

SUMMER SESSION  
APPOINTMENT GUIDELINES  
2020

## GETTING STARTED

The following instructions will guide you through the process to enter a PERMS appointment for Summer Session. Before getting started, please visit the PERMS documents on the WSU Summer Session Administration website at <https://summeradmin.wsu.edu/>. A Summer Session PERMS Training/Refresher is also scheduled for April 9, 2020 from 10:00 a.m. – 11:00 a.m. via Zoom.

### WSU Hiring During COVID-19

Summer 2020 appointments are subject to the policies outlined in WSU's COVID-19 Hiring Freeze. All PERMS appointments must include the HIRE number (provost approval). For more information on the hiring process during the hiring freeze, please see the FAQs at the following link:

<https://hrs.wsu.edu/covid-19/wsu-hiring-during-covid-19/>.

### Establishing Summer Session Salaries

Colleges and departments are free to negotiate summer salary if the amount falls within the guidelines outlined in the Faculty Manual on page 63. For more information, visit the WSU Summer Session Administration website.

### Job Class Codes

Please use the following job class codes for both online and face-to-face instructor/faculty summer appointments:

- Faculty/Instructors – 0215
- Graduate Students (NOT on SSW waivers) – 0175 **NEW for Summer 2020!**
- Visiting Faculty (from another institution of higher education) – 0206
- Faculty Time Card (requires Provost approval) - 0312

### PERMS Action Codes

- **New Appointment** – Use this code for adding a summer appointment or an additional appointment. (DO NOT use “Renewal” or “Reappointment.”)
- **Reappointment** – For Summer Session, use this code only if the employee has SEPARATED from the university and is being reemployed.
- **Change** – To add, delete, or correct data. In addition to the other information in the Conditions box, include information about the change you made.

Using improper codes causes the PERMS actions to be routed incorrectly and Human Resources (HRS) must manually change the action code in PERMS. If you are unsure of which action code to use, please call HRS at 335-4521. See BPPM 60.25 for Action Code descriptions.

### PERMS Benefit Line

- In late April or early May, the PERMS benefit line for summer will run. If you have entered any summer session or summer appointments into PERMS before the summer benefit line runs, you will receive an email stating that a “review” of the PERMS pending is required.
- You will need to go to that PERMS action (add/change/route) and open it by clicking the ‘Change’ button and reviewing for possible changes and then click the CONTINUE button. This should remove the review icon and the appointment will be “Ready for HEPPS” or whatever status the action is currently set to.
- DO NOT REROUTE the PERMS appointment at this time unless you actually made a change to

it.

- After the benefit line has run, you may enter appointments into PERMS that begin in June or later.

### PERMS and End of Spring Term Appointment Overlap

Please use the following job class codes for both online and face-to-face instructor/faculty summer appointments:

- Nine-month academic appointments that overlap with the first week of Summer Session are the only overlaps allowed that put an employee's appointment over 100%.
- Not allowed by PERMS -- appointing 9.5- or 10-month employees to the early (May) Summer Session. If this type of appointment is entered in PERMS, the originator will be notified that this is not allowed, and they will be asked to discard the appointment.

## STEP BY STEP INSTRUCTIONS FOR COMPLETING SUMMER PERMS APPOINTMENTS

1. Logon to **PERMS**
2. Print the Summer Session Percent of Effort Chart for the current summer term.
  - You may obtain this document via the Summer Session Administrative website at [www.summeradmin.wsu.edu](http://www.summeradmin.wsu.edu).
  - Click on PERMS, the Percent of Effort Chart is listed as a document.
3. Click on **Add/Change/Route**
4. **Select/Search** Screen
  - Enter **WSU ID#**
  - Change **Select Appointment Date** - enter (05/11/2020) the first day of Summer Session:
    - Use this date field to enter a retroactive appointment for Summer Session
    - Use this date field to view other appointments for this employee already in the system for summer term
    - Use this date field to check if this person is already on a Summer Session appointment during or overlapping with the appointment you plan to put them on
5. Click on **Select**
6. **Add/Change/Route Appointment(s)** Screen
  - **New Personnel Action** (bottom of screen)
  - Effective Date: Enter the beginning date of the Summer Session appointment (use the calendar that is provided in this field to prevent entry errors). Summer Session appointments always begin on a Monday.

