2018 Contracting Instruction Manual
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# Overview of Summer Contracting Process

| **Department** | - Enters contract information into the WXASUMM form.  
- See Section 3 for detailed instructions on data entry.  
- Department should follow its college’s established procedures for hiring, e.g. Request to Recruit, NTT Faculty Hire Requests, etc.  
- Departments should contact their Dean’s office if there are any questions regarding hiring procedures. |
| **Department** | - Generates the draft contract report using WXRDRFT form in Banner and routes to Dean’s office for review and approval.  
- See Section 4 for detailed instructions on printing a draft contract report. |
| **Dean’s Office** | - Reviews, revises and signs the draft report.  
- Submits to the Summer Session office at Mail Stop 9102. |
| **Summer Session** | - Reviews the finalized draft report against the information submitted on the department’s summer planning document(s) and in the WXASUMM form to make sure all details are accurate.  
- In the event that the information in the WXASUMM form is different from what appears on the draft report, Summer Session will contact the department/Dean’s office for further clarification. |
| **Summer Session** | - Generates the final e-sign contract from approved WXRDRFT report and routes it to the department for Manager, Chair, Dean, faculty signature(s) and other approvals.  
- Once all approvals/signatures are received, the finalized contract is e-mailed to Summer Session at ExtendedEducation.Admin@wwu.edu. |
1.1 **IMPORTANT DATES FOR SUMMER SESSION 2018**

- **APRIL 2nd** | Approved WXRDRFT draft reports due to Extended Education
- **MAY 15th** | Signed & approved e-sign contracts due to Extended Education
- **JULY 3rd** | Registrar’s peak enrollment census date
- **JULY 25th** | Incentive payment distributed as a lump sum for instructors who are eligible

1.2 **SUMMER SESSION CONTACT INFORMATION**

- **Faculty Contract & Payroll Questions**
  - Omar Jordan x7606 or Omar.Jordan@wwu.edu
  - Vang Le x7608 or Vang.Le@wwu.edu

- **General Summer Session Inquiries**
  - Andrew Blick x2841 or Summer.Session@wwu.edu

- **All Other Staff Inquiries**
  - Andrew Blick x2841 or Andrew.Blick@wwu.edu

1.3 **SUMMER SESSION RESOURCE INFORMATION**

Summer Session website is a resource for staff and faculty to explore various summer forms and documents on planning, scheduling, and budgeting.

Summer Session Website: [https://wp.wwu.edu/eep/summer/session/](https://wp.wwu.edu/eep/summer/session/)

Explanation of Summer Session salary calculation: [https://wp.wwu.edu/aba/summer-session-salaries/](https://wp.wwu.edu/aba/summer-session-salaries/)
ACCESSING BANNER

To access Banner use the following link: http://www.wwu.edu/depts/admcs/banner/index.html. Alternately, you can get to the Banner online link by navigating through the WWU website.

1. Start at the WWU home page (http://www.wwu.edu)
2. Click the Index link in the upper right-hand corner
3. From the index page, click on Enterprise Application Services (EAS)
4. Select the Admin Applications link located in the menu on the left side of the page
5. Under the Banner Forms and Reports heading select Banner forms and reports
6. Under the Production Systems heading select Banner

You will be prompted for the following information:

   Username: (your Banner login name)
   Password: (your Banner password)
   Database: WWIS

Permissions have already been granted to allow you access to the Summer Session Banner forms and reports. The faculty contracting process will require you to use the following forms:

   WXASUMM – Data entry form
   WXRDRFT – Draft contract report

If you are unable to access these forms or have any questions about using Banner please contact:
Omar Jordan x7606 or Vang Le at x7608
3 WXASUMM FORM

WXASUMM is the Banner form that is used to enter all Summer Session contracts, equal opportunity and payroll information. There are 3 levels to the WXASUMM form and each will be explained in detail in the sections below.

3.1 LEVEL 1: FACULTY ID & TERM

Enter the following highlighted fields of information for all faculty contracts:

1. **ID:** Enter the Summer Session faculty WWU ID number and press TAB. The faculty name will automatically populate once the ID number has been entered.

2. **Term:** Enter the 6-digit Summer Session quarter/term code. For summer 2018, the term code is **201830**.

*Use CTRL+PG DOWN to move down to contract Level 2*

3.2 LEVEL 2: CONTRACT & EQUAL OPPORTUNITY INFORMATION

This level of the contract covers basic contract information regarding faculty status, academic year/annualized base salary and equal opportunity information.

