Graduate Assistantship Processing Training

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July 2024
Agenda

- Type of Graduate Assistantships
- Assistantship Eligibility
- Recruitment
- Appointment
- Time Off
- Salary
- Terminations
- Graduate Tuition Waivers
- Graduate Payroll Deduction

- Workday Actions/Routing
- Academic PAP and Additional Work
- Sponsored Student Support Memo
- Commitment Types
- Departmental Reminders
- my.WSU.edu
- Deadlines
- Helpful Resources

Business Process are subject to change based on requested enhancements.
Type of Graduate Assistantships

Graduate Assistantships support graduate students' academic pursuits and professional development by providing financial support.

- Work service component
- Health Insurance eligibility
- Tuition Waiver eligibility
- Paid leave plus other perks

Teaching Assistantship
- **Job Profile**: 9901
- **Funding Source**: FD001, FD076, FD080
- **Allowable Waivers**: OFW, NR

Research Assistantship
- **Job Profile**: 9903
- **Funding Source**: Dependent on Waiver
- **Allowable Waivers**: OFW, QTR, ABD, NR

Staff Assistantship
- **Job Profile**: 9905
- **Funding Source**: Dependent on Waiver
- **Allowable Waivers**: OFW, QTR, NR
Project Assistantships

- Job Profile: 9904
- Funded by grants that don’t allow tuition expenditure (not QTR eligible)
- Appointed at a higher step
  Per Article 35.5, ASEs should be compensated at a pay rate equal to the appropriate salary level PLUS the operating fee portion of tuition
- ORSO Proposal Budget Assistance Guideline
- Allowable Waivers: NR
Assistantship Eligibility

- Admitted to WSU Campus for a degree seeking program.
  - Global and Certificate Programs not eligible
- Full Time Enrollment (10-18 credits) for the entire semester
  - Be cautious of UofI Coop Courses
- Must Reside in the State of WA (RCW 28B.15.014)
- Maintain satisfactory progress towards degree as determined by the academic home department
- Maintain satisfactory progress in fulfilling assistantship service requirements and duties.
- 3.0 Cumulative GPA for Reappointments
- Complete required trainings
  - CITI RCR
  - HRS/University Required Trainings
- **NEW HIRES** must complete the **Sexual Misconduct Statement (SMS)** Questionnaire: ASEs receive a checklist item in myWSU and an email with form. The signed form should be submitted to Graduate School.
English Proficiency Requirement

State Law requires any non-native English speaking international graduate student who will be appointed as a Teaching Assistant (TA) to meet a minimum spoken English language proficiency requirement.

1. Hold a baccalaureate or graduate degree from a U.S. regionally accredited institution in the United States.

2. Hold citizenship or a baccalaureate or graduate degree from an institution in a qualifiable country.
   List is located in Grad School website and International Programs website

3. Graduated with a baccalaureate-level or higher degree from a college or university outside the United States where the language of instruction was English (provide an official letter or transcript from the school stating English was the language of instruction).

---OR---

By achieving the required test scores or sub-scores in listening and speaking (if available) from the tests listed in the Grad School website. NOTE: graduate degree programs may require higher scores as detailed on their fact sheets.

Students who do not meet any of these criteria (including the program’s higher exam scores, if applicable) will be required to pass the International Teaching Assistant (ITA) exam before being appointed as a TA.
# Appointment

## Assistantship Dates

<table>
<thead>
<tr>
<th>Fall</th>
<th>AY</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/16 - 12/31</td>
<td>-or-</td>
<td>08/16 - 05/15</td>
</tr>
</tbody>
</table>

- Deviation from above dates require a late start approval or Exception to Policy
  - WD comment should reference the exception reference number.

- Require half-time service (0.50FTE) to qualify for full tuition waiver

- TAs are not authorized to teach a course that carries graduate level credit.

- ASEs assigned to assistantships may not work more than an additional 12.5%FTE (5 hours per week) without an approved exception to policy.

- Signed offer letters must be attached to Workday staffing event.

- Job Description must be provided to the ASE at least 2 weeks before their commencing date.
Recruitment

Appointment Notification

• Per Article 11.1 newly admitted ASEs shall be notified of their assistantship appointments no later than April 1. They will have until April 15 to respond to the offer, except for later admitted ASEs or in exceptional situations as outlined in Article 11.2.

