



WASHINGTON STATE
UNIVERSITY

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

Availability Date	* 04/12/2022
Earliest Hire Date	* 04/12/2022
Job Profile	* 215-YN - Summer Session Faculty
Job Description Summary	
Job Description	Format B I U A Summary of Duties: Required Qualifications: Preferred Qualifications:
Location	
Time Type	
Worker Type	* Employee
Worker Sub-Type	* Faculty (+) (Fixed Term)
Available for Overlap	<input type="checkbox"/>



Overtime Eligible Faculty Summer Session Appointments

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

Manage Period Activity Pay Assignments

Position 40240 Professor
 Academic Period 2020 - 2021 Year (08/16/2020-08/15/2021)
 Rate Matrix WSU PAP Matrix
 Total Amount 5,000.00 USD

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

Reason **Period Activity > PAP > Add Activity Pay - Summer Session ONLY**

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

*Activity	*Activity Dates	Reportable Hours	*Units	*Compensation	Payments
Activity FACSUMSESS - Faculty Summer Session Instructional Activity <input checked="" type="checkbox"/> Task Comment COMMENT TEMPLATE	Start Date 05/16/2021 End Date 07/31/2021 Use as Payment Date Range <input checked="" type="checkbox"/>	<input checked="" type="radio"/> Work Hours Per Week: 15 <input type="radio"/> Work Hours Per Activity Period: 0 <input type="radio"/> None of the above Weekly Service Hours: 15 Suggested Weekly Service Hours: 15.00 Total Service Hours for Activity Period: 165.00	Unit Type Course Quantity: 1 Default Quantity: 0 Assigned Unit Rate: 5,000.00 Default Unit Rate: 0.00	Total Amount: 5,000.00 Currency: USD Costing Overrides: 0	Start Date: 05/16/2021 End Date: 07/31/2021 Do Not Pay: <input type="checkbox"/> Number of Payments: 5 Remaining Balance: 5,000.00 Paid to Date

Course start and end date.

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

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

Enter negotiated salary for the course.

Click here to add the costing allocation for the PAP.

Submit Save for Later Cancel



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**
 - <https://summeradmin.wsu.edu/documents/2022/04/summer-session-appointment-processing-quick-guide.pdf>
- **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>

