

WASHINGTON STATE UNIVERSITY

## WSU Assistantship & Fellowship Training

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Updated November 2017

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### Objectives

**Assistantships:**

- Eligibility Requirements
- Waivers
- Tuition and Fees
- PERMS
- Payroll Deduction

**Sponsored Students/Fellowships:**

- Eligibility Requirements
- Graduate Sponsored Student Support Memo
- China Scholars
- myWSU
- **Deadlines**

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### Assistantship Eligibility Requirements

- **Academic Year Processing Memo**  
*GS website → Faculty & Staff → Finances*
- Graduate Student Status
- Admitted to Pullman or branch campus
- RCR training / ITA exam
- **Full Time Enrollment (10-18cr)** for the entire semester
- 3.0 Cumulative GPA
- Must Reside in the state of WA- verified by looking at the mailing address in myWSU

**Assistantship dates:** 8/16-12/31 or 8/16-5/15 or 1/1-5/15

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**Waivers**

- Waivers are based on **position funding**
  - EAA or PA submitted after PERMS is approved may affect waiver. Please contact the GS before submitted your forms
  - If DEPPS does not contain updated funding information please include the account information in PERMS conditions
- Appointment must be for the entire semester
- FTE at least 25% to 50%
- Student must be enrolled fulltime for the entire semester
  - **Check student enrollment before submitting PERMS action or support memo**

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**Waiver Types**

- **Operating Fee Waiver (OFW) \$5,445.00**
  - Position must be funded on: State or F&A funded (001-01, 148-02,148-05)
- **All But Dissertation Waiver (ABD) \$5,445.00**
  - Student must meet all assistantship eligibility requirements – must enroll full time for the entire semester
  - Must be funded on competitive extramural grants
  - Submitted thru the GRM system
  - **ABD application needs to be submitted PRIOR to 8/16 or 1/1** – GS review begins 8/1 for fall semester and 12/1 for spring semester

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**Waiver Types continued**

- **Non-Resident Waiver (NR) \$6,716.00**
  - Guarantee for 1 year for domestic students
  - International students get the NR waiver as long as they have an assistantship
  - Domestic student must submit a **WA residency application**
    - Takes 1 year
    - Please inform your students of residency requirements
- **Qualified Tuition Reduction (QTR) \$5,445.00**
  - Position funded by anything other than state or F&A funds
  - QTR is a fringe benefit of employment
  - TNA & BNA grants: use job class 9904 or enter QTR Ovr Acct in waiver section of PERMS

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**Slide 8**

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**WRI1** Whitcomb, Rita I, 6/8/2015

**Sponsored/Fellowship**

- Students who receive support from department, grants/fellowships, home country – typically not on assistantship
  - If the student does hold an assistantship – mandatory fees and partial tuition can be guaranteed
- May have some GS commitment associated with their funding – please reference the commitment number in the comments of the sponsored student support memo
- Ph.D Fellowship Tuition Support Program
  - Supplement the fellowship COE allowance

[Submit Graduate Support Memos via myWSU](#)

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**Sponsored Students**

- Know your students AND your GS agreements
  - Waivers – [Departments MUST submit support memo](#)
  - Fully funded positions
- China Sponsored Students – CSC
  - Receive in and out of state waivers- [Departments MUST submit support memo](#)
  - Department must provide \$5000/yr of support
    - Assistantship
    - Time-Slip appointment
    - Scholarship (requires no work from student)
    - Pay mandatory tuition and insurance (requires no work from student)
- Fulbright – In/out of state waivers: waivers requested by IP
- CONACYT- sponsored by home country, COE may differ from student to student
- JCATI agreement – in state waivers [Departments MUST submit support memo](#)

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**Departmental Requirements**

- Offer Letters – Please use our templates
- ABD applications – due prior to [8/16](#) and [1/1](#)
- Verify waivers & position funding are correct
  - PERMS – look at the official PERMS form emailed to the originator
  - Payroll reconciling
  - Budget Reconciling- look at obj07QT
- Student Evaluation & Certification of Effort
- Exception to Policy:
  - Begin date not 8/16 or 1/1
  - Additional work beyond the assistantship
  - GPA less than 3.0
  - Waiver changes after 1/31/17

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**myWSU.edu**

- Request access:
  - View Customer Accounts or
  - Campus Community or
  - CS Reporting → Query Viewer (**ASSISTANTSHIP reports**)
    - GS\_PERMS\_WVRS\_W\_RESEIDENCY: All graduate students that are enrolled for a specific term
    - GS\_PERMS\_WVRS\_W\_RESIDENCY\_ID: Brings back a single graduate student
    - GS\_PERMS\_WVRS\_W\_RESIDENCY\_ID\_M: Brings back multiple graduate students
    - GRAD\_SF\_STDNT\_BALANCES: allows you to see your students outstanding balance

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**Deadlines**

- 12/1/17:** GS will begin review and approval of PERMS and Sponsored Graduate Student Support memos
  - STUDENTS MUST BE ENROLLED 10-18 CREDITS- do not look at PERMS action if not enrolled in atleast 10**
- 11/28/17:** myWSU will calculate tuition
- 1/2/18:** FinAid will begin disbursement
- 1/1/18:** GS will work with SA to begin waiver posting
  - GS will not review PERMS between 12/25/17-1/1/18
  - Have your PERMS ready for approval and student enrolled by 12/1/2017
- 01/05/2018:** PERMS rolls into DEPPS (night)
- 01/08/2018:** 1<sup>st</sup> day of classes
- 01/22/2018:** 1<sup>st</sup> Late Fee

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**Departments Should contact?**

- The Graduate School
  - If waivers have not posted after the 3<sup>rd</sup> week of class and **ONLY** after you have checked
    - PERMS
    - Students' enrollment
    - Students' account in myWSU
  - If the incorrect waiver has posted – contact Rita Whitcomb, ASAP
    - Rita Whitcomb – GS
    - Vanessa Hatch– Payroll Services
- Questions regarding the status of your Sponsored Graduate Student Support Memo
  - You can view the location of our memo on mywsu.edu

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# QUESTIONS

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**This has been a  
WSU Training  
Videoconference**

**If you attended this live training session  
and wish to have your attendance  
documented in your training history,  
please notify Human Resource Services  
within 24 hours of today's date:**

**[hrstraining@wsu.edu](mailto:hrstraining@wsu.edu)**

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