• Continuing ASEs will be notified of their reappointment to an assistantship at least ninety (90) days before the start of the appointment and will be permitted two (2) weeks to respond to an offered position. Exceptional situations may arise that result in a shorter timeframe for notification of reappointment.
  • Fall semester appointments would receive a reappointment letter by May 16th.
  • Spring semester appointments would receive a reappointment letter by Oct 1st.

• Assistantship positions not filled through open recruitment typically receive offers for one full academic year (Fall and Spring semesters). Offers may extend to 12 months, which includes a summer appointment. This summer appointment offer can be indicated in the initial offer letter, but a separate summer offer letter will need to be provided.
  • If funding is limited, an offer may cover only one semester.
Recruitment

Job Posting

- Per Article 10, open recruitment positions are those position not used to fulfill a commitment of support made to a student, either at the time of admission, or under an existing advising relationship with a faculty member/academic program.

  - Hiring Units should submit a job posting request through the Graduate School’s job posting portal (https://gradschool.wsu.edu/wsu-login/?redirect_to=%2Fopen-ase-recruitment-post-request%2F).

  - Open recruitment positions will be posted for a minimum of two (2) weeks, except in exceptional situations per Article 11.2.
Recruitment

Assistantship Offers and Reappointment Letters

- Templates provided by the Graduate School
  - 2024-2025 AY Assistantship or Reappointment
  - Academic Departmental Approval Form
    - Used for assistantships in non-academic units, typically 9905-Staff Assistantships

- Admission Letter
  - Used for admissions to WSU. Will need to provide the Assistantship Offer Letter simultaneously if providing an assistantship to an incoming student.
  - Uploaded to myWSU admissions page

Offer/Reappoint Letters

- Must adhere to WSU/UAW Contract Requirements. Article 11.3
- May be modified to fit specific departmental needs, such as additional contingency language.

**Signed letters and, if applicable, the academic dept approval form need to be attached at the beginning of the Workday appointment action**
Recruitment

Job Descriptions

- A job description outlining the job duty expectations of the appointment must be provided to the ASE at least two (2) weeks prior to the commencement of each semester, per Article 11.4.
  - Templates for job descriptions may be found in the HRS Labor Relations webpage for WSU/UAW ASE Contract Resources.
- Article 13 of the WSU/UAW Contract sets out workload expectations for assistantships, including work assignments, training, and required meetings in the total workload.
- Supervisors are responsible for providing all ASEs with a sufficient and appropriate workload that enables them to meet the contractual workload requirements throughout their designated appointment period. This workload will be clearly outlined in their job description.
- Job Descriptions must be signed and maintained by hiring department.
Additional Assistantship Info:

- **Service Requirement**
  - Grad assistantships appointed to 50% FTE require an average of 20hrs per week, not to exceed thirty (30) hours in any given week except with the ASE's consent
    - For example, an ASE might work exactly 20 hours each week throughout their appointment period, or they may have a variable weekly workload where one week they work 15 hours, and the following week they work 25 hours. This variability is acceptable as long as the total hours average 20 hours per week over the entire appointment period.
  - All graduate students on assistantship are expected to work throughout the semester except during university designated holidays
    - ASEs may use vacation leave during university breaks, with advance request.
    - Sick leave may only be used for approved reasons as outlined in Article 30.1.3.
    - LWOP may be claimed when vacation leave/sick leave runs out.

- **Graduate Student Medical Plan**
  - Students on 50%FTE assistantship are automatically enrolled in grad student medical plan
    - GA appointment in Workday should be primary job
  - Students assigned to a Spring assistantship have medical coverage until 08/15
  - Monitored by Cougar Health Services
Time Off

Article 28, Article 29, and Article 30 of the WSU/UAW Contract cover rights and responsibilities associated with vacation leave, holidays, sick leave, and other leaves such as bereavement, jury duty, military, parental, and faith/conscience.

