Objectives

Assistantships:
• Eligibility Requirements
• Waivers
• Tuition and Fees
• PERMS
• Payroll Deduction

Sponsored Students:
• Graduate Sponsored Student Support Memo
  • my.WSU
  • Eligibility Requirements
• China Scholars/Fellowships/Fulbright
  • 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 my.WSU
  • Full Time Enrollment (10-18 cr) for the entire semester
  • 3.0 Cumulative GPA
  • Required: CITI-RCR and DSHP trainings
    • ITA exam for international students on TA's
      • TAI: AUS, BAR, BAH, BOT, GUA, UK, GBR, BRI, JAM, KEN, NZD, NGA, SCT, TND, and CAN

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

• Waivers are based on position funding
  • EAA or PA submitted after PERMS is approved may affect waiver. Please contact the GS before submitting & copy g.s.finance@wsu.edu on sign/submitted forms.
  • If DEPPS does not contain updated funding information, the account information should be included in PERMS conditions/comments
  • TIP: To expedite PERMS Review always include funding info in the PERMS Action comments section especially if waiver does not currently match appointment in DEPPS
  • Appointment must be for the entire semester (4.5 months)
    • Deviation requires an approved exception in GRM (late starts)
  • FTE at least 25% to 50%
  • Student must be enrolled fulltime for the entire semester

Waiver Types

• Operating Fee Waiver (OFW) $5,715.00
  • Position must be funded on: State or F&A funds: (001-01, 148-02, 148-05)
• All But Dissertation Waiver (ABD) $5,715.00
  • Student must meet all assistantship eligibility requirements, including still enrolling full time for the entire semester
  • Must be funded on competitive extramural grants
  • Application submitted thru the GRM system (my.WSU)
  • ABD application needs to be submitted by the priority deadline: 8/1 for Fall or 12/10 for Spring semester approval

Waiver Types continued

• Qualified Tuition Reduction (QTR) $5,715.00
  • Position funded by anything other than state or F&A funds
  • QTR is a fringe benefit of employment, not a tuition Waiver
  • TNA & BNA grants: use job class 9904
• Non-Resident Waiver (NR) $7,049.00
  • Guaranteed for first full year (2 semesters from their program admission date) for domestic students
  • Domestic student must submit a WA residency application
  • Typically takes 1 year to establish residency
  • Please inform your students of residency requirements
  • International students receive NR waiver as long as they have an assistantship
Slide 7

WAC1  Dental increasing by $17 (no health inc.)
Williams, Adam C, 7/21/2020

Slide 8

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 with allowable funding
- May have a GS commitment associated with their funding – please reference the commitment number (GS###C) 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 my.WSU
  - Training materials on the Grad School Finance website

Sponsored Students

- Know your students AND your GS agreed commitments
  - Training Tip: To request a new commitment, use:
    https://app.smartsheet.com/b/form/7e069a51067c42f0b10e666ea811b0ab

  - Commitment Types:
    - [Flex] Waivers – Departments MUST submit support memo
      - Ex. NR Waiver with Residency Exception, or Matching waivers on federal grants
    - Fully funded GS positions (ex. RADS)
    - China Sponsored Students – CSC
      - Receive Resident & NR waivers – Departments MUST submit support memo
      - Department must provide $5000/yr of support via:
        - Assistantship or Time-Slip appointment, or Scholarship (no service by students)
        - Pay mandatory tuition and insurance (requires no work from student)
    - Other International Agreements
      - Fulbright – Resident & NR waivers requested by IP

Departmental Requirements

- Offer Letters – Please use our templates as starting points
  - Initial offer shall be uploaded to the my.WSU admissions/evaluations page.
  - Subsequent renewal offers added to RATA upload in my.WSU
- ABD applications – due to GS for priority review and approval by 8/01 for Fall and 12/10 for the Spring.
- Verify waivers & position funding are correct
  - PERMS – look at the official PERMS PAF emailed to the originator
  - Payroll reconciling and Budget Reconciling– look at objsub: 07QT or 08TP
- Student Evaluation & Certification of Effort (blue forms for SPS)
- Exceptions to Policy need to route through GRM:
  - Begin date not 8/16 or 1/1
  - Additional work beyond the assistantship
  - GPA less than 3.0
  - UI Approved by Finance – please email 815525info@wsu.edu
myWSU.edu

- Request access to the following in my.WSU:
  - View Customer Accounts
  - Campus Community
  - RATA page
  - Graduate Student Support Memo
  - GRM (Graduate Resource Management)
  - 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
  - Appointing authority emails request to access.sis@wsu.edu
  - Join the Listserve: grad_financial_processors@lists.wsu.edu

Deadlines

- **08/01/2020**: Fall ABD Application Priority Deadline
- **07/22/2020**: GS will begin review and approval of PERMS and Sponsored Graduate Student Support memos
  - PERMS appointing authority approval with fulltime enrollment by **08/02/20** in order to process financial aid ahead of appointment start
  - STUDENTS MUST BE ENROLLED 10-18 CREDITS - the GS will not look at PERMS action if not enrolled in at least 10 credits
- **08/24/2020**: 1st day of classes
- **08/24/2020**: Cutoff for online input PERMS for August payroll.
- **09/08/2020**: 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' RATA page in my.WSU
      1. Students' enrollment
      2. Students' account in my.WSU
  - If the incorrect waiver has posted – contact Adam Williams, AAP
  - If the position funding has changed after the PERMS action has been approved, contact
    - Adam Williams – GS
    - payroll@wsu.edu – Payroll Services
- Questions regarding the status of your Sponsored Graduate Student Support Memo
  - You can view the status of our memo on my.WSU.edu
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