

GD-Graduate Contract Form

Student Details			
Student CWID* <input type="text"/>	Enter student's CWID and all other relevant information fields will populate	PIDM <input type="text"/>	Student Level <input type="text"/>
First Name <input type="text"/>		Existing Employee <input type="text"/>	Residency Status <input type="text"/>
Last Name <input type="text"/>		NBA Jobs <input type="text"/>	Eligible for Reduced Registration <input type="text"/>
Email Address <input type="text"/>		Background Check <input type="text"/>	International Visa Type <input type="text"/>
			Student Department <input type="text"/>
			Academic Standing <input type="text"/>
			Admit Term <input type="text"/>
			Credit Hours <input type="text"/>
			Advisor Last Name <input type="text"/>

General Contract Details	
For more information on the Graduate Contracts visit, https://www.mines.edu/graduate-studies/graduate-contracts/	
<input type="checkbox"/> Fellowship Contract	Select a term* 202380, Fall 2023
<input type="checkbox"/> Student Lecturer Contract	
<input type="checkbox"/> Hourly Contract	
<input checked="" type="checkbox"/> RA/TA/GTF Contract	
Some, but not all, graduate student employment opportunities require a criminal background check. Please review the policies linked below to determine legal applicability. Per the Colorado School of Mines Background Investigation Policy (https://www.mines.edu/policy-library/background-investigation-policy/) and our Protection of Minors policy (https://www.mines.edu/policy-library/protection-of-minors/), this contracted role:	
If you have questions regarding the background check requirement, please reach out to recruitment@mines.edu for assistance.	
<input type="radio"/> Does need to complete a background check prior to hire.	NEW: Please refer to link above for specific guidelines surrounding background checks or email recruitment@mines.edu for clarification
<input type="radio"/> Does not need to complete a background check prior to hire.	
Background Check Status <input type="text"/>	

RA/TA/GTF CONTRACT

Appointing Department RA/TA Begin Date* RA/TA End Date* **Note that these dates auto-fill from Banner and represent the new contract period (4.5 mo)**

Supervisor Information (Enter the Last name then hit tab to search)

Last Name** First Name* Email Address* Department*

Tuition Residency Status Eligible for Differential Tuition Award* Will all amounts stay the same for all pay periods?* Leave these values as is

Eligible for Reduced Registration Number of Pay Days* **NEW: Students are now paid monthly, and in order for them to be paid at the end of August, their first payment will be HALF of their regular monthly pay. See cost breakdown in sections below.**

Admit Term

Visa Type

Only choose "Yes" if the student is international in standing or a first year non-resident student

Amount to Charge Department

In this section, you should indicate the tuition amount that the department or PI will pay. For example, for an international student, this should be marked for Resident tuition since the differential is already accounted for in the above section. You may select Full or Reduced registration as appropriate. For students who qualify for Summer Research Fellowship, select "None/Manual Entry" in both sections.

<https://www.mines.edu/bursar/tuition/>

Residency* Resident Tuition Non-Resident Tuition None/Manual Entry

Registration* Reduced or Summer Full None/Manual Entry

Select according to the student's situation.

Institutional Min/Max Requirements

Credit Hours Registered Actual FTE for Appointment* FTE base for Stipend* Monthly Stipend*

For fall and spring with reduced registration, credit hours should be a minimum of "4".
For fall and spring without reduced registration credit hours should be a minimum of "9".
For summer credit hours should be a minimum of "4".

Make sure your student is registered or else their contract may be delayed in processing/pay

Value above needs to be <= Not a valid selection

NEW: A full RA/TA assignment is now always 0.5 FTE. Lower values may be selected for partial assignments e.g. 0.25

NEW: Mines standard stipend for 0.5 FTE is now \$32,000 annually (12k in Fall & Spring, 8k in Summer). This makes monthly payments \$2666.67. If your department offers a higher stipend, scale up accordingly

Stipend, Tuition, Insurance and Fees

Total Stipend Amount

0

Add an Driver Worktag

Pay Period

AMT/Pay Period

RA/TA/GTF*

Remainder to be allocated

Driver Worktag 1 *

NEW: Workday terminology for "index"

Populate column ▼

(MP 8) August 31 *1/2 pa

1333.38

*August is a HALF payment because their contract starts August 16. Enter the stipend values in manually to these boxes and the total stipend will calculate below.

0.00

(MP 9) September 30

2666.67

0.00

(MP 10) October 31

2666.67

0.00

(MP 11) November 30

2666.67

0.00

(MP 12) December 31

2666.67

0.00

% per Driver Worktag

NaN

Total Stipend per Driver Worktag

0.00

Tuition, Ins. & Fees

Amount

Paid by Driver Worktag

Populate column ▼

Pay Tuition? ▼

\$0.00

*Will populate depending on res vs. non-res tuition vs. RR tuition as usual

0.00

Pay Insurance? ▼

\$0.00

0.00

Pay Base & Additional F ▼

\$0.00

0.00

Base fees are \$0.00. If this is a first semester international student, add the following International fee amount: \$0.00.

% per Index

NaN

*Check if your student is officially waiving insurance through the SHIP office; choose "No" here if so.

*Base fees \$1,398 for 9-15 credits, \$677 for 3-5.5 credits, refer to link: <https://www.mines.edu/bursar/wp-content/uploads/sites/340/2022/04/Tuition-Schedule.pdf>

Total per Driver Worktag

0.00

Direct Cost to Dept

0.00

For students on the Summer Research Fellowship, 4 credits of tuition will be charged to OGS Driver Worktag 240020 based on the student's residency status.

Comments

Select box to continue with form submission*

Save contract as a draft