contracts must be authorized and Employment/Registration requirements must be met by the following deadline for each contract term: Fall (September 1st), Spring (January 1st), Summer (May 1st)

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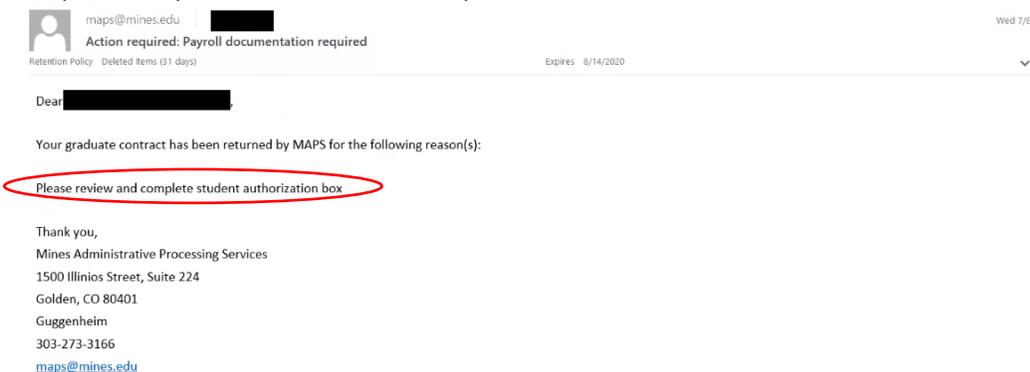
Completion, Incomplete, and Cancellation Notifications

The following notifications may be applicable to your graduate contract.

1. **Cancellation** – You and/or the appointing department may determine the need to cancel the contract. If your contract is cancelled, you will receive an email notification titled “Contract Cancelled for [Your Name]”



2. **Incomplete Contract** – A MAPS representative may require additional information from you for payroll purposes. If additional information is needed, you will receive an email notification titled “Action Required: Payroll Documentation Required”



3. **Payroll Complete** – Upon completion of payroll processing, you will receive an email notification titled “Payroll Setup Complete”



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4. *Payment Process* – Upon completion of payment distribution, you will receive an email notification titled “[RA/TA or Fellowship] Payment Processed”

Subject: (RA/TA/Fellowship) Payment Processed

Dear [REDACTED]

Your graduate contract tuition, fees, and health insurance (if applicable) payment has been processed for 202010, Spring 2020. **Please check your student account in Trailhead to ensure the funds you were expecting have posted.** Please note, tuition, fees, and health insurance payments are separate from living expense awards as well as from payroll.

If you still have an account balance, you are responsible for paying the difference by the due date. Any accounts with a balance after the due date will be assessed a monthly 1.5% late fee. If you received other funding sources and are expecting a refund, requesting the refund is easy but it requires two steps:

1. Enroll in eRefund (Trailhead > Self Service > Student > Student Records > My Account Page > Enroll in eRefund)
2. Request the refund (Trailhead > Self Service > Student > Student Records > Refund Request Form)

If you have any questions regarding your account, please feel free to contact us.

Thank you,

Office of the Bursar

Student Center E172

1200 16th St., Golden, CO 80401

303-273-3158 | bursar@mines.edu | www.mines.edu/bursar

5. *Living Expense Award Complete* – Upon completion of living expense disbursement, you will receive an email notification titled “Living Expense Award has been processed”

Subject: Living Expense Award has been processed

Dear [REDACTED]

Your graduate living expense award for the 202010, Spring 2020 term has been processed. Your [Trailhead](#) account will reflect this stipend by the next business day. Please check your student account at that time to ensure the funds you were expecting have posted correctly. The living expense award is separate from tuition, fees, and health insurance payments as well as from payroll. If your fellowship was also paying tuition/fees/insurance, this will be processed after census. Please contact the Bursar's office with questions.

If your account shows a negative balance (aka credit balance), that is the amount Mines owes to you. Getting a refund is easy but it requires two steps:

1. Enroll in eRefund (Trailhead > Self Service > Student > Student Records > My Account Page > Enroll in eRefund)
2. Request the refund (Trailhead > Self Service > Student > Student Records > Refund Request Form)

Thank you,

Financial Aid

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6. *Update to your Graduate Contract* – Your appointing department may need to modify details of your contract during the review process. If additional changes are made, you will receive an email notification titled “Update to your Graduate Contract”

Subject: Update to your Graduate Contract

Dear [REDACTED]

No action is required from you at this time.

A change to your graduate contract has been submitted. If any issues arise, you will be notified. Please contact [REDACTED] at [REDACTED] with any questions.

testing update notification

Follow this link to view the contract:

<https://onbasetestweb.mines.edu/APPNET/docpop/docpop.aspx?docid=69442&chksum=96625feb3fd0535e80fe3ea646741e55a6d268333ce78d48c1845f54d76c08ba>

Thank you,