Vacation Time Off (Article 28)
- **Salaried** ASEs with 50%FTE on a 9-month appointment will receive 48-hours
- Salaried ASEs below 50%FTE or appointed to a lesser term (e.g. Fall semester only) will have prorated vacation time off
- Unless otherwise approved, must be used in 4 hours increments.
- Leave does NOT rollover.
- ASEs need to provide written notice to their supervisors in advance.
  - ASEs are to provide a work plan for any duties assigned and or expected to be performed during their time off with their vacation request

Sick Leave (Article 30)
- **Salaried** ASE with 50%FTE for 9-month appointment will receive 36-hours
- Salaried ASEs below 50%FTE or appointed to a lesser term (e.g. Fall semester only) will have prorated leave.
- ASEs shall provide written sick time request to their supervisors as early as possible.
- Leave does NOT rollover.

Accurate time offs (sick, vacation, leave without pay) must be entered in Workday each pay period for which an ASE takes time off. See Workday Knowledge Base Employee Request and Correct Time Off for detailed instructions.
Salary

- **Assistantship Salary Table**
- **New Dashboard** in myWSU to view educational experience (i.e. Doctoral Candidate)
- RATA page in myWSU to view program and prelim date
- ASEs may be appointed to a higher step at the hiring units discretion
- Pay increases in accordance with education experience take affect on Aug 16th, if qualification level is achieved in prior spring or summer term, and Jan 1st if achieved in the fall term
  - A compensation Workday action will need to be submitted by the department as an Adjustment. A comment must be included with the prelim date.

### Assistantship Salary Table

<table>
<thead>
<tr>
<th>Location</th>
<th>Step</th>
<th>Salary</th>
<th>Step</th>
<th>Salary</th>
<th>Step</th>
<th>Salary</th>
</tr>
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<tbody>
<tr>
<td>Pullman</td>
<td>59</td>
<td>2,318.50</td>
<td>64</td>
<td>2,437.00</td>
<td>69</td>
<td>2,561.00</td>
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<tr>
<td>Spokane, Prosser, Tri-Cities, Wenatchee</td>
<td>66</td>
<td>2,485.50</td>
<td>71</td>
<td>2,612.00</td>
<td>76</td>
<td>2,747.50</td>
</tr>
<tr>
<td>Mt. Vernon, Puyallup</td>
<td>73</td>
<td>2,664.50</td>
<td>78</td>
<td>2,800.00</td>
<td>83</td>
<td>2,945.50</td>
</tr>
<tr>
<td>Vancouver, Everett</td>
<td>84</td>
<td>2,974.00</td>
<td>89</td>
<td>3,124.00</td>
<td>94</td>
<td>3,284.50</td>
</tr>
</tbody>
</table>

Effective August 16, 2024, the minimum salary step applicable to ASE assistantship positions shall be increased as follows:
Terminations

- Assistantship appointment ends based on the term of the offer letter. There is no requirement to renew.
  - Departments are advised to submit an “End Job” or “Termination” action in WD upon the ASE completing their assistantship term (End date of 12/31 or 05/15).
- Mid-Semester terminations will only be accepted for:
  - Term Withdrawals and Resignations
- Other mid-semester terminations shall not be submitted, unless approved by the WSU/UAW Contract pre-disciplinary action procedure (Article 16.3)
- Mentoring and Performance Expectation
  - If performance expectations are not met despite initial mentoring efforts, the department should follow the steps outlined in Chapter 9 of the Graduate School Policies and Procedures.
  - If after the performance support plan, the ASE does not meet expectations, the department should consult with Labor Relations and Graduate School to initiate disciplinary action (Article 16.1.2).
  - If disciplinary action will be taken, the pre-disciplinary procedure should be followed (Article 16.3)
Grad Tuition Waiver Eligibility

- Waivers are by position funding
  - Costing Allocation changes after initial WD action is approved may affect waiver. Contact the GS before routing: gs.finance@wsu.edu.
- Appointment must be for the entire semester (4.5 months)
  - Deviation requires an approved exception to policy submitted via the GRM (late starts)
- FTE at least 25% to 50%
  - If splitting positions reference the other position in each actions’ comments to help the review processing.
- Students must be enrolled fulltime for the entire semester
  - Verify student enrollment before routing the WD action or support memo as actions cannot be approved until enrollment, thus requiring the action to be return to initiator requiring multiple reviews adding delay.
- Students must reside in the State of Washington (RCW 28B.15.014)
Grad Tuition Waiver Types