3. **Check Org:** Leave this field as is.

4. **AY Salary:** Enter the faculty members AY salary. Directions on how to calculate salary is provided by the Academic Budget and Administration Provost Office [here](#). NTT faculty salaries must be annualized (per CBA 22.15.1.4).

5. **Employee Status:** This is a required field. Select the applicable employee status from the drop down menu. If NTT is selected from the drop down menu, Equal Opportunity information fields will appear.

6. **Dept Contact ID:** This is a required field. Enter the WWU ID number of the person entering the data.

7. **NTT FHR #:** If applicable, enter the employee’s NTT Faculty Hire Request e-sign form number here. This is a required field for all NTT faculty contracts.

8. **Dept. Lock Date:** Enter the date the contracts are ready to be forwarded to the Dean’s office for review and approval.

9. **Contract Comm:** Enter any additional information that should appear on the contract itself.

10. **Position Title:** Enter NTT faculty position title.

11. **NTT Justification:** Justification for NTT selection.

12. **Phone Interview:** Candidate interviewed by telephone? Select: Yes, No, or N/A rehired.

13. **Reference Check:** Was a reference check completed? Select: yes, no, or N/A rehired.

14. **Comments to EO:** Enter any comments for the Equal Opportunity Office.

*Use CTRL+PG DOWN to move down to contract Level 3*
3.2.1 Level 2 Notes

Summer Session AY Salary Calculation:
Please visit the Academic Budget and Administration Provost Office webpage on how to calculate Summer Session Salaries: https://wp.wwu.edu/aba/summer-session-salaries/

Dept. Lock Date:
Enter the date the contracts are ready to forward to the Dean’s office for review and approval.

NOTE: once a date has been entered into this field the department will be locked out from entering further information.

Contract Comm:
Enter any additional information that should appear on the contract itself.

NOTE: If contract comment(s) is course specific, please reference the associated CRN.

Teaching for more than one department:
If a faculty is teaching for more than one department during Summer Session, a new contract record is required for each position. A new contract record can be created at Level 2 by using the down arrow on your keyboard to create a new record for the instructor.

NOTE: If you encounter an issue, please contact:
Omar Jordan x7606 or Omar.Jordan@wwu.edu
Vang Le x7608 or Vang.Le@wwu.edu
3.3 **LEVEL 3: COURSE & PAYMENT INFORMATION**

This level of the contract is to enter details for each course the faculty is teaching for Summer Session. The following sections will provide guidelines on how to appropriately complete level 3 for each of the compensation methods prescribed by the WWU/UFWW Collective Bargaining Agreement.

1. **CRN**: Select the 5-digit CRN for the course this faculty is assigned to from the CRN list – this list will include all CRNs assigned to this faculty member.

2. **Comp Method**: This is a required field.

3. **Fast Index**: This is a required field. Enter the 6-letter fast index that the salary for this course should be charged to.

4. **Activity Code**: Enter only if applicable (for special courses only).

5. **Location Code**: Enter only if applicable.

6. **Pay Credits**: Enter only if the faculty member should be paid based on a credit value other than the regular credit value of the course.

7. **Internal Comments**: Enter any additional information pertaining to this course.

8. **Rate**: Enter Student Credit Hours (SCH) if applicable.

The following sections (pg. 6-11) will provide guidelines on how to appropriately complete Level 3 for each of the compensation methods prescribed by the WWU/UFWW Collective Bargaining Agreement.

**Note**: The grey fields in the graphic above indicate fields that are used for informational purposes only. Values displayed or inputted in those spaces will not appear on the contract or have any impact on salary computation. Fields in grey are NOT required.
3.3.1 Compensation Method A1

Per Section 22.15 of the WWU/UFWW Collective Bargaining Agreement, for Summer Session courses faculty are paid 1/45 of AY salary per credit. For Summer Session courses enrolling over 15 students, the faculty is paid 1/45 of AY salary per credit plus a high enrollment incentive payment of $54 per Pay SCH for 16 students and above.

Enter the appropriate information into the fields that have been highlighted in the image below:

1. **CRN:**
   - Select the 5-digit CRN for the course this faculty is assigned to from the CRN list – this list will include all CRNs assigned to this faculty member.

2. **Comp Method:**
   - This is a required field. Select A1

3. **Fast Index:**
   - This is a required field. Enter the 6-letter fast index that the salary for this course should be charged to.

