SUMMER 2015 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, 6/16/15—8/15/15.** The supplement is for all graduate teaching assistants, associates, predoctoral lecturers and predoctoral instructors appointed for less than three months in 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 $2,213 per month will have a monthly supplement of $442.60, which will yield a supplement of $221.30 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 6/16/2015 - 6/30/2015 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 7/1/2015 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.