



Purpose of Training

- Review Summer Session Appointment Policies and changes
- Review TEMPS Appointments
- Review Summer Session PERMS entering
- Graduate Teaching & Research Assistantships

Reminder: No summer salary formula

- Please follow the guidelines set in the faculty manual Page 63. "Summer Salary payment for summer employment will be at an agreed figure, which in no case may exceed a monthly rate of one-ninth of the previous academic year salary, limited to two months salary or 22%"

Summer Session Documents

- www.summeradmin.wsu.edu/perms

Policy Highlights

- Appointments **ALWAYS** begin on Monday and end on Friday.
- Appointment dates and course dates must be the same.
- **Holidays that fall on Monday**
(Appointments begin on Monday and end on Friday)
 - Memorial Day Holiday (May 29, Monday)
 - Fourth of July Holiday (July 4, Tuesday)
 - Appointment begins on Monday and ends on Friday
- Courses that do not meet five days a week, i.e., TuTh, MTuWTh, MW
(Appointments begin on Monday and end on Friday)

Policy Highlights

- **Visiting Faculty**
 - Temporary faculty from another institution of higher education. Use Job Class Code 0206.
- All graduate students that are not going to be on a SSW waiver, but teaching or helping with a summer course **must be appointed using the following TEMPS positions:**
 - 125161 - Graduate students helping in a lab and/or grading for a summer Pullman or Global/Online course
 - 125162 - Graduate student who has full responsibility for teaching a summer Pullman or Global Campus course.

Policy Highlights

End of Spring Term Overlapping Appointments

- 1. Typical overlap between spring and summer appointments are just fine
- 2. Early 6-week overlaps with 9.5-month, 10-month, 11-month, or 12-month appointments, extra steps need to be taken.
 - PERMS will let you enter appointments for this overlap, but exception to policy will need to be sent to the Provost Office

Policy Highlights

Faculty Time Card Appointments

- Summer Session **Job Class 0312 only.**
- Please include the same information as a PERMS appointment.
- Letter of justification needs to be written to the Provost. Send the justification memo to the Director of Extended Academic Sessions, Ben Perkins at mail code 1035.

Policy Highlights

Time Card Appointments

Required Information in TEMPS

- Course Prefix, Number, Section
 - Example History 105.P01 or G01 (for global)
- Course Dates
 - Example: 6/5-7/28
- Total amount you plan to pay for this appointment.
- I still need this information and it needs to match what the person will actually be paid.

Policy Highlights
Part-Time Temporary Faculty

- Instructors are part-time temporary faculty, Job Class Code 0215. **This now includes Pullman & Global Campus summer appointments.**
- Graduate students who graduate in May are part-time temporary faculty, Job Class Code 0215.

No Summer Session salary formula

All Salaries are now negotiated

- Appt %: Will still need to be used on the PERMS calculator as well as the Percent of effort.
- Total % Effort Link:
 - www.summeradmin.wsu.edu
- Appt %:
 - www.summeradmin.wsu.edu

- Example: 3 credits taught in 6 weeks, Appt % = 66.7

YELLOW TRIANGLE FLAG

- Review required.
 - Examples: Mass salary increase or "B" line
- Summer "B" line runs early May.
- Summer "B" line will trigger Yellow Triangle.

PERMS Benefit Line

- Summer Session and summer appointments hanging out in PERMS, will generate an email stating that a “review” of the appointment is required.
- Go to PERMS action (**add/change/route**).
- Click ‘**Change**’ button.
- Review for possible changes, if none,
- Click **CONTINUE**. Review icon will disappear, the appointment will be “Ready for HEPPS” or whatever status the action is currently set to.
- **DO NOT REROUTE** the PERMS appointment unless you made a change to it.

PERMS Action Codes

- **New Appointment 25:** Use this code for adding Summer Session appointments.
- **DO NOT** use “Renewal” or “Reappointment.”

PERMS Action Codes (cont)

- Using an improper code will incorrectly route the PERMS appointment and HRS will have to manually change the action code in PERMS.
- If you are unsure of which action code to use, please call HRS at 335-4521.