   A list of fast indexes for Summer Session can be found on the Summer Session staff and faculty resources website:

   [https://wp.wwu.edu/eeplanning/](https://wp.wwu.edu/eeplanning/)

4. **Activity Code:**
   - Enter only if applicable (for special courses only).

5. **Location Code:**
   - Enter only if applicable.

6. **Pay Credits:**
   - Enter only if the faculty member should be paid based on a credit value other than the regular credit value of the course.

7. **Internal Comments:**
   - Enter any additional information pertaining to this course.

   This field will not appear on the final contract; the information will only appear on the WXRDRFT draft report.
3.3.2 Compensation Method B4

Per Section 22.15 of the WWU/UFWW Collective Bargaining Agreement, individually-supervised credit-bearing activities, such as independent studies, field research/experience, practicum, and internships in the summer will generally be paid at the per SCH rate.

Enter the appropriate information into the fields that have been highlighted in the image below:

1. **CRN**: Select the 5-digit CRN for the course this faculty is assigned to from the CRN list – this list will include all CRNs assigned to this faculty member.

2. **Comp Method**: This is a required field. Select B4.

3. **Fast Index**: This is a required field. Enter the 6-letter fast index that the salary for this course should be charged to.

   A list of fast indexes for Summer Session can be found on the Summer Session staff and faculty resources website: [https://wp.wwu.edu/eplanning/](https://wp.wwu.edu/eplanning/)

4. **Activity Code**: Enter only if applicable (for special courses only).

5. **Location Code**: Enter only if applicable.

6. **Pay Credits**: Enter only if the faculty member should be paid based on a credit value other than the regular credit value of the course.

   a. If the course is a variable-credit offering and enrollment is greater than or equal to 10, salary will be calculated using the specified pay credits.
      i. If no pay credit value is entered than calculation will default using the lowest credit value.
      ii. If the department has a historically agreed pay credit value for this course, which may be the average pay credit, please be sure to enter that value to be approved by the Dean’s office (see section 7.2 for detailed scenarios).

7. **Rate**: Enter per SCH rate:

   a. Undergraduate minimum rate: $156.00.
   b. Graduate minimum rate: $193.00.

8. **Internal Comments**: Enter any additional information pertaining to this course.

   a. This field will not appear on the final contract; the information will only appear on the WXRDRFT draft report.
3.3.2.1 Compensation Method B4 Notes

Per SCH pay is recommended for activities with 9 or fewer students. Salary per credit is recommended for activities with 10 or more students: when Compensation Method B4 has been selected, this recalculation of salary is automatic when course enrollment is 10 or greater. The instructors of any courses in the last three years that have been paid at more than $139 per credit shall continue to be paid for those courses at a rate no lower than that higher rate.

Variable credit:

If a course is a variable credit offering and enrollment is less than 10, salary computation will be based on the actual SCH of the course at the registrar’s peak date.

If enrollment is above 10, salary will be calculated using the specified pay credits. If no pay credit value is entered calculation will default to the lowest credit value.
### 3.3.3 Compensation Method C

Selecting Compensation Method C for a faculty member indicates that the faculty will not receive compensation for this course, but the assignment should be considered as part of their Summer Session load.

Enter the appropriate information into the fields that have been highlighted in the image below:

1. **CRN:**
   - Select the 5-digit CRN for the course this faculty is assigned to from the CRN list – this list will include all CRNs assigned to this faculty member.
     - a. Enter ADMIN if the faculty member is not receiving compensation for an administrative assignment.
     - b. Enter “IS” if the faculty member is not receiving compensation from a Summer Session budget for an Independent Study (see section 7.3 for details on independent study).

2. **Comp Method:**
   - **This is a required field.** Select C.

3. **Fast Index:**
   - **This is a required field.** Enter the 6-letter fast index that the salary for this course should be charged to.
     - a. A list of fast indexes for Summer Session can be found on the Summer Session staff and faculty resources website: [https://wp.wwu.edu/eeplanning/](https://wp.wwu.edu/eeplanning/)

4. **Activity Code:**
   - Enter only if applicable (for special courses only).

5. **Location Code:**
   - Enter only if applicable.

6. **Internal Comments:**
   - Enter any additional information pertaining to this course.
     - a. This field will not appear on the final contract; the information will only appear on the WXRDRFT draft report.
3.3.4 Compensation Method D

Selecting Compensation Method D for a faculty member indicates that the faculty will be receiving compensation for an Administrative Assignment. Payment is equal to 1/45 of AY salary * pay credits for the assignment.

