2018
SUMMER SESSION
APPOINTMENTS

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 28, 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 a summer course can be use job class 0125 with an instructor position number or 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.
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

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.

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.

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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

Can't change this field
Still need to use appt% chart for calculating full-time monthly

Say Yes to Negotiated Salary

Calculate Summer Session Salary Worksheet

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

Conditions
The information you enter in the Conditions box is not saved in PERMS OR HEPPS. Summer Session receives this information in a download.
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 $1,446.
  - QTR: Qualified Tuition Reduction, to be used for those appointed to Research Assistantships and Staff Assistantships – Valued at $1,446.

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≥50% (20hrs per week or more).
  - Must have held an assistantship appointment during spring 2018 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>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 $27 S&A fee per credit= $81)
  • Waiver valued at: $1,446

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<thead>
<tr>
<th>Type</th>
<th>Period</th>
<th>Amount</th>
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<tbody>
<tr>
<td>H&amp;W Fee</td>
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<tr>
<td>Compton Union Building</td>
<td>3 wks</td>
<td>$24.00</td>
</tr>
<tr>
<td>Compton Union Building</td>
<td>4 or 5 wks</td>
<td>$48.00</td>
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<tr>
<td>Compton Union Building</td>
<td>6 wks/more</td>
<td>$72.00</td>
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<tr>
<td>Student Recreation Center</td>
<td>3 wks</td>
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<td>Student Recreation Center</td>
<td>6 wks/more</td>
<td>$95.00</td>
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Summer Graduate Student Titles

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<tr>
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<th>Title Code</th>
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<tbody>
<tr>
<td>Graduate Teaching Assistantship</td>
<td>9970</td>
</tr>
<tr>
<td>Graduate Research Assistantship</td>
<td>9971</td>
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<tr>
<td>Graduate Staff Assistant</td>
<td>9972</td>
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<td>Graduate Project Assistant</td>
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Summer Session Time-Slip Positions

<table>
<thead>
<tr>
<th>Title</th>
<th>Position #</th>
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<tbody>
<tr>
<td>Professional Worker I</td>
<td>125161</td>
</tr>
<tr>
<td>Professional Worker II</td>
<td>125162</td>
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Last, But Very Important
• Cancel appointment if the course is cancelled.
• Cancel appointment if instructor, faculty, or TA unable to teach.