Faculty Summer Session Appointment Processing

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What is a Summer Session appointment?

Summer Session appointments:
- **Are** for faculty and graduate students who are *teaching* a course for the Summer and Inter Sessions (period of May 9th thru August 21st).
  - Routes to Academic Outreach & Innovation staff for review and approval.
- **Are Not** for faculty and graduate students participating in research or administrative duties over the summer months (period of May 16th thru August 15th).
  - Faculty appointments route to Human Resource Services staff for review and approval.
  - Graduate appointments route to Graduate School staff for review and approval.

*Faculty and graduate students can hold multiple appointments over the summer to cover the various activities they may be performing.*
Overtime Eligible Faculty
Summer Session Appointments

Overtime eligible faculty (existing job profile XXX-YN) are paid via an hourly appointment in the summer.

Create New Position:
- **Job Profile** = 215-YN
- **Worker Sub-Type** = Faculty (+) (Fixed Term)
- **Term** = <4.5 months
You then ‘Add Additional Job’ to an existing employee, or ‘Hire’ a new employee:

- **Effective Date** = Course Start Date
- **Pay Rate Type** = Hourly
- **Scheduled Weekly Hours** = Weekly Work Hours from Chart or Spreadsheet
- **Additional Details:**
  - **End Employment Date** = Course End Date
  - **Annual Work Period & Disbursement Plan** = 12 Months (Jan to Dec)
  - **Compensation Grade** = Faculty Hourly -> Hourly Plan

Add Compensation:

- **Compensation Plan** – Hourly
- **Grade** – Faculty Hourly Grade
- **Pay Rate** – Negotiated Salary / (# of Weekly Hours * # of Weeks)
Overtime Exempt Faculty
Summer Session Appointments

Overtime exempt faculty (existing job profile XXX-NN) are paid via Period Activity Pay (PAP).

If the faculty member’s Summer Session appointment is with a different Supervisory Organization than an existing position, you will:

- Create a new position with the same setup as the OT eligible position, except Job Profile is 215-NN and you will **Delete Salary Plan** during the compensation step.
- Add Additional Job to the faculty member.
- Assign PAP to the new position.

If the faculty member’s Summer Session appointment is with the same Supervisory Organization as an existing position, you will:

- Assign PAP to existing position.
Period Activity Pay (PAP) Entry

**Reason = Summer Session ONLY**
Activity = FACSUMSESS or GRADSUMSESS

Example: ME313-1 for 3 credits: (4 weeks, 9-May thru 4-Jun)

Use Summer Session PAP FTE/Hours Chart or Summer Session Appointment Processing Spreadsheet to get Weekly Work Hours.

Start Date for Payments **CANNOT** be retroactive.

Click here to add the costing allocation for the PAP.

Enter negotiated salary for the course.

Course start and end date.
Summer Session Resources

- WSU Summer Session Administration (Site)
  - https://summeradmin.wsu.edu/appointments/

- Knowledge Base Article (Reference Guide) – Summer Faculty Work
  - https://jira.esg.wsu.edu.servicedesk/customer/kb/view/169158036

- Knowledge Base Article (Reference Guide) – Summer Graduate Work
  - https://jira.esg.wsu.edu.servicedesk/customer/kb/view/169158096

- Summer Session Faculty Appointment Processing Memo
  - https://summeradmin.wsu.edu/documents/2022/03/summer-session-faculty-appointment-processing-memo.pdf

- Summer Session Appointment Processing Quick Guide

- Summer Session PAP/FTE Hours Chart
  - https://summeradmin.wsu.edu/documents/2022/03/summer-session-faculty-appointment-processing-memo.pdf

- Summer Session Appointment Processing Spreadsheet
  - https://summeradmin.wsu.edu/documents/2022/03/summer-session-instructional-appointment-processing-spreadsheet.xlsx