**Operating Fee Waiver (OFW)** $6,333.00
- Position must be funded with State Appropriated funds:
  FD001, FD076, FD080

**All But Dissertation Waiver (ABD)** $6,333.00
- Student must meet all assistantship eligibility requirements with an approved ABD application
- The assistantship must be funded on competitive extramural grants under WD Funds:
  FD085, FD043, FD044
- Application submitted thru the GRM system (my.WSU)
- ABD application needs to be submitted by the priority deadline
  8/1 for Fall or 12/10 for Spring semester

**Qualified Tuition Reduction (QTR)** $6,333.00
- Position funded by anything other than state funds—typically grants or funds that allow tuition
- *QTR is a fringe benefit of employment, not a tuition waiver*

**Non-Resident Waiver (NR)** $7,811.00
- Guaranteed for first full year (2 semesters from student’s degree admission date) for domestic students
  - Domestic student must submit a [WA residency application](#)
    - Typically takes 1 year to establish residency
    - Please inform your students of residency requirements
  - International students receive NR waiver as long as they have an assistantship
<table>
<thead>
<tr>
<th>Job Profile</th>
<th>Operating Fee Waiver (OFW)</th>
<th>Qualified Tuition Reduction (QTR)</th>
<th>All But Dissertation (ABD)</th>
<th>No Waiver or Non-Resident</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Allowed Funding: FD001/FD076/FD080</td>
<td>Allowed Funding: FD043/FD44/FD085 with Approved ABD</td>
<td>Allowed Funding: FD043/FD44/FD085 + others allowing tuition</td>
<td>Allowed Funding: Only Various</td>
</tr>
<tr>
<td>9901 – Teaching Assistantship</td>
<td>OFW OFWNR 1/2OFW 1/2OFW1/2NR</td>
<td>–</td>
<td>–</td>
<td>NR 1/2NR blank</td>
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<tr>
<td>9903 – Research Assistantship</td>
<td>OFW OFWNR 1/2OFW 1/2OFW1/2NR</td>
<td>QTR QTRNR 1/2QTR 1/2QTR1/2NR</td>
<td>ABD ABDNR</td>
<td>NR 1/2NR blank</td>
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<tr>
<td>9904 – Project Assistantship</td>
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<td>NR 1/2NR blank</td>
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<tr>
<td>9905 – Staff Assistantship</td>
<td>OFW OFWNR 1/2OFW 1/2OFW1/2NR</td>
<td>QTR QTRNR 1/2QTR 1/2QTR1/2NR</td>
<td>–</td>
<td>NR 1/2NR blank</td>
</tr>
<tr>
<td>9906 – Veterinary Assistantship</td>
<td>OFW OFWNR 1/2OFW 1/2OFW1/2NR</td>
<td>QTR QTRNR 1/2QTR 1/2QTR1/2NR</td>
<td>ABD ABDNR</td>
<td>NR 1/2NR blank</td>
</tr>
</tbody>
</table>

https://gradschool.wsu.edu/documents/2022/07/waiver-options-graduate-assistantship-processing.pdf/
Tuition Waiver does not cover residual tuition and mandatory fees.

Based on FY25 Benefit Model, preliminary Grad Health Insurance is $3,174.59/year.

All Campuses found here: [https://gradschool.wsu.edu/documents/2024/05/tuition-and-fees_2024-2025_ay.pdf/](https://gradschool.wsu.edu/documents/2024/05/tuition-and-fees_2024-2025_ay.pdf/)
Graduate Payroll Deduction

- Processed and Monitored through Payroll Services
- Graduate Payroll Deduction is a self service feature in Workday:
  [Sign up for Graduate Fee Voluntary Deductions](#)
- Eligibility
  - 50% FTE graduate assistantship appointment
  - Enrolled in at least 10 credits
- Can deduct full tuition and mandatory fees -or- residual tuition and mandatory fees
  - 8 pay periods; $8/semester fee
- Must enroll in their campus with their waiver election before the deadline
  - Payroll provides exceptions to late starts, will need to email Payroll
- Students need to sign up each semester
- Visit [payroll.wsu.edu/graduate-student-payroll-deduction](http://payroll.wsu.edu/graduate-student-payroll-deduction) for further information

Direct Deposit

- Direct deposit is available as self service through Workday. Directions for changing Direct Deposit information can be found through this link: [Complete Payment Elections for Direct Deposit](#)
Important Processing GA Reference Guides:

- Graduate Position and Compensation- Academic Yr
  - Recently updated!
- Create or Close Position
- Hire
- Add or End Additional Job
- Change Job
- Assign Costing Allocation
- Reconciling Graduate Assistantship
- Sign up for Graduate Fee Voluntary Deductions
- Summer Graduate Work

workday.wsu.edu
Dear Cougar Butch:

On behalf of the Graduate School, we are pleased to offer you a half-time (50% FTC) position as a Graduate Staff Assistant with the McNair Scholars Program at Washington State University (WSU) on the Pullman campus.

