WSU Assistantship & Fellowship Training

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Updated July 2018

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

Assistantship Eligibility Requirements

• Academic Year Processing Memo
  GS website \Faculty & Staff\Finances \More About Assistantships \Academic Year Processing Memo

• Graduate Student Status
• Admitted to Pullman or branch campus
• Must reside in the state of WA verified by looking at the mailing address in MyWSU
• Full Time Enrollment (10-18cr) for the entire semester
• 3.0 Cumulative GPA
• RCR training / ITA exam
• Mandatory Discrimination and Sexual Harassment Training

Fall     AY     Spring
Assistantship dates: 8/16-12/31 or 8/16-5/15 or 1/1-5/15
Waivers

- Waivers are based on position funding
  - EAA or FA submitted after PERMS is approved may affect waiver.
  - Please contact the GS before submitting your forms
- If DEPPS does not contain updated funding information please include the account information in PERMS conditions
  - To speed GS PERMS Review always include funding info in comments
- 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

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 (myWSU)
  - ABD application needs to be submitted by 8/1 for Fall or 12/10 for Spring semester approval.

Waiver Types continued

- 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
  - TMA & BNA grants: use job class 9904 or enter QTR Ovr Acct in waiver section of PERMS

- Non-Resident Waiver (NR) $6,716.00
  - Guarantee for 1 year for domestic students
  - Domestic student must submit a WA residency application
  - Takes 1 year
  - Please inform your students of residency requirements
  - International students get the NR waiver as long as they have an assistantship
**Tuition**
- Tuition due first day of classes 8/20/18  *Late Fees 9/4/18

<table>
<thead>
<tr>
<th></th>
<th>Fall 2017</th>
<th>Spring 2018</th>
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<tbody>
<tr>
<td>Grad Insurance</td>
<td>714.00</td>
<td>1,174.00</td>
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<tr>
<td>iSHIP (no dental)</td>
<td>634.00</td>
<td>1,043.00</td>
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https://cougarhealth.wsu.edu/studentinsurance/graduate-students/

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**PERMS**
- Citizenship/immigration status & I9
- Current HEPPS/DEPPS
- PENDING
- Job class
- Dates
- Appt type
- Appt term
- Waiver info.

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**Payroll Deduction**
- 50% graduate assistantship appointment – academic semester only
- Enrolled in at least 10 credits
- Deduct tuition and fees only – 8 pay periods, fee of $8/semester
- Payroll Deduction request in student’s myWSU
- Students with academic year appointment, may authorize deduction for fall/spring with one request

**Direct Deposit**
- Encourage your students to sign up
- Fast, easy, secure
- Process: Complete Authorization card and submit to Payroll Services with a VOIDED check – French Admin 236
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

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

Departmental Requirements

- Offer Letters – Please use our templates as starting points
- ABD applications – due to GS for approval by 8/01 and 12/10
- 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 9/1/18
myWSU.edu

- Request access:
  - View Customer Accounts or
  - Campus Community or
- CS Reporting → Query Viewer [ASSISTANTSHIP reports]
  - GS_PERMS_WVRS_W_RESIDENCY: 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

Deadlines

- **07/23/18**: 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 atleast 10
- **08/16/18**: MyWSU will calculate tuition
- **8/16/18**: FinAid will begin disbursement
- **8/16/18**: GS will work with SA to begin waiver posting
  - Have your PERMS ready for approval and student enrolled by 8/1/2018
- **08/17/2018**: PERMS rolls into DEPPS (night)
- **08/20/2018**: 1st day of classes
- **09/04/2018**: 1st Late Fee (https://registrar.wsu.edu/academic-calendar/)

Departments Should contact?

- The Graduate School
  - If waivers have not posted after the 3rd week of class and ONLY after you have checked
    1. PERMS
    2. Students’ enrollment
    3. Students’ account in MyWSU
  - If the incorrect waiver has posted – contact Adam Williams, ASAP
  - If the position funding has changed after the PERMS action has been approved, contact
    - Adam Williams – 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
QUESTIONS

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

This has been a WSU Training Videoconference

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hrstraining@wsu.edu