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**Purpose of Training**

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

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**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%"

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**Summer Session Documents**

- [www.summeradmin.wsu.edu/perms](http://www.summeradmin.wsu.edu/perms)

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**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)**

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**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.

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**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

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**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.

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**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.

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**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](http://www.summeradmin.wsu.edu)
- Appt %:
  - [www.summeradmin.wsu.edu](http://www.summeradmin.wsu.edu)

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

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**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.

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**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.

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**PERMS Action Codes**

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

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**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.

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**Slide 17**

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**PB1**

Perkins, Ben, 3/20/2015

WASHINGTON STATE UNIVERSITY  
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## Teaching Assistant and Research Assistant Appointments

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### 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**

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### 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 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

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**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)

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**Summer Tuition and Fees**

- Graduate Tuition: \$509 per credit (includes \$27 S&A fee per credit= \$81)
- Waiver valued at: \$1,446

Type	Period	Amount
H&W Fee	Any	\$70.00
S&A Fee	Any	\$81.00
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	\$31.00
Student Recreation Center	4 or 5 wks	\$62.75
Student Recreation Center	6wks/more	\$93.00

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**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

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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.

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