



GA Contract System: Student

ACCESS

1. Access the GA Contract link from the **GA Contract Email** OR go to URL: <https://appsrv.pace.edu/hr/ipn/GAContract/>

ENSURING BROWSER COMPATIBILITY

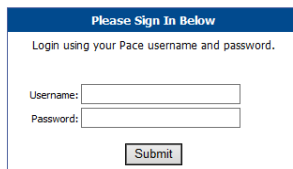


2. Click **COMPATIBILITY FAQs** to ensure browser settings are compatible

**Note the preferred browsers are Mozilla Firefox and Internet Explorer.*

LOGIN

3. **Login** to the GA Contract System:



REVIEWING THE CONTRACT

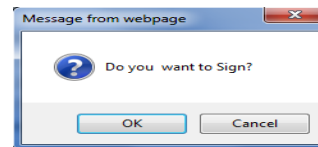
Student Info					
All Cases					
Pace ID	Student Name	Department	Semester	Hiring Manager	Status
U01340288	Prajakta Tandell	Financial Information System- FIS	Summer 2 2017	Shuana Thompson	Student needs to review and sign contract.

4. Click on your **Name** to open the contract
5. **Review** the Contract Details

Student Details	
Student UFID#	U01340288
Student Name	Prajakta Tandell
Student Email	PT51662N@PACE.EDU
Assistant Number	XFAD40
Department	XFAD40 - Financial Information System- FIS
Assistant Number	GFAD40
Academic Year	2016
Semester	Summer 2 2017
Category	Valhalla (For HR use only)
Accountability Type	Full
Agreement Type	New
Total Work Hours	120 hours
Hours per week	20 hours
Stipend Amount	\$1320.00
Minimum GPA Requirement	3.00
Contract Start Date	Jul 12, 2017
Contract End Date	Aug 19, 2017
Start Date	Jun 15, 2017
Hiring Manager	Shuana Thompson
Hiring Manager Email	STHOMPSON@PACE.EDU
Credits	6
Effective Date	Apr 28, 2017 1:04:02 PM
Last Modified On	Apr 28, 2017 1:04:02 PM
Last Modified By	Shuana Thompson
Current Status	Student needs to review and sign contract.
Student's comments	
Action to Perform:	<input type="radio"/> Select to sign Contract with today's date and your full name. <input type="radio"/> Cancel the contract <input type="radio"/> View/Print Details above as PDF <input type="radio"/> Return to previous page <input type="button" value="Continue"/>

SIGNING THE CONTRACT

6. From **Action to Perform** section > Click **Select to sign Contract** with today's date and your full name
7. Click **Continue**



8. Click **OK**
9. **Review** each section for Accuracy

New York White Plains Pleasantville
PACE UNIVERSITY GRADUATE ASSISTANTSHIP AGREEMENT
 Please Check: New Agreement Revised Agreement Continuing Agreement

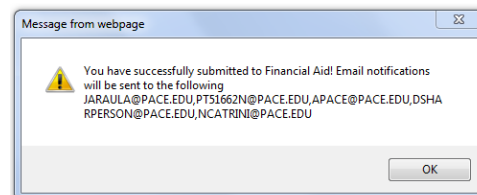
I, Prajakta Tandell (Recipient, Student ID Number: U01340288)
 Herby accept the appointment as a Graduate Assistant in the Financial Information System Department on the Valhalla campus.

This assistantship is offered under the following terms and conditions:
 1. The agreement is effective for the academic period from 07/12/2017 to Aug 19, 2017.
 2. The recipient agrees, during the effective period of this agreement to:
 a) Perform 20 hours of service per week and 120 hours per semester as assigned by Shuana Thompson
 b) Enroll for 6 Credits per semester.
 c) Maintain a 3.00 cumulative average.
 d) Check website/campus for the Date prior to receiving any other appointment
 e) File for TAP if enrolled in 12 or more credits per semester and if a New York State resident. The tuition remission covers tuition charges only less any TAP award.
 3. Pace, for the effective period of the agreement, agrees to:
 a) Pay the recipient \$ 1320 in semi-monthly installments for all services rendered herein.
 b) Grant tuition remission as follows:
 Spring # Credits _____ Summer I # Credits _____
 Spring # Credits _____ Summer II # Credits _____
 Note: The total amount of tuition remission combined with other tuition specific aid may not exceed tuition charges. XFAD40 Department Financial Information System- FIS
 4. Amount to be charged: XFAD40 Department Financial Information System- FIS
 5. Pace, notwithstanding anything to the contrary herein set forth, may terminate this agreement upon the failure of the recipient to abide by the terms conditions herein or for any other reason which Pace, in its sole discretion, may deem necessary or advisable. In the event of such termination, an appropriate adjustment shall be made for all monies which may be due and owing as of said date.
 6. Recipient of assistantships must have clearance from the office of Human Resources prior to the start of work. A valid United States Social Security card and a United States Citizenship, resident or Visa status permitting employment must be presented to Human Resources before work commences and tuition benefits are applied to the student account.
 7. Tuition remission cannot be carried over to a semester other than the semester for which it was granted.
 Shuana Thompson Apr 28, 2017
 Department Signature Date
 Prajakta Tandell May 1, 2017
 Assistantship Recipient Signature Date
 Financial Aid Office Use Only
 Processed by _____ Date _____

10. Enter your name > **Assistantship Recipient Signature**
11. **Select Today's Date**

 Assistantship Recipient Signature Date
 Financial Aid Office Use Only
 Processed by _____ Date _____

12. Click **Submit to Financial Aid**



13. Click **OK** to complete the GA Contract Signing process.
14. Check your Email to verify the change of status to **Financial Aid to process.**