



GRADUATE ASSISTANTSHIP CONTRACT SYSTEM INITIATOR/DEPARTMENT APPROVER

1: ACCESS

- Access the GA Contract link from **MyPace Portal Staff tab** -> **Employee Self-Service** OR URL click <https://appsrv.pace.edu/hr/ipn/GAContract/>

*****IE Browser Recommended*****

Important Compatibility Steps Before Login

Please Sign In Below

Login using your Pace username and password.

Username:

Password:

- *Recommended Browser: Internet Explorer
- *Please refer to the '**Important Compatibility Steps Before Login**'

2: INITIATING THE CONTRACT

- From the **Home** tab, search for the student by their Pace email account or UID #

GRADUATE ASSISTANTSHIP INVITATION FORM

Student, Department Approver and Budget Approver Information:

Please Enter Student's Pace Email:

or UID:

Are you the initiator and approver of this contract? Yes No

Do you need a Budget Approver? Yes No

3. IDENTIFYING YOUR ROLE

- If you are the **INITIATOR and APPROVER**, Select **Yes**

Please Enter Student's Pace Email:

or UID:

Are you the initiator and approver of this contract? Yes No

Do you need a Budget Approver? Yes No

- If you are the **INITIATOR and NOT the APPROVER**, Select **No**

Enter **Department Approver's Email Address**

Please Enter Student's Pace Email:

or UID:

Are you the initiator and approver of this contract? Yes No

Enter Department Approver's email address:

Do you need a Budget Approver? Yes No

4. BUDGET APPROVER

- If you need a **BUDGET APPROVER**, Select **Yes**
Enter **Budget Approver's Email Address**

Please Enter Student's Pace Email:

or UID:

Are you the initiator and approver of this contract? Yes No

Enter Department Approver's email address:

Do you need a Budget Approver? Yes No

Enter Budget Approver's email address:

- If you don't need a **BUDGET APPROVER**, Select **No**

Please Enter Student's Pace Email:

or UID:

Are you the initiator and approver of this contract? Yes No

Enter Department Approver's email address:

Do you need a Budget Approver? Yes No

- Click **Search** to proceed initiation of contract

4. GA CONTRACT FORM

GRADUATE ASSISTANTSHIP INVITATION FORM

Student Information:			
Pace Email:	UID:	First Name:	Last Name:
PTS1662N@PACE.EDU	U01340288	Prajakta	Tandel
Department Approver Information:			
Pace Email:	UID:	First Name:	Last Name:
PFIGUEROA@PACE.EDU	U00001546	Pedro	Figueria
Budget Approver Information:			
Pace Email:	UID:	First Name:	Last Name:
STHOMPSON@PACE.EDU	U00002840	Shuana	Thompson

Department: XHR004 (HR Information Systems)

Position Number: GHR004

Fall 2017

Full

New York City

New Continuing Revised

3.0

Range of: 6 to: (optional) 12

09/06/2017

Please separate Email Addresses by commas.
dtaylor3@pace.edu

- Review and complete all fields and Click **Send Invitation** to initiate workflow process
- A confirmation message will display once successfully submitted

You have successfully sent the invite to student! Email notifications will be sent to the following PFIGUEROA@PACE.EDU,KD38430N@PACE.EDU

- A **Email notification** is sent to the GA to review and sign the application
- Click **Search GA Contract** to view status of application