

Grad Hire PeopleSoft Application

Graduate Assistant Hire

GRADUATE ASST

Contract NEW

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Find | View All First 1 of 1 Last

*Student ID

Seq 0

Contr Typ

Contract Hrs Wkly Svc Hrs

Term

Grad/Law

19 Exp Dt

Loc

	Total Hrs	0.000	0.000	Program	Degree
Law	0.000	0.000	0.000		
UGrad	0.000	0.000	0.000		

Cancel Contract

Originator Ch

Status Date

Status

1. Enter CSUID
- Name and Address Appear

2. Enter Contract Type

3. Contract Hours

4. Service Hours

5. Enter Contract Term
- GRAD, LAW, UGrad information appears

6. Student Career

7. Save Often

Submit when Completed

GRADUATE ASST

- Grad Hire
- Grad Funding 1
- Grad Funding 2
- Grad Duties

Tuition/Stipend Amounts can be found Here

Contract NEW

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The screenshot shows a web form for entering contract details. It includes fields for Student ID, Fund Dept, Tuition Acct 1, Stipend 1, and Supervisor / PI ID. There are also calculation fields for Tuition and Stipend amounts based on percentages and total values. The form is annotated with 12 numbered callouts:

1. Select Fund Dept (points to the Fund Dept dropdown)
2. Select Tuition Account (points to the Tuition Acct 1 search field)
3. Enter percentage (points to the 0.00% X Total input)
4. Enter Tuition Amount (points to the 0.00 output)
5. Select Pay Tuition Type (points to the In State dropdown)
6. Select Fund Dept (points to the Fund Dept dropdown in the Stipend section)
7. Select Stipend Account (points to the Stipend 1 search field)
8. Enter percentage (points to the 0.00% X Total input for Stipend)
9. Enter Stipend Amount (points to the 0.00 output for Stipend)
10. Select Budget Approver (points to the Dept Budg Approvr search field)
11. Select Supervisor/PI (points to the Supervisor / PI ID search field)
12. Save Often (points to the Save button)

Contract NEW

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Find | View All First 1 of 1 Last

Student ID	Seq	0
Fund Dept <input type="text"/>		% X Total = Tui Acct 2
Tuition Acct 2 <input type="text"/>		
Fund Dept <input type="text"/>		% X Total = Stipend 2
Stipend 2 <input type="text"/>		
Dept Advisor <input type="text"/>		
Originator Ch	Status Date	Status

1. Select Fund Dept – If % > 0

2. Select Tuition Account – If % > 0

3. Select Fund Dept – if % > 0

4. Select Stipend Account - if % > 0

5. Select Dept Advisor – if % > 0

6. Save Often

Save | Notify | Add | Update/Display | Include History | Correct History

Contract NEW

[Procedures](#)

New All First 1 of 1 Last

1. Select Assignment Percentages

Student ID Seq 0

Assignment Percentages: Rsrch % Teach % Other %

Location Previous GA

Contract Start Dt End Dt

2. Select Location

3. Enter Duties

4. Change Dates if needed

5. Select if Prior GA

Duties

Originator Charles Newton Status Date Status

6. Save Often

Save Notify Add Update/Display Include History Correct History