



MEMORANDUM

TO: Washington State University Staff
FROM: Mayra Young, Area Finance Manager
SUBJECT: Waiver Options for Graduate Assistantship Processing | Workday Update

Below are helpful graduate assistantship waiver options for processing Workday Actions. Do refer to the Workday Assistantship Processing Reference Guide for up to date and specific Workday functionality (<https://jira.esg.wsu.edu/servicedesk/customer/kb/view/186253819>)

Grad Assistantship Title & Waiver Codes				
Job Profile	Allowable Waiver Options by Type for Each Job Class			
	Operating Fee Waiver FD001/FD076/FD080	Qualified Tuition Reduction FD043/FD44/FD085+ others allowing tuition	All But Dissertation FD043/FD44/ FD085 with Approved ABD Application	No Waiver or Non-Resident Only Various
9901 – Teaching Assistantship	OFW OFWNR 1/2OFW 1/2OFW1/2NR	–	–	NR 1/2NR blank
9903 – Research Assistantship	OFW OFWNR 1/2OFW 1/2OFW1/2NR	QTR QTRNR 1/2QTR 1/2QTR1/2NR	ABD ABDNR	NR 1/2NR blank
9904 – Project Assistantship	–	–	–	NR 1/2NR blank
9905 – Staff Assistantship	OFW OFWNR 1/2OFW 1/2OFW1/2NR	QTR QTRNR 1/2QTR 1/2QTR1/2NR	–	NR 1/2NR blank
9906 – Veterinary Assistantship	OFW OFWNR 1/2OFW 1/2OFW1/2NR	QTR QTRNR 1/2QTR 1/2QTR1/2NR	ABD ABDNR	NR 1/2NR blank



Waiver Code	Waiver Description
OFW	Operating Fee Waiver for a resident student
OFWNR	Operating Fee Waiver & Non-Resident Waiver for a non-resident student
1/2OFW	½ Operating Fee Waiver for a resident student
1/2OFW 1/2NR	½ Operating Fee Waiver & ½ Non-Resident Waiver for a non-resident student
QTR	Qualified Tuition Reduction for a resident student
QTRNR	Qualified Tuition Reduction & Non-Resident Waiver for a non-resident student
1/2QTR	½ Qualified Tuition Reduction for a resident student
1/2QTR1/2NR	½ Qualified Tuition Reduction & ½ Non-Resident Waiver for a non-resident student
ABD	All but Dissertation Waiver
ABDNR	All but Dissertation & Non-Resident Waivers
NR	Non-Resident Waiver (most often for title code 9904 or flex waivers variations)
1/2NR	½ Non-Resident Waiver for a non-resident student
1/2QTR 1/2OFW*	½ Qualified Tuition Reduction, ½ Operating Fee Waiver a resident student
1/2QTR 1/2OFW NR*	½ Qualified Tuition Reduction, ½ Operating Fee Waiver & Non-Resident Waiver
NURS	Nursing Operating Fee Waiver for a resident student
NURSNR	Nursing Operating Fee Waiver for a non-resident student
SSW	Summer Session Waiver
QTRS	Summer Session Qualified Tuition Waiver

* Waiver is for split funded positions which requires prior approval from the Graduate School.

Additional Notes during the Academic Year:

- Full waivers are applied to Graduate Assistants who are on appointment 50%FTE, ½ Waiver are applied to those appointments > 25% or <49% FTE
 - Split appointment shall have comments clarifying their combined FTE and waiver combos.
- Non-Resident (NR) waivers are provided for up to two (2) academic semesters for students beginning the academic program in the fall term.

Students are expected to establish [Washington State Residency](#) after one (1) year.
- OFW waivers apply to positions supported by fund-subfund: FD001/FD076/FD080
- QTR are applied to positions supported by extramurally funded programs (FD043/FD44/FD085+ others allowing tuition)
- Title codes 9901 may only receive an operating fee waiver (OFW & OFWNR)
- Title code 9904 may only receive non-resident (NR) waiver
- Title codes 9905 and 9906 may request a commitment allocation of Flex Waivers with justification when the position's funding is not FD001/FD076/FD080.
- Title code 9903 may have variations of waiver options, including Flex Waiver options when combined with commitment support.
- ABD waivers contingent upon approved status and the [ABD Waiver Program guidelines](#).