eGA Basics – Create an Assistantship

1. Have the following information handy: fund number, stipend, hours, and dates of contract, supervisor name, and responsibilities/job duties.
2. Go to https://ega.uncc.edu/ and enter your NinerNet Credentials. If you are off campus please use your VPN connection.
3. From the eGA Home page, select ‘Create Assistantship’ located in the navigation menu on the left-hand side of screen:

4. Use the ‘Search for Student’ at the bottom of page to search by 800# or name:
5. Find the student’s name from the menu, select the radio button and click ‘**Proceed with Selected Person**’:

6. The current student status information will be listed at the top of this screen. (i.e. Registration term, GPA and I-9 status.) Please **verify** the student is registered, has at least a 3.0 GPA and has completed the I-9 paperwork through **Human Resources**:
7. A list of current and future assistantships will be listed in the middle section. Make sure the Assistantship being entered will not make the total hours more than 20 hrs/wk unless this is for summer employment:

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
<th>Department</th>
<th>Hours</th>
<th>Start - End</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA2</td>
<td>HR Approved</td>
<td>Bioinformatics</td>
<td>20</td>
<td>01/03/2017 - 05/31/2017</td>
</tr>
</tbody>
</table>

8. Enter new assistantship information in the middle of the screen:
9. For grant-funded RA’s, follow the link to the Student Educational Award form to pay tuition from the grant, and choose an option from the drop-down menu below:
10. To nominate a new student for GASP, Master’s Merit or Graduate School Grant awards, choose one from the drop-down menu:

11. Submit for Approval to launch the eGA, and add any additional approvers on the next screen. Press “Complete” to finish.