Summer PERMS screen shot

VERRELL, PAUL ADAM
 WSU ID: [REDACTED] SSN: [REDACTED] Home Dept: 8434 SCHOOL OF BIOLOGICAL SCIENCES
 Citizenship: M Immigration Status: M Work Auth Expires: 09/09/93 I-9 Status: I-9 form on file
 Initial Hire: 01/01/1993 Continuous Service: 01/01/1993

PENDING 6/6/2015

Prmy Type	Perm/Temp	Full Part	Home Dept	Wk Leen	Status	Reason
Faculty	Permanent	Full-Time	8434	PUL	Active	Active Employee

Posn Job Class Begin End FT Rate Appt % Pay Rate Tm Lvl ApptType AptDept ApptStat PBU Tm

Posn	Job Class	Begin Date	End Date	ApptDept	Work Period	Pay Basis	Teach/Res (Res)
78100	8215	06/06/2015					

Appointment Add Action Code: New Appointment (25) Teach/Res (Res): Y N

Appt Type	Appt Term	Appt Status	Bargaining Unit	Probation End Date	PID Mo
Summer Session	3.000	Temporary			0

Range	Step	Appt %	Sal Var	FT Rate	Differential	Pay Rate
		No		0.00	0.00	0.00

Leave Ind: Leave Reason Cd Leave Rsn Leave Rsn

Not on Leave

Conditions: This Ctrl box to select multiple, appears to Conditions box when "Ctrl" pressed
 Template: All Temporary - all actions

Summer Calculator

WASHINGTON STATE UNIVERSITY PERMS PB1

Calculate Summer Session Salary Worksheet

Negotiated Salary: Can't change this field

Say Yes to Negotiated Salary →

Academic Salary	Constant	Credits	Total SS Salary
0000.00	1.429011	6.7	02011.01
Total SS Salary	Total Effort for Period	Appt %	Fulltime Monthly Salary

Still need to use appt% chart for calculating full-time monthly

Call FT Mts Salary Cancel Back Return Salary

Conditions

The information you enter in the Conditions box is not saved in PERMS OR HEPPS. Summer Session receives this information in a download.

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PB1

Perkins, Ben, 3/20/2015

Washington State University

Teaching Assistant and Research Assistant Appointments

Summer Assistantships Waiver Information

- The Graduate School does not provide any tuition waivers for summer assistantships
- There is no Non-Resident tuition during Summer Session. Please do not select the NR waiver option
- There is no Half-waivers for summer session assistantship appointments
- Waiver Options:
 - **SSW:** Summer Session Waiver: to be used for Summer Teaching appointments only, Job Class 9970 – Valued at **\$1,443**
 - **QTR:** Qualified Tuition Reduction: to be used for those appointed to Research Assistantships and Staff Assistantships – Valued at **\$1,443**

Teaching Assistantship – Title 9970

- Student must:
 - Be appointed for at least 4 weeks
 - Be enrolled for 3 credits during one of the Summer Session blocks
 - Be appointed to an FTE \geq 50% (20hrs per week or more)
 - Must have held an assistantship appointment during spring 2016 or qualified for assistantship appointment, but no funding was available
 - Be compensated at the same salary range as they were during the academic year
- Only one tuition waiver is awarded per student on TA

Research Assistantships - Title Code 9971
Staff Assistantships - Title Code 9972

- Student must:
 - Be appointed for at least 4 weeks
 - Be enrolled for 3 credits during one of the Summer Session blocks
 - Be appointed to an FTE \geq 50% (20hrs per week or more)
- **Override Account MUST be entered in the PERMS "QTR Ovr Acct" field for any appointments funded on state funds (001-01)**
- Example of how account should be entered into PERMS: (1450212G29400076)

Summer Tuition and Fees

- Graduate Tuition: \$509 per credit (includes \$28 S&A fee per credit= \$84)
- Waiver valued at: \$1,443


Type	Period	Amount
H&W Fee	Any	\$64.00
S&A Fee	Any	\$84.00
Compton Union Building	3 wks/less	\$24.00
Compton Union Building	4 or 5 wks	\$48.00
Compton Union Building	6wks/more	\$72.00
Student Recreation Center	3wks/less	\$30.25
Student Recreation Center	4 or 5 wks	\$61.25
Student Recreation Center	6wks/more	\$91.00
New Student Pro-Rated Insurance/ Starting May 8th	Session 1	\$426.00
New Student Pro-Rated Insurance/ Starting June 5th	Session 2	\$284.00
New Student Pro-Rated Insurance/ Starting July 19th	Session 3	\$142.00

Summer Graduate Student Titles

Title	Title Code
Graduate Teaching Assistantship	9970
Graduate Research Assistantship	9971
Graduate Staff Assistant	9972
Graduate Project Assistant	9904

Summer Session Time-Slip Positions

Title	Position #
Professional Worker I	125161
Professional Worker II	125162



Last, But Very Important

- Cancel appointment if the course is cancelled.
- Cancel appointment if instructor, faculty, or TA unable to teach.
