WSU Assistantship & Fellowship Training

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https://gradschool.wsu.edu/facultystaff-resources/712-2/
French Administration, Room 324 / Campus Zip 1030

Objectives

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

Workday Personnel Actions
• Payroll Deduction (Workday)

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 WSU campus
  • Must Reside in the state of WA - verified by looking at the mailing address in my.WSU
  • Full Time Enrollment (10-18cr) for the entire semester
  • 3.0 Cumulative GPA
  • Required: CITI-RCR and DSHP trainings
    • ITA exam for international students on TA’s
      • Excl.: AUS, BAR, BAH, BOT, GUA, UK, GBR, BIL, JAM, KEN, NZD, NGA, SCT, TNISTOR, and CAN

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

- Waivers are by position funding
  - Costing Allocation changes after initial WD action is approved may affect waiver. Contact the GS before routing: gs.finance@wsu.edu.
  - Planned funding worktag information should be included in the WD personnel action’s comments to clarify waiver request when funding is different than the positions defaulted state tag.
- 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%
  - If splitting positions reference the other position in each actions’ comments to help the review processing.
- Students must be enrolled fulltime for the entire semester

Waiver Types

- Operating Fee Waiver (OFW) $5,858.00
  - Position must be funded on State or F&A funds:
    - Was in Legacy: 001-01, 148-02, 148-05
    - Now in Workday: FD001, FD076, FD080
- All But Dissertation Waiver (ABD) $5,858.00
  - Student must meet all assistantship eligibility requirements, including still enrolling full time for the entire semester
  - Must be funded on competitive extramural grants under WD Funds: FD085, FD043, FD044, FD085, FD085, FD085
  - Application submitted thru the GRM system (my.WSU)
  - ABD application needs to be submitted by the priority deadlines:
    - 8/1 for Fall or 12/10 for Spring semester approval

Waiver Types continued

- Qualified Tuition Reduction (QTR) $5,858.00
  - Position must be 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) $7,225.00
  - Guaranteed for first full year (2 semesters from student’s degree 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
WASHINGTON STATE UNIVERSITY

November 29, 2021

Tuition

- Tuition due first day of classes 08/23/2021
- 1st Late Fees 09/07/2021

Fall 2020 Spring 2021
Grad Insurance 746.00 1,233.00
iSHIP (no dental) 663.00 1,091.00

https://cougarhealth.wsu.edu/studentinsurance/graduate-students/

Processing

- Demo
- Important Processing GA Reference Guides:
  - Create or Close Position
  - Hire
  - Add or End Additional Job
  - Change Job
  - Include WSU ID with action's details in comments to assist review
  - Assign Costing Allocation
  - Reconciling Graduate Assistantship
  - Sign up for Graduate Fee Voluntary Deductions
  - Summer Graduate Work

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 Workday by student self service:
  - Sign up for Graduate Fee Voluntary Deductions
- Must enroll in the course with the waiver variance before the first payday
- Encourage your students to sign up
- Fast, easy, secure
- Direct deposit is available as self serve through Workday.
  Directions for changing Direct Deposit information can be found through this link: Directions for Changing Direct Deposit in Workday

Payroll Deduction

Fall 2020 Spring 2021
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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/7e069a51067c42f0b1e6e6ea81131ab

  - Commitment Types:
    - [Flex] Waivers – Department MUST submit support memo
    - Ex. NR Waiver with Residency Exception, or Matching waivers on federal grants
    - Funded GS Assistantship (ex. RADS) – fulfilled via WD Costing Allocations
    - 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 student)
        - 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 by 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
  - Follow Reconciling Graduate Assistantship
  - Check my.WSU and RATA

Exceptions to Policy need to route through GRM:
- Begin date not 8/16 or 1/1
- Additional work beyond the assistantship >5hrs per week
- GPA less than 3.0
- GS Approval for Waiver changes after 8/25/20 (first payroll run)
- Graduate Student Annual Review at end assistantship year
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) – more coming
    - GS_PERMS_WVRS_W_RESIDENCY: All grad students enrolled by term
    - GS_PERMS_WVRS_W_RESIDENCY_ID: individual graduate student
    - GS_PERMS_WVRS_W_RESIDENCY_ID_M: multiple graduate students
    - GRAD_SF_STDNT_BALANCES: to verify students outstanding balance
- Appointing authority emails request to access.sis@wsu.edu
- Join the Listserve: grad_financial_processors@lists.wsu.edu

Deadlines
- **08/01/2021**: Fall ABD Application Priority Deadline
- **07/06/2021**: GS will begin review and approval of WD Actions and Sponsored Graduate Student Support memos
- WD Actions should route with full-time enrollment and eligibilities met by 08/02/21 in order for financial aid to process packages prior to start of appointment
  - STUDENTS MUST BE ENROLLED 10-18 CREDITS otherwise the GS will return the WD actions to be rerouted
- **08/23/2021**: 1st day of classes
- **09/02/2021**: 5pm Payroll Deadline for Aug Workday Actions
- **09/07/2021**: 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. Workday appointment and costing status
      2. Students’ RA/TA page in my.WSU
      1. Students’ enrollment
      2. Students’ account in my.WSU
  - If the incorrect waiver has posted – contact Adam Williams,
    - ADAM
  - If the position funding will change after the initial WD 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 your memo on my.WSU.edu in the memos top right corner after searching by student or