Your 9-month appointment will begin on August 16, 2024 and end on May 15, 2025. At 50%, this equates to a weekly workload expectancy devoted to your assistantship of, on average, twenty (20) hours per week. The
WD comments

- WSU ID #
- CITI RCR Date: MM/DD/YYYY
- Commitment number if applicable
- Exception to Policy number if applicable

Prevent Delays

- Attach supporting documentation
- Don’t skip costing allocation step
- Confirm student full time enrollment prior to routing WD Action
- Confirm CITI RCR Training Completion
- If SMS is still needed, dept/HRS Partner will be cc’d in email communication to student
Workday routing is dependent on your role and type of action being submitted

HR Partner -> Compensation Partner -> Grant Manager -> Cost Center Manager and/or Appointing Authority -> Graduate School

Workday Events

- Start of Job Change
- Change Organization Assignment
  - Position Term
  - Grad Waiver
- Propose Compensation Change
  - Step and Monthly Salary should match
- Assign Costing Allocation
Renewal/Transfer
Dear Cougar Butch:

On behalf of the Graduate School, we are pleased to offer you a half-time (50% FTE) position as a Graduate Staff Assistant with the McNair Scholars Program at Washington State University (WSU) on the Pullman campus.

Your 9-month appointment will begin on August 16, 2024 and end on May 15, 2025. At 50%, this equates to a weekly workload expectancy devoted to your assistantship of, on average, twenty (20) hours per week. The McNair Scholars Program seeks to increase the number of students qualifying for graduate study and the completion of a terminal degree.

Location Field in position processing must match offer letter

Location Details

- Location: FRENCH ADMINISTRATION BUILDING
- Work Space
- Scheduled Weekly Hours: 20
- Work Shift: Regular Shift (United States of America)
Renewal/Transfer

Attach required documents in the “Attachment” Section (e.g. offer letter).

Include the Comments in the “Summary” Section.
Renewal/Transfer

Routing Begins!

Change Organization Assignment
  * Grad Waiver
  * Position Term

Propose Compensation

Assign costing allocation

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### Renewal/Transfer

**Routing Begins!**

**Change Organization Assignment**
  * Grad Waiver
  * Position Term

**Propose Compensation**

**Assign costing allocation**

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**Washington State University**

**Change Organization Assignment**

**Propose Compensation**

**Renewal/Transfer**

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**Routing Begins!**

**Change Organization Assignment**
  * Grad Waiver
  * Position Term

**Propose Compensation**

**Assign costing allocation**

---

**Effective Date & Reason**

**Effective Date**
05/16/2024

**Reason**
Add New Employee, Job > Add Additional Job > Add New Job

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**Total Base Pay**

**Total Base Pay**

- 2,961.00 USD Monthly (100% FTE: 0.122,00) added

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**Guidelines**

**Total Base Pay Range**

- 4,677.00 - 9,996.00 USD Monthly added

**Compensation Package**

- Graduate Assistant Package added

**Grade**

- Graduate Assistant Grade Monthly added

**Grade Profile**

- (empty)

**Step**

- 09/09/2024 - 09/12/2024 added

**Progression Start Date**

- 05/16/2024 added

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**Salary**

**Assignment Details**

- 2,961.00 USD Monthly (100% FTE: 0.122,00) added

**Plan Name**

- Graduate Assistant Salary Plan added

**Effective Date**

- 05/16/2024 added

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**Position**

##135 Assistantship, Communications (Unfilled)

**Supervising Organization**

SR00235, 00, Assistant (Greg Crouch)

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**Organizations**

**Company**

- Washington State University

**Cost Center**

- CO0410: Graduate School Administration

**Region**

- PA16: Pullman

**Other**

- Function: PM001 (transaction General)

**Cost Waiver**

- 9905: UFR

**Position Term**

- 6 Month
Add Additional Job/Hire

Location must match offer letter

Add Comments

Attach required documents
Add Additional Job/Hire

Routing Begins!

