

GA Contract Form Step-By-Step: Change

Introduction

These instructions provide step-by-step details for utilizing the Graduate Assistantship contract in Kualu Build to **change** a current GA's position. Before changing a GA's position, make sure that the position you want to change has been fully processed. You can verify this by reviewing the status of your previous submissions in [Kualu Build](#). You would also want to make sure you know the details of the student's current position before you start to request a change.

Just like the current Human Resources "Job Change Request Form", the GA Contract Change form cannot be used to terminate a student from their position early or extend a student's contract. If you need to change the student's termination date, you will answer "Termination" to the "Type of Submission" question at the beginning of the form. If you would like to hire a current GA for another term, you would answer "New Hire or Re-Hire" to the "Type of Submission" question.

Type of Submission

These instructions are for the "Change" submission type.

Basic Information* (if you are changing something that will affect the student's stipend, this section will be viewed by the student)

Effective Date

This is the date you want the change to take effect.

Student 800#

For more information on this field, hover over the help feature in the form.

Hiring Unit

It is usually necessary to type in the name and then select it from the list rather than clicking the drop-down arrow. If you feel that your department name is not on the list, please contact the Graduate School.

Change

Which details of the student's current GA position would you like to change (select all that apply)?

Select all the answers that apply to the types of changes you need to make.

Original and New Values

Enter the original values and new values for each field in the form. You may want to access your previous Kualu Build submission to see what the original values are.

Please type a brief summary of the changes you are intending with this form. * (the student will view and acknowledge this if the change you are making affects their semi-monthly stipend)

The Graduate School will compare what you answer here to the changes marked on the form to make sure the changes are clear. You will be contacted if there is a question or discrepancy.

What is the end date for the change?

The changes you indicate in the form will automatically be applied to the end of the student's contract **unless** you put a date earlier than that in this question. For example, if you indicate the end date for the change is 12/15/21 and the student's original contract ends 5/15/22, their position will revert to what it was originally on 12/16/21.

Original Funding Details

Please add the budget purpose numbers you included in the original submission to this section. It will be helpful to look up the details of the original contract before creating the form so you have the info ready to add to this section.

New Funding Details

Provide the updated budget purpose numbers and funding details in this section. If you are not changing the funding, you would duplicate what you entered into the Original Funding Details section.

Routing

Please make sure that your routing includes everyone represented in the original form. If you have changed the funding and added a budget purpose number that has another fiscal officer, make sure to add that person in the routing.

General Kualu Build Tips

- **Saving PDF Copies**

If you choose to receive a notification when the form you submit is fully processed, the notification will include a PDF of the completed form.

However, this PDF will include a copy of ALL sections of the form, even sections that do not apply to the submitter. If you would like a more concise version, please save a PDF of your own before you hit the “submit” button on the form.

Instructions for printing to PDF could vary depending on what browser you use, however, for the options you chose on the form to be included in your PDF, make sure the “background graphic” option is checked in the settings of your printer.

- **Viewing the Status of Your Submission**

You can see the status of all forms you have submitted through Kuali Build by [logging in](#) and clicking “My Documents” at the top of the main page. Within the “Submitted” section of My Documents, you can click on a form that has a status of in progress and view more info on the form routing.

- **Duplicating a Submission**

If you are submitting a contract that is similar to a previous submission, you can duplicate the original submission, edit it, and submit. To do this, from the Submitted section of My Documents. click the three dots to the right of the submission you want to duplicate and click “duplicate and edit”.