

WASHINGTON STATE UNIVERSITY

WSU Assistantship & Fellowship Training

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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**

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

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

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
 - 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
 - TNA & 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

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_RESEDECY: 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 in 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
 - PERMS
 - Students' enrollment
 - 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

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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
