



Summer Session Appointments – Quick Guide

*Summer Session appointments are for faculty and graduate students who are **teaching** during the summer and inter sessions (period of May 9th thru August 21st), which is different than summer administrative or research appointments. All Summer Session appointments are reviewed and approved by the staff in Academic Outreach & Innovation (AOI) or the Graduate School. This guide is intended to provide condensed information as a quick reference to try and help avoid submissions that may be sent back with common errors. Please be sure to reference all applicable Workday work instructions and WSU policies for more comprehensive guidance.*

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Period Activity Pay

Faculty – Not overtime eligible (XXX-**NN** for job profile)

- Faculty member **has** an existing position in the supervisory organization where Summer Session appointment will be held.
 - Assign PAP activity FACSUMSESS to existing position. No change to position.
 - If existing position has an end date prior to the end of the Summer Session activity dates, do not extend the end date and wait to terminate the employee until after the PAP ends.
- Faculty member **does not have** an existing position in the supervisory organization as Summer Session appointment.
 - Create a new position:
 - Job Profile 215-NN
 - Term < 4.5 months
 - Annual Work Period – 12 Months (Jan to Dec)
 - Remove Salary Plan from the position (click the ‘X’ to delete it)
 - If an existing employee – Add Additional Job and then assign PAP to the new position.

- If a new employee – Hire Employee and then assign PAP to the new position.

Graduate Assistants – Not receiving a Summer Session tuition waiver (SSW)

- Graduate student **has** an existing position with Job Profile 175-NN in the supervisory organization where Summer Session appointment will be held.
 - Change existing Graduate Summer Work position to update dates of appointment and FTE.
 - Assign PAP to updated Graduate Summer Work position.
- Graduate student **does not have** an existing position with Job Profile 175-NN in the supervisory organization where Summer Session appointment will be held.
 - Create a new position:
 - Job Profile 175-NN – Graduate Summer Work
 - Worker Sub-Type Graduate Assistant
 - Term < 4.5 months
 - Annual Work Period – 12 months (Jan to Dec)
 - Remove Salary Plan from the position (click the ‘X’ to delete it).
 - Add Additional Job and then assign PAP to the new position.

Period Activity Pay Entry

Reason

- Period Activity > PAP > Add Activity Pay – Summer Session ONLY
 - This is the only reason code to use for Summer Session appointments. If other summer work, see appropriate guide and select the reason code as advised.

Activity

- Activity has to be Summer Session in order to route correctly.
 - Faculty must use FACSUMSESS – Faculty Summer Session
 - Graduate Students must use GRADSUMESES – Graduate Summer Session
- Comments must include the following information:
 - Course (Subject Catalog No. – Section No.)
 - Number of Credits
 - Number of Weeks
 - Start and End Date of course (ensure this is accurate)
- If there is an overlap in appointment with the academic year, you must also include the comment: “Responsibilities for the academic year were completed prior to Summer Session course start date.”

Activity Dates

- Activity dates need to match the course start and end dates.
- If the Activity Dates are retroactive make sure the ‘Use as Payment Date Range’ box is **not** checked.
- If a faculty member is teaching multiple courses, create a separate ‘Activity’ line for each course.

Reportable Hours

- Select 'Work Hours Per Week' and enter the 'Weekly Work Hours' calculated for the course in the [Summer Session Appointment Processing Spreadsheet](#), or from the [Summer Session PAP FTE/Hours Chart](#) if you did not use the spreadsheet.

Units

- Unit Type should always be 'Course' for Summer Session.
- Quantity should be 1 for each activity/course.
- Assigned Unit Rate is the negotiated salary for the course.
 - Salary should be reasonable based on academic year salary, course FTE, and enrollment.
 - Maximum salary will be 22% of a faculty member's academic year salary.
 - If combination of summer appointments (i.e. teaching, administrative, or research) results in the faculty member receiving more than 22% of their academic year salary, Provost's Office approval is required.

Compensation

- Ensure 'Total Amount' is correct
- Click on the **0** in the 'Costing Overrides' section to enter costing allocation for the PAP activity. If this step is not done, the salary will charge to the default.

Payments

- Start and End dates will populate to match the activity dates. This is typically what you want, but you can change the dates.
- Start date **CANNOT** be retroactive. Please ensure the start date is in the current or future pay period, even when the Activity Start Date (i.e. the first day of the course offering) is retroactive.
 - Note, the PAP will still process with a retroactive payment start date, but it will not pay out for prior pay cycle so this is very important to pay attention to.

Attachments

- If applicable, attach the appointment memo or letter.
- Faculty on 11 or 12-month appointments do not receive **additional** compensation for teaching Summer Session courses. Any exception to this must be approved by the Provost's Office as overload to their regular salary and FTE and the approval memo attached to PAP.
- If Summer Session appointment will result in the faculty member receiving more than 22% of their academic year salary, Provost's Office approval for the 3rd summer month must be attached.

Faculty Hourly Pay

Faculty – Overtime Eligible (XXX-YN for Job Profile)

- Overtime eligible faculty cannot be paid salary via PAP and must have an hourly appointment to track actual hours worked.
 - Create a new position:
 - Job Profile 215-YN
 - Term < 4.5 months
 - Annual Work Period – 12 Months (Jan to Dec)

- Scheduled Hours should match ‘Weekly Work Hours’ calculated for the course in the [Summer Session Appointment Processing Spreadsheet](#), or from the [Summer Session PAP FTE/Hours Chart](#) if you did not use the spreadsheet.
- Hourly Compensation Plan, Faculty Hourly Grade
- Set hourly compensation pay rate to the appropriate rate based on academic year salary.
- If an existing employee – Add Additional Job.
- If a new employee – Hire Employee.

Faculty on hourly appointments must track actual hours worked in Workday via the Time application. Those hours get submitted to their supervisor for approval each pay period to receive a paycheck.

Graduate Assistant Salary

Graduate Assistants – Enrolled and receiving a Summer Session tuition waiver (SSW)

- Summer assistantship does not overlap with spring assistantship.
 - Process a Change Job on the Spring Graduate Assistant position.
 - Use the Reason of Job Profile Change -> Graduate Status Change
 - Ensure the End Employment Date is extended
 - Change the Job Profile to 9970-NN – Graduate Summer Teaching Assistant
- Summer assistantship does overlap with spring assistantship
 - Add Additional Job using the appropriate summer graduate assistantship title

Work Instruction Links

- [Summer Faculty Work](#)
- [Summer Graduate Work](#)
- [Period Activity Pay](#)
- [Change Job](#)
- [Create Position](#)
- [Hire](#)
- [Add Additional Job](#)
- [Faculty Summer Work \(non-Summer Session\)](#)