



WASHINGTON STATE
UNIVERSITY

2023 Summer Graduate Assistantship & Summer Work Processing

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Contents

- Summer Positions and Compensation
- Summer Graduate Assistantships
 - Summer Tuition Waiver Information
 - Workday Actions
- Graduate Summer Work
- Graduate Health Insurance
- Resources
- Routing and Deadlines

Summer Positions and Compensation

1. Summer Graduate Assistantship

- For graduate students enrolled in summer session, who will receive a tuition waiver and will perform teaching, research or other assigned service requirements.

2. Graduate Summer Work- PAP

- For graduate students NOT enrolled, will NOT receive a tuition waiver, but will perform teaching, research or other assigned service requirements.

3. Student Hourly

- For individuals hired into hourly positions with duties directly related to the position's title. Will receive hourly compensation based on actual hours worked.



Summer Graduate Assistantship

Eligibility

- Be appointed for at least 4 weeks
- Be enrolled for 3 credits during one of the Summer Session blocks
- Maintain a “B” (3.0) GPA or greater
- Be appointed to an FTE_≥50% (20hrs per week or more)
- Be compensated at the same salary range as they were during the academic year
- Have taken the required training
 - CITI Responsible Conduct of Research
 - Discrimination & Sexual Harassment, Cyber Security Awareness Training & Hazing Prevention Training
 - ITA for international students appointed to a Teaching Assistantship
 - SMS for newly hired graduate students

Job Profile and Waiver Codes

Job Profile	Waiver
9970-NN - Graduate Summer Teaching Assistant	9970-SSW
9971-NN – Graduate Summer Research Assistant	9971-QTRS
9972-NN – Graduate Summer Staff Assistant	9972-QTRS
9904-NN – Graduate Project Assistant	9904-blank



Summer Tuition Waiver Information

The Summer Session Waiver (SSW) will post to the student account during the same summer session/block as the student enrolls in course credit, which may differ from the assistantship appointment dates. The QTR waivers will begin to post in the second half of May.

Waivers	Waiver Value
SSW / QTRS	\$1,799.55

Student's enrolled in over 3 credits are responsible for additional tuition and fees.

Waiver does not cover mandatory fees and residual tuition.

2023 Summer Session Tuition Waiver for 3 credits	
Graduate - Pullman	Resident
Total Full Time Tuition & Fees	\$ 1,938.75
Operating	\$ 1,799.55
Student and Activity	\$ 83.85
Building	\$ 55.35
Less: Resident Tuition Waiver	\$ 1,799.55
Less: Non-Resident Tuition Waiver	
Residual Tuition to be Paid by the Student	\$ 139.20
Other Mandatory Fees	\$ 253.40
Student Recreation Center	\$ 98.40
Cub Fee	\$ 72.00
Health and Wellness Fee	\$ 83.00
Total Residual Tuition & Mandatory Fees to be paid by student	\$ 392.60



Workday Actions

Summer Assistantship dates do not overlap with Spring Assistantship

- Process a ***Change Job*** on the Spring Graduate Assistantship position
- Use Reason: Job Profile Change -> Graduate Status Change
- Ensure the End Employment Date is extended
- Change the Job Profile to the appropriate job profile

Summer Assistantship dates overlap with Spring Assistantship

- Process an ***Additional Job***
- Use appropriate job profile



Graduate Summer Work- PAP

For graduate students NOT enrolled, will NOT receive a tuition waiver, but will perform teaching, research or other assigned service requirements.

Workday Details

Position

- Job Profile 0175 NN- Graduate Summer Work
- Worker Sub-Type is Graduate Assistant+ (Fixed Term)
- Remove the default salaried pay plan from the compensation screen

PAP

- Graduate Summer Session Instruction
Reason Code: Period Activity -> PAP -> Add Activity Pay- Summer Session Only
Activity Code: GRADSUMESESS – Graduate Summer Session
- For Research or Non-instruction:
Reason Code: Period Activity > PAP > Summer Work Graduate Student
Activity Code: GRADSTDSUMSTPND - Graduate Student Summer Stipend

Note: To ensure that period activity pay is paid correctly, payment dates may not be assigned retroactively. The payment dates must start in the current or future pay periods. Activities dates may be assigned retroactively, if necessary.



Graduate Summer Work- PAP

Workday Action

Spring Assistantship

- **Create Position** if it hasn't been done already.
- Add an **Additional Job**
- Add **Period Activity Pay** (PAP)

No Prior Assistantship

- **Create Position** if it hasn't been done already.
- Process **Hire** event or an **Additional Job**
- Add **Period Activity Pay** (PAP)



Graduate Health Insurance

- **Graduate Students on Spring Assistantship are automatically enrolled in summer graduate health insurance (contributions are collected during the spring semester).**
- **There is NO graduate health insurance contributions or coverage for Summer Graduate Assistantships.**
- **Graduate Students appointed to Summer Graduate Assistantships who did not have a spring assistantship should contact Cougar Health Services if they desire coverage.**
- **Grad Health Contributions Charged during the Summer?**
 - **Contact Payroll Services!**
 - **Possible catch up from the Spring Semester which get's charged to the students current paying position.**



Graduate Summer Resources

- **Knowledge Base Article (Reference Guide) – Summer Graduate Work**
 - <https://jira.esg.wsu.edu/servicedesk/customer/kb/view/169158096>
- **Summer Session Processing Memo**
 - <https://summeradmin.wsu.edu/documents/2022/03/graduate-summer-processing-memo.pdf/>
- **Graduate School Assistantship Website**
 - <https://gradschool.wsu.edu/assistantships/>
- **Assistantship Stipend Guide**
 - <https://gradschool.wsu.edu/documents/2023/02/assistantship-stipend-guide.pdf/>
- **Graduate Health Insurance**
 - <https://cougarhealth.wsu.edu/billing-and-insurance/student-insurance/graduate-student-assistant-insurance/>
- **Graduate School Policy and Procedures Manual**
 - <https://gradschool.wsu.edu/policies-procedures/>



Routing and Deadlines

Routing to Grad School

- All graduate assistantships route to the Grad School for final approval.
 - Do not submit until student is enrolled in session
- Job Profile 0175- Graduate Summer Work
 - Worker Sub Type: Graduate Assistant
- Period Activity Pay (PAP)
 - Activity Code: GRADSUMECESS & GRADSTDSUMSTPND

Deadlines

- Appointment Effective Dates of May 1-15
 - Payroll Lockout May 18th @ 5pm
- Appointment Effective Dates of May 16-31
 - Payroll Lockout June 2nd @ 5pm

**WD events go through several approvals.
Don't wait last minute to submit your
appointment!**

