

GD-Graduate Contract Form

Student Details

Student CWID *

Enter student's CWID, hit tab, and all other relevant information will populate

First Name

Last Name

Email Address

PIDM

Existing Employee

NBA Jobs

Background Check

Student Level

Residency Status

Eligible for Reduced Registration

International Visa Type

Student Department

Academic Standing

Admit Term

Credit Hours

Advisor Last Name

General Contract Details

For more information on the Graduate Contracts visit, <https://www.mines.edu/graduate-studies/graduate-contracts/>

Fellowship Contract

Student Lecturer Contract

Hourly Contract

RA/TA/GTF Contract

Select a term *

202480, Fall 2024

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.

- *
 Does need to complete a background check prior to hire.
 Does not need to complete a background check prior to hire.

Please refer to link above for specific guidelines regarding background checks and email recruitment@mines.edu for clarification

Background Check Status

HOURLY CONTRACT

Appointing Department *

Hourly Contract Begin Date *

Hourly Contract End Date *

Note that these dates will autopopulate for the semester but can be modified if needed

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

Last Name **

First Name *

Email Address *

Department *

Hourly Pay Rate *

Please fill out Department, Supervisor last name, and pay information

Total Work Hours Expected (per week) *

Estimated Contract Pay *

Hourly Funding Sources

Add

Driver Worktag

Revenue-Spend Category

% Allocation

Remove

Please indicate how much of the pay should be allocated from each relevant Worktag, totalling up to 100%

Total % Allocation

Webtime Approver (Enter the Last name then hit tab to search)

Last Name **

First Name

CWID

Position Number

Comments/Conditions

Select box to continue with form submission *

Save contract as a draft