Change Organization Assignment
  *Grad Waiver
  *Position Term

Propose Compensation

Assign costing allocation
Assign costing allocation

- Start and End dates must match offer letter term
- Fund type must be appropriate to claim tuition waiver type
- Include commitment number is using Grad School Worktags

### Workday Interface

**Costing Allocation Details**

- **Order**
- **Default (As of Start Date)**
- **Department**
- **Project**
- **Program**
- **Grant**
- **Grant Center**
- **Cost Center**
- **Total**

Example:

- **Order**: 
- **Default (As of Start Date)**: 
- **Department**: 
- **Project**: Cost Center: CDS620 Graduate School / Administration
- **Program**: 
- **Grant**: 
- **Grant Center**: 
- **Cost Center**: 
- **Total**: 

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**Workday Website**

[workday.wsu.edu](http://workday.wsu.edu)
Typical changes after appointment has been approved

Change in Supervisory Organization only
   1. Category: Change
   2. Reason: Sup Org Change
   3. Start date must be the start of the term

Change the Grad Waiver
   1. Initiate a stand-alone Organization Assignment change to update the grad waiver.
   2. Include in the comments the positions funding.
   3. Initiate a costing allocation event if funding needs to change based on new grad waiver.
   4. Start date must be the start of the term

Costing Allocation
   1. Grad Waiver must be appropriate to the funding change
Ending Job/Termination

Departments are advised to submit an “End Job” or “Termination” action in WD upon the ASE completing their assistantship term (End date of 12/31 or 05/15).

Most Common Reasons:

- Resignation
  - Attach resignation letter
- Non-Reappointment
  - Do not use “Temporary/Seasonal Job Ending”
- Work Authorization Expired
Academic PAP

1. When a graduate student is NOT on assistantship and is not eligible for overtime, but needs to be compensated for teaching, a new position is used and then PAP is added to that position rather than hourly or salaried compensation.

2. If a graduate student has an existing assistantship but will be teaching additional courses they will need to be compensated using Period Activity Pay (PAP).
   
   Will need to request an exception to policy prior to offering additional work

Position will need to be created:
   **Job Profile 176-NN – Academic Year Graduate Student Teaching/Instruction

PAP will need to be added to Position
   **Use the reason code Period Activity > PAP > Add Activity Pay - Instruction
   **Use the activity GRADSTUDTEACHAY - Graduate Student Teaching AY

Instructions provided in the Graduate Position and Compensation – Academic Year reference guide

Additional Work

When on assistantship, Graduate Students who will work more than 5 additional hours per week must provide an exception to policy memo via the GRM.
Sponsored Student Support Memo

Students who receive support from the Graduate School, department, grants/fellowships, home country – typically not on assistantship

• Commitment Support Memo
  • When Graduate School has committed to providing flex tuition waivers
  • Will have a GS commitment number – please reference the commitment number (GS#####C) in the comments of the sponsored student support memo and/or WD action

• Guarantee Support Memo
  • When departments are using own resources to cover aspects of the students account
  • If the student does hold an assistantship – mandatory fees and partial tuition can be guaranteed with allowable funding
  • Fellowships

• Combo – Commitment/Guarantee

Know your students AND your GS agreed commitments

To request a new commitment, use:
https://app.smartsheet.com/b/form/7e069a51067c42f0b10e666ea811b0ab

Submit Graduate Support Memos via my.WSU

Training materials on the Grad School Finance website
Commitment Types

- **Flex Waivers** – Departments MUST submit sponsored student support memo
  - Granted through an approved commitment
    - Ex. Assistantships funded with grants that don’t allow tuition expenditure; cost share
  - NR Waiver with Residency Exception

- **Funded GS Assistantships** –
  - Granted through approved commitment or MOU
  - Fulfilled via WD Costing Allocations _no longer providing positions_
    - Commitment number or MOU should be referenced in the costing allocation event

- **China Sponsored Students – CSC**
  - Renewal of MOU was not sanctioned. Graduate School will no longer offer the CSC tuition waiver program for newly admitted scholars, but will continue providing tuition waivers to existing CSC scholars.

