When your assistantship Terms and Conditions contract is ready for you to sign, you will receive an automated email from <u>GRAD-ASSISTANTSHIPS@ncsu.edu</u>. The email will include a hyperlink at the bottom of the email. Click on this link and it will take you to the page below. You may have to sign into MyPack Portal if you have not done so already. Please use Chrome, not Firefox, IE or Safari to view your contract.

Rehire Graduate o «	Rehire a Graduate Assistant for
Activity Guide C Ov Legend	Student - Sign Terms & Conditions Contract
Task Progress 5 7 0 Dept. HR Admin - Job Details 0 Department Funding 0 Department Required	Transaction ID: Student/Empl ID: Rod #: 0 Name:
College Funding Supervisor - Sign Terms & Conditions Contract Student - Sign Terms & Conditions Contract Final HR Approver	Please review the T&C contract before approving/denying it. Override Edits Comments for Reviewers / Approvers
	Approve and Sign Pushback

2. If your pop-up blocker is on, you will see a red "x" to the right of the web navigation bar. Click on the red "x", then click on the radio button next to, "Always allow", and finally click the link to open up the window as shown in step 1.



3. From the page shown in Step 1, click View Contract and your contract will pop open in a new window.

New Graduate Assistantship for	https://hc91pre.acs.ncsu.edu/pso/HC91PRE_3/view/FILEDB_XMLP/033724c2-ff8-11e4-bdf9-o4d50dd2560w/tmpdb/NC_JAR_TC.pdf
Student - Sign Terms & Conditions Contract Student - Sign Terms & Conditions Contract	Terms and Conditions for Appointment
Transaction ID: Student/Empl ID: Name:	A Graduate Research Assistantship in the Department of Ofc Research, Innov & E who has been admitted to the Graduate School at NC State University as a studen definition of graduate assistantships, see the Graduate Administrative Handbook (http://www.ncsu.edu/grad/handbook), Chapter 4, Section 4.2. This appointment is federal laws, as well as the policies, regulations and rules of the Board of Governor Camling and North Carnling State University as written and as may be amended for

4. If you agree with the terms of the appointment, close the contract and click "Approve and Sign" on the original page.

Rehire a Graduate Assistant for	
Student - Sign Terms & Conditions Contract	
Transaction ID: Student/Empl ID: Rod #: 0 Name:	
View Contract	
Please review the T&C contract before approving/denying it.	
Comments for Reviewers / Approvers	
	1
Approve and Sign Pushback	

- 5. If you decline this offer, you must state why in "Comments for Reviewers" and then click the "Pushback" button
- 6. This does <u>NOT</u> mean that your assistantship has loaded into the HR Payroll system for processing as there are other necessary approvals prior to processing your transaction. You will receive a final confirmation email once your assistantship has loaded for payroll processing.