THE GRADUATE SCHOOL
UNIVERSITY *of* WASHINGTON

SUMMER TEACHING SUPPLEMENT INSTRUCTIONS
ONLY for Teaching Assistants and Predoctoral Lecturers/Instructors

The UW/UAW contract for Academic Student Employees requires departments to pay summer graduate student teaching assistants and predoctoral instructors/lecturers a supplement of 20% of the individual's monthly salary rate for the academic year. **This supplement is effective only during the summer quarter instructional session payroll dates, 6/16/18—8/15/18.** The supplement is for all graduate teaching assistants, predoctoral lecturers and predoctoral instructors appointed for *less than three months in Summer Quarter* regardless of their total teaching FTE. This supplement does not apply to research assistants, staff assistants, or other ASE appointments.

Workday Entry Instructions

The summer quarter graduate student teaching supplement is paid as an ALLOWANCE in the compensation area of the Workday payroll system.

If you are entering the summer quarter teaching appointment for the first time, you can add the allowance as part of the overall hire or add job process, in the "propose compensation" subprocess.

If you have already entered the teaching appointment, you will need to add the allowance by requesting a compensation change. The reason is allowance change>add allowance.

In the compensation screens in Workday, scroll down the screen to the bottom, where you'll see an ALLOWANCE button. Click "add." Choose "by Compensation Rule" and the only option that should appear is Teaching Assistant Summer Quarter Premium. This is the option you choose for ALL graduate student teaching job profiles, even though it only references teaching assistants! Once you choose this, the 20% supplement will calculate automatically based on the salary previously entered in the upper portions of the compensation screen. You will then need to expand the "additional details" section to put in an actual end date to the allowance. Workday does not assume that the allowance ends when the salary ends.

(The 20% supplement will then automatically adjust as well when the July 1 salary increases are implemented.)

Enter your final comments and you are done!