Enter the appropriate information into the fields that have been highlighted in the image below:

1. **CRN:**
   - This is a required field. Enter ADMIN from the CRN list.

2. **Comp Method:**
   - This is a required field. Select D.

3. **Fast Index:**
   - This is a required field. Enter the 6-letter fast index that the salary for this course should be charged to.
   - a. A list of fast indexes for Summer Session can be found on the Summer Session staff and faculty resources website:

   https://wp.wwu.edu/eeplanning/

4. **Activity Code:**
   - Enter only if applicable (for special courses only).

5. **Location Code:**
   - Enter only if applicable.

6. **Pay Credits:**
   - This is a required field. Enter administrative assignment credit value.

7. **Internal Comments:**
   - Enter any additional information pertaining to this course.
   - a. This field will not appear on the final contract; the information will only appear on the WXRDRFT draft report.
3.3.5 Compensation Method O

Per Section 22.13 of the WWU/UFWW Collective Bargaining Agreement, faculty may teach one or more courses above their regular teaching load with a recommendation from the department chair and approval by the dean.

Enter the appropriate information into the fields that have been highlighted in the image below:

1. **CRN:**
   - This is a required field. Enter ADMIN or select from the CRN list.

2. **Comp Method:**
   - This is a required field. Select O.
   - Enter ADMIN if the faculty member is receiving overload compensation from a Summer Session budget for an administrative assignment.

3. **Fast Index:**
   - This is a required field. Enter the 6-letter fast index that the salary for this course should be charged to.
   - A list of fast indexes for Summer Session can be found on the Summer Session staff and faculty resources website:
     - [https://wp.wwu.edu/eep/](https://wp.wwu.edu/eep/)

4. **Activity Code:**
   - Enter only if applicable (for special courses only).

5. **Location Code:**
   - Enter only if applicable.

6. **Pay Credits:**
   - Enter only if the faculty member should be paid based on a credit value other than the regular credit value of the course.

7. **Internal Comments:**
   - Enter any additional information pertaining to this course.
   - This field will not appear on the final contract; the information will only appear on the WXRDRFT draft report.
4 WXRDRFT – DRAFT CONTRACT REPORT

4.1 DRAFT CONTRACT REPORT INTRODUCTION

WXRDRFT is the Banner form used to generate Summer Session draft contract reports. The draft report can be printed as many times as needed.

Print options for draft contract reports:

- **Term Code** - Enter the 6-digit Summer Session quarter/term code. For summer 2018, the term code is 201830
- **Fast Index** – prints information for all contracts charged to a specific fast index
- **W#** - prints information for individual contracted faculty
- **Dept. Contact W#** - prints information for all contracts inputted by a department contact
- **FOAPAL Location Code** – prints information for all contracts charged to a specific location code
- **Summer Status** – prints information for all contracts by faculty status (TN, TT, NTT)
  - To run an Equal Opportunity Report: enter NTT for the Summer Status parameter
  - A copy of the EOO Report run for the department can be attached to a single eSign “Faculty Hire Request” form
4.2 Draft Contract Report Printing Process

Hit CTRL + PG DWN twice to move to Parameter Values level

1. Term code: Enter the 6-digit Summer Session term (e.g. – 201830).

2. FAST Index: Prints all faculty contract information tied to a specific Fast Index.
   a. Print all = “%”
   b. Print one Fast Index = enter the 6-letter fast index (UPPER CASE).
   c. Print multiple Fast Index = Hit F6, enter “2” (Fast Index will appear in parameters), enter the additional Fast Index you wish to print. This option can be repeated as many times as needed.

3. W Number: prints faculty contract information by W#
   a. Print all = “%”
   b. Print one specific W# = enter the 9-digit W#
   c. Print multiple W# = Hit F6, enter “3” (W number will appear in parameters), enter the additional W# you wish to print. This option can be repeated as many times as needed.

4. Show: Show additional data (“Y” or “N”) – default is “Y” – enable display of all columns

5. Download: Produce a tab separated value download file for this report (“Y” or “N”).

6. Department Contact WID: Enter the W# of the person who is listed as the department contact in the WXASUMM form (level 2).