7. Click on Add **New**
8. Click on **Add Appointment**
9. Click on **Action Code** drop box and choose **New Appointment (25)**
10. Click on **Posn** and enter **Summer Session group position number for your department**.
  - Tab to **Job Class** box
  - Use your faculty group position number for all faculty, adjunct, and instructor appointments.
    - 0215 Job Class Code will auto fill if you enter the correct position number.
  - Use graduate student position number for Graduate TA and Undergraduate TA appointments that will be receiving a waiver, if the Grad student is not, use the summer instructor position number and job class of 0175 will be used and is appropriate.
    - 9970 Grad TAs-Job Class Code will auto fill if you enter the correct position number.
    - Undergrad TAs-Change Job Class Code to 9981 for Undergraduate Teaching Assistants.
11. **Teach/Res Resp**
  - Check Yes (this only applies to Job Class Code 0215).
12. Click on **End Date** and enter the Ending Date for the appointment (or use the calendar provided with this field to pick the end date). Summer Session appointments always end on a Friday.
13. Click on **AptDept** and enter the appointing department number for this appointment.
14. Click on **Calculator**

(Required step at this point >>> The summer formula is not mandatory to use, so the work around for now is to say YES to Negotiated Salary on the drop-down box.)

Washington State University  
PERMS

**Calculate Summer Session Salary Worksheet**

Can't change this field

Negotiated Salary: No

Academic Salary: 50000  
Constant: 100  
Credits: 3  
Total SS Salary: \$5500.00

Calc SS Salary Cancel

5500.00 / 1.409091 / 66.7 = \$5851.91

Total SS Salary / Total Effort for Period / Appt % = Fulltime Monthly Salary

Calc FT Mo Salary Cancel Redo Return Salary

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

Washington State University  
PERMS

**Calculate Summer Session Salary Worksheet**

Negotiated Salary: Yes

7500.00 / .863637 / 100 = \$8684.20

Total SS Salary / Total Effort for Period / Appt % = Fulltime Monthly Salary

Calc FT Mo Salary Cancel Return Salary

Information Technology: PD Rev #41222: Washington State University: Pullman WA 99164-1222: 509.235.4367: Con

Suggestion: Set your Internet Explorer browser to open pop-ups in a new tab so that the calculator pops up in a new tab. Otherwise it may pop up behind the PERMS screen and you may not be able to see it. Alternatively, you can shrink the window that contains the PERMS screen.

- **Negotiated Salary:** Defaults to **No**, change to **Yes**
- Enter **Total Effort for Period** from the Summer Session Percent of Effort Chart that I found on the Summer Session Administrative webpage. Input the **Appt%** (example 66.7% for 3-credit six-week class) based on the **Appt% chart**.
- Click on **Calc Ft Mo Salary**
  - Fulltime Monthly Salary will appear in RED (Total SS Salary is still visible on this screen)
- Click on **Return Salary**
  - This will take you back to the appointment screen. When done properly using the

calculator the FT Rate field is auto filled with the correct Fulltime Monthly Salary.

- **NOTE: Please do not become confused. Pay Rate = FT Rate x Appt%, not the actual Summer Session salary.**

15. Click on Conditions box, statements and prompts have been provided for you. All the conditions you need for this appointment can be selected by holding down **Ctrl** and clicking on all the conditions that apply to the type of appointment you are entering, and then click **GET**. Please indicate whether this is a Pullman or Global Online class. Also, if this is a grad student on a 0175 Job Class appointment.

- Early Summer Session appointments choose Early Summer Session for appointments beginning before May 15. It will return: RESPONSIBILITIES FOR THE ACADEMIC YEAR WERE COMPLETED MAY 6.
- For ALL Summer Session appointments choose the following: SUMMER SESSION APPOINTMENT CONTINGENT UPON SUFFICIENT ENROLLMENT. And click **GET**.
- **Course Prefix, #, and section** (Example: English 101.G01)
- Actual Summer Session salary per course section
- Be sure to include your HIREs number.

(If this appointment contains two or more courses being taught by this instructor, tell us how much of the salary to attach to each course or course section.)

**16. TA Conditions with waiver**

- Hold down **Ctrl** key
- Click on **All Grads, Early Summer Session, Summer Session contingent upon sufficient enrollment**. Click on **GET**
- Fill in the required information in the Conditions statements, Academic Salary, Course length and credit Course Prefix, #, and section, Actual Summer Session salary per course section.

**17. TAs who will receive a tuition waiver choose**

- Waiver Type: **SSW**
- Year: **2020**
- Term: **SUM**
- Action: **New**
- Comments: If the TA is teaching two courses for two departments, tell us which department will pay for the waiver. Enter anything here that would be helpful for the Graduate School or Summer Session to know about this waiver appointment.

**18. Click Continue, (not Add Appointment)**

**19. Takes you back to Add/Change/RouteAppt(s) screen. When ready, route your appointments for approvals.**