



The Graduate Assistantship process is managed by the Office of Graduate Studies. Additional information (deadlines for completion, health insurance, required training, workload guidelines) may be found on their site (<https://grad.unm.edu/funding/assistantships.html>) or by contacting the Assistantships Team ([assistantships@unm.edu](mailto:assistantships@unm.edu)).

NOTE: The OGS Salary Guideline is superseded by SOMREO stipend requirements as noted in the student's Mentor Agreement. You can request a copy of the student's signed mentor agreement from the student or faculty mentor. If they do not have a copy of the mentor agreement, you can email [somreo@salud.unm.edu](mailto:somreo@salud.unm.edu) for a copy.

1. My.unm.edu
2. Log in with NetID and Password
3. Click "Enter LoboWeb"
4. Employee tab
5. Click "UNM Graduate Student Assistantship Contracts"
  - a. If first time contract for student in department:
    - i. Click "Generate New Graduate Student Assistantship Contract"
    - ii. Enter student's Banner ID number
    - iii. Fill in fields per the Field Information appendix
  - b. Else, extending contracts:
    - i. Click "View, Delete, Revise, or Terminate Graduate Student Assistantship Contract"
    - ii. Enter information to find the student, Banner ID number usually
    - iii. Fill in fields per the Field Information appendix
6. Once contract is complete, click submit for approval.
7. Ping the PI and the student to approve contracts. The contract will be automatically rejected if not approved in time.
8. It is helpful if the student sends a copy of the completed contract to both the Department and SOMREO ([somreo@salud.unm.edu](mailto:somreo@salud.unm.edu)) when contracts reach final approval since neither are notified. Students can obtain a PDF copy of their contract in the same location that they approved their contract:
  - My.unm.edu
  - LoboWeb – Student
  - Review Graduate Student Assistantships



## Appendix: Field Information

### **Assistantship Type ...**

Chair/PI/Dept Approver: usually the Department Chair rather than PI/Mentor

- If name is not listed, contact the Assistantships Team. If necessary to meet deadlines, the BSGP Director's information may be used.

Department Org Code:

- If your department has multiple org codes, check with your accounting team for the appropriate one to use.

Type of Assistantship: Research Assistant

### **Student Info ...**

- Active Positions: Watch for other job assignments on this page. Particularly for incoming students that are employees – they must have an end date prior to the start date of the new contract.
- I-9 Status/Has W-4: should be complete for continuing students but OGS will message students if there are issues.
- International students are allowed to work 50% appointment so do not usually run into any issues but if they need to work a higher FTE (e.g. adding a TA-ship), refer them to the Global Education Office (GEO) for assistance.

### **Requirements ...**

Not usually anything to watch for or fill our here.

Grade Point Waiver: if your student has been placed on probation by OGS for a GPA issue, the waiver must be requested here in addition to filing a petition.

### **Accounting ...**

Position: GM1139 - \*Graduate Student Monthly, Biomedical Rsrch Edu Prog (996A)

Supervisor: UNM ID # of the mentor.

Rate /Month:

- Pre-Comprehensive Exam: \$2083.33/mo (\$25000 annual salary divided by 12 months)
- Post-Comprehensive Exam: \$2208.33/mo (\$26500 annual salary divided by 12 months)

Appointment %: 50

Override 20 hrs./week maximum: <leave blank>

Begin Date:

- 1<sup>st</sup> year BSGP contracts end on 05/31 so new-to-your-lab contracts should start on 06/01.
- Otherwise, the actual start date of contract.

End Date:



- Contracts are normally written for an academic year so should end on 05/31. If another end date is needed (e.g graduation July or December), enter that instead. It should always be the last day of the month.

Job Duties: Enter information per department guidelines or the following generic BSGP description:  
Performing lab/researcher duties as part of the PhD-BIOM program curriculum. Tasks may include data analysis, presentations, equipment maintenance, research, designing and performance of experiments, mentoring junior students, and other tasks as assigned.

**NOTE: Confirm all index codes for labor and tuition with budget representative before completing.**

Job Labor Distribution:

Index: confirm with budget representative

Percent: 100

- o On occasion, funding may be split between indexes. In these instances, the budget representative should provide guidance on percentage to charge each index.
- o Stipend Total for a full year should reflect the full student stipend (\$25k for pre-comp, \$26.5k for post-comp)

Tuition - Funding Source:

Index: confirm with budget representative

Dissert Only: <leave blank>

- If checked, dissertation hours are the only tuition that will be covered. This may be the case for post-comp students in mentor labs.

Credit Hrs:

- Required: Must cover enough for at least half-time status, 3 for Summer, 6 for Fall and Spring.
- Recommended: 6 for Summer and 9 for Fall and Spring.

Differential: <leave blank>

- If an HSC, BIOM, Graduate, or other differential is approved that will impact BIOM graduate students, it will need to be included here.

GPSA/Course Fees:

- Recommend that all student fees be covered by the mentor which include the following as of 2020:

GPSA Fee: \$25

HSC Library: \$130

HSC Student Council: \$1

IT Technology Fee: \$50 each fall and spring, \$10 summer

Total: \$206 fall and spring, \$10 summer

Term: select

A line must be entered for each term covered by the contract:

Summer: June – July

Fall: August – December

Spring: January - May



**Justification:**

This field is not normally required but if explanation is needed for a late or unusual submission, include it here.

NOTE: If your student is in the MD/PhD program, please include the following: Registration for MD/PhD students may be in the \*0 and/or \*6 terms.