- **Other International Agreements**
  - Fulbright – Resident & NR waivers requested by IP
Fellowships

- A fellowship grant is generally an amount paid or awarded to an individual for the purpose of study or research.
- For tax purposes, a scholarship/fellowship may be defined as an amount given to an individual which has the following characteristics:
  
  1. It is paid to aid the individual's pursuit of study, training, or research;
  2. **It does not constitute compensation for personal services - past, present, or future**; and
  3. It is paid more for the benefit of the grantee than the grantor.


- Fellowships are processed through Accounts Payable as a nonservice pay (NSP)
- Some Fellowship types receive commitments through the Graduate School for waived tuition
  - Fulbright
  - Graduate School Fellowship Program (GRFP)
Fall Deadlines

- **08/01/2024**: Fall ABD Application Priority Deadline
- **08/19/2024**: 1st day of classes, tuition and fees due
- **09/03/2024**: 5pm Payroll Deadline for Aug. 2nd Half Workday Actions
- **08/31/2024**: Last day to sign up for Graduate Payroll Deduction
- **09/05/2024**: 1st Late Fee ([https://registrar.wsu.edu/academic-calendar/](https://registrar.wsu.edu/academic-calendar/))
Departmental Reminders

• **Assistantship Offer/Reappointment Letters** – Please use our templates as starting points

• **ABD tuition waiver applications** – due to GS for priority review and approval by **8/01** for Fall and **12/10** for the Spring.

• **Verify waivers & position funding are correct**
  - Follow Reconciling Graduate Assistantship
  - Check myWSU and RATA

• **Exceptions to Policy need to route through GRM**
  - Begin date not 8/16 or 1/1
  - Additional work beyond the assistantship >5hrs per week
  - GPA less than 3.0

• **Hiring departments are to retain personnel files. ASEs are advised to contact their supervisor for access to their employment personnel file.**
my.WSU.edu

- Request access to the following in my.WSU:
  - View Customer Accounts
  - Campus Community
  - RATA page
    - Graduate Student Support Memo
    - GRM (Graduate Resource Management)
    - CS Reporting → Query Viewer (ASSISTANTSHIP reports) – more coming
      - GS_PERMS_WVRS_W_RESEDENCY: All grad students enrolled by term
      - GS_PERMS_WVRS_W_RESIDENCY_ID: individual graduate student
      - GS_PERMS_WVRS_W_RESIDENCY_ID_M: multiple graduate students
      - GRAD_SF_STDNT_BALANCES: to verify students outstanding balance
- Appointing Authority emails the request to crimsonservicedesk@wsu.edu
- Join the Listserv: grad_financial_processors@lists.wsu.edu
Helpful Resources

- Graduate School Website _ Finances
  - [https://gradschool.wsu.edu/facultystaff-resources/712-2/](https://gradschool.wsu.edu/facultystaff-resources/712-2/)

- Academic Year Processing Memo

- Graduate School Policy and Procedures Manual (updated for AY24-25!)
  - [https://confluence.esg.wsu.edu/pages/viewpage.action?pageId=326305660](https://confluence.esg.wsu.edu/pages/viewpage.action?pageId=326305660)

- [WSU/UAW Contract 2024-2026](#) and [Contract Resources](#)

- OBIEE Dashboard for Milestone
  - Submit access requests to [gs.finance@wsu.edu](mailto:gs.finance@wsu.edu) with NETID.
Departments Should Contact?

The Graduate School

- If waivers have not posted after the 3rd week of class and **ONLY** after you have checked
  1. Workday appointment and costing allocation status
  2. Students’ RATA page in my.WSU
  3. Students’ enrollment
  4. Students’ account in my.WSU

- If the incorrect waiver has posted – contact GS Finance Team, **ASAP**

- If the position funding will change after the initial WD action has been approved, contact
  1. GS Finance Team (waiver needs to be manually updated by GS)
  2. Payroll Services - payroll@wsu.edu (might affect QTR refunds)

- Questions regarding the status of your Sponsored Graduate Student Support Memo
  - You can view the status of your memo on my.WSU.edu in the memos top right corner after searching by student or reference #
Questions