SUMMER 2014 SUPPLEMENT INSTRUCTIONS
ONLY for Teaching Assistants/Associates and Predoctoral Lecturers/Instructors

The UW/UAW contract for Academic Student Employees requires departments to pay summer graduate student teaching assistants and associates a supplement of 20% of the individual’s monthly salary rate for the academic year. **This supplement is effective for the summer quarter payroll dates, 6/16/14—8/15/14.** The supplement is for all graduate teaching assistants, associates, predoctoral lecturers and predoctoral instructors appointed for Summer Quarter; it does not apply to research assistants, staff assistants, or other ASE appointments.

**Instructions (special instructions for Work-Study TAs are at the bottom of this page)**

The **EWC earn code** is used to process the 20% summer supplement in order to keep the HEPPS pay step the same as that used for the academic year.

Enter the 20% supplement into OPUS as a separate distribution line using “EWC” as the earn type. In the distribution amount, list the monthly rate for the summer supplement. This is calculated by multiplying the appropriate monthly salary rate by 0.2. For example, the TA salary of $1,846 per month will have a monthly supplement of $369.20, which will yield a supplement of $184.60 per pay period in the month.

**TO SUMMARIZE,** you will have **TWO EXTRA** distribution lines for summer TA appointments in addition to the regular line or lines showing the normal salary distributions.

- The first “extra” line will be for the pay period 6/16/2014 - 6/30/2014 using the earn type “EWC” and the **supplement of 20% at the salary rate for that period.**
- The second “extra” line will be for the pay period beginning 7/1/2014 to the end of the summer TA appointment, again using the earn type “EWC” and the **supplement of 20% at the salary rate for that period.**

**WORK STUDY TA-ships** receive the 20% summer supplement through an increase in the hourly rate. Rates are entered **WITHOUT** a step. Rates are still being determined and will be posted as soon as possible. If you are planning to appoint a work-study TA before these rates are posted, do not hesitate to contact the Office of Fellowships & Awards for assistance in determining the appropriate rates.