7. FOAPAL Location Code: Enter the FOAPAL location code you want to run, or enter “%” for all.

8. Summer Status: Enter the employee/summer status you want to report on (TN, TT, NTT), or enter “%” for all.

Hit CTRL + PG DWN to move to the Submission level

9. Save Parameters: Check this box if you would like to save the information you entered above.

Hit F10 to move to Print Control level

10. Select “Run Job”

11. To print report:
   a. Click “Options” menu.
   b. Select Job Submission Stats (GWIROUT).
   c. At job screen – click on “Refresh Display”, you may need to click this several times to refresh display and activate.
   d. Click “View PDF Report” and print.
### 4.3 Draft Contract Report Sample

<table>
<thead>
<tr>
<th>FUND INDEX - ACTIVITY - LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTRUCTOR</td>
</tr>
<tr>
<td>COURSE</td>
</tr>
<tr>
<td>GE</td>
</tr>
<tr>
<td>COMP</td>
</tr>
<tr>
<td>DAY</td>
</tr>
<tr>
<td>DRY</td>
</tr>
<tr>
<td>PTE</td>
</tr>
<tr>
<td>INDEX</td>
</tr>
<tr>
<td>ACTV</td>
</tr>
<tr>
<td>LOCN</td>
</tr>
<tr>
<td>LOCK DATE</td>
</tr>
</tbody>
</table>

### Fixed Costs

<table>
<thead>
<tr>
<th>Faculty Name (WM)</th>
<th>TH</th>
<th>Academic Year Salary: $6,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts 34072</td>
<td>1400</td>
<td>Academic Year Salary: $92,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract #</th>
<th>Activity Description</th>
<th>Academic Year Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>34055</td>
<td>Art Educating the Child (Jr)</td>
<td>$120,000.00</td>
</tr>
<tr>
<td>34056</td>
<td>Integrated Arts for Elem Ed (DS)</td>
<td>$110,000.00</td>
</tr>
</tbody>
</table>

### NTT Faculty Hire Report

<table>
<thead>
<tr>
<th>Position Title: Senior Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Interview: N/A Rehired</td>
</tr>
<tr>
<td>Reference Check: N/A Rehired</td>
</tr>
</tbody>
</table>

### NTT Justification: Rehire

<table>
<thead>
<tr>
<th>Contract #</th>
<th>Activity Description</th>
<th>Academic Year Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>34056</td>
<td>Art Educating the Child (Jr)</td>
<td>$120,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract #</th>
<th>Activity Description</th>
<th>Academic Year Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>30286</td>
<td>Art 322 - Painting II (5cr)</td>
<td>$10,416.67</td>
</tr>
</tbody>
</table>

### Department Contact Signature

- Date

### Department Chair Signature

- Date

### Dean Signature

- Date
5 E-SIGN CONTRACT INITIATION & ROUTING

When the WXRDRFT report has been approved and submitted to Extended Education, Summer Session will initiate an e-sign contract for each faculty member listed on the draft report. This e-sign form is the **official** contract document between the University and the faculty member; therefore, the appropriate routing procedure must be followed to abide by university hiring policies.

5.1 ROUTING INSTRUCTIONS

- **SUMMER SESSION**
  - E-sign contract initiation

- **DEPARTMENT**
  - Departmental review
  - **Dept. Chair** approves & e-signs

- **COLLEGE**
  - Dean's office review
  - **Dean** approves & e-signs

- **DEPARTMENT**
  - Department sends to **faculty** for e-signature

- **SUMMER SESSION**
  - When contract has been e-signed by all required parties, send to: **ExtendedEducation.Admin@wwu.edu**
5.2 SAMPLE OFFICIAL CONTRACT (E-SIGN)

SUMMER SESSION COURSE SERVICE AGREEMENT
2016

1. EMPLOYEE INFORMATION
   - Name:
   - WAX ID:
   - Address:
   - College:
   - Department:
   - Employee Status:
   - Course/Depart Form Number:
   - Annualized Salary:
   - Contract Period:

2. TEACHING ASSIGNMENT AND COMPENSATION
   - Compensation for Full Enrollment:
   - Compensation for Each Additional Enrollment:

3. COMMENTS

4. AGREEMENT
   - Summer Session is self-supporting. No faculty is required to teach during the summer. By signing this agreement, WWU and the faculty member indicated above agree to these terms:
   1. The faculty member agrees to comply with all applicable policies, rules, and regulations of Western Washington University. Institutional policies can be referenced at [wwu.edu/ policies]. The faculty collective-bargaining agreement can be found at [wwu.edu/collective]. The Faculty Handbook is available at [wwu.edu/ handbooks]. Alternative formats are available upon request.
   2. This agreement is based on employment for the above cycle only and tenure is subject to good faith on the part of the faculty member, and the university may terminate employment with WWU. The faculty member agrees that termination will be made as outlined in this agreement, based on course availability.
   3. For purposes of computing compensation, "course enrollment" is the actual enrollment on the Office of the Registrar's annual course enrollment card. For individual courses not delivered on the regular quarterly cycle, the Office of the Registrar's "final" course enrollment card will be used.
   4. For this salary, the faculty member must complete course preparation, instruction for regulated courses, and meet all other faculty expectations and requirements.
   5. Final grades for enrolled students in the contracted course(s) must be submitted to the Registrar's Office no later than 12 noon on the Tuesday of the last day of the term.
   6. The Human Resources Department determines eligibility.
6 FREQUENTLY ASKED QUESTIONS

6.1 BANNER FORMS

- **The department lock date has been entered and I can no longer edit information. How do I make changes to a contract?**
  - If you still have the draft report, have the Dean’s office initial the updated information and send it to Summer Session with a note indicating what needs to be corrected in WXASUMM.
  - If the draft report has already been sent to Summer Session, please contact Summer Session and include the Dean’s office in the correspondence.

- **I have a faculty member who will have more than one contract. How do I create another contract record in WXASUMM?**
  1. Enter the faculty member’s W# and the Summer Session term.
  2. Hit CTRL + PG DWN to move to contract Level 2.
  3. Hit ARROW DOWN to get to a new contract record.
    - If you hit ARROW UP you will return to the previous contract record.

- **I have a faculty member who is teaching more than one class during Summer Session. How do I create a new assignment record in WXASUMM?**
  - When you are in contract Level 3, hit ARROW DWN to get a new course record.
    - Hit ARROW UP to return to the previous course record.

- **When I try to create a course assignment in level 3, I can’t find the correct CRN for my faculty member in the dropdown list.**
  - The only CRNs that will appear in the dropdown list are ones that have been attached to the faculty member in Banner.
  - To add a faculty to a CRN a [Class Schedule Changes and Corrections Form](https://esign.wwu.edu/admcs/process/forms/EESP/Changes_Corrections2.aspx) will need to be submitted to Summer Session for processing:
    - [https://esign.wwu.edu/admcs/process/forms/EESP/Changes_Corrections2.aspx](https://esign.wwu.edu/admcs/process/forms/EESP/Changes_Corrections2.aspx)

- **I accidentally went into a new course/contract record. How do I remove the record so it doesn’t show on the contract?**
  1. Go into the empty course record.
  2. From the toolbar at the top of the screen, select RECORD and then select REMOVE.
  3. Save the contract when you have removed the record.
When I enter a course CRN, the resulting course information is incorrect - wrong date, time, days, etc. How do I fix this?

- The resulting course information is data pulled from Banner (course set-up). To correct any part of it, please complete and submit the Class Schedule Changes and Corrections Form to Summer Session for processing:
  - [https://esign.wwu.edu/admcs/process/forms/EESP/Changes_Corrections2.aspx](https://esign.wwu.edu/admcs/process/forms/EESP/Changes_Corrections2.aspx)

- Once the form has been reviewed by Summer Session it will be sent to the Registrar’s office to make the necessary changes in Banner. Once the change is made, the information on the contract should populate with the correct course information.

How do I print an NTT Equal Opportunity Report?

- See section 4 for instructions on how to run a WXRDRFT report.
  - Enter “NTT” for the Summer Status parameter.

**Banner Keystrokes**

Next course/payroll record = **arrow down**
Previous course/payroll record = **arrow up**
Move between fields = **Tab or select w/ mouse**
6.2 CONTRACTING

- I have a faculty member teaching multiple courses that share a combined enrollment for payroll purposes. How do I indicate this in the contract?
  - Please see section 7.1 of the Contract Scenarios section for the proper procedure for data input for these types of courses.

- I have a faculty member with a variable-credit course. How do I indicate this on the contract?
  - The most important thing when contracting a variable credit course is to understand how a compensation method will affect salary scenarios.
  - Please see section 7.2 of the Contract Scenarios section for a sample scenario of a variable credit course.

- Where can I find a list of the Summer Session fast indexes?
  - Visit the Summer Session staff resources web page:
    - [https://wp.wwu.edu/eeplanning/summersession/](https://wp.wwu.edu/eeplanning/summersession/)
    - Click on the Summer Session and Faculty Led-Travel New COA Budget Codes link.

- I have multiple faculty members teaching a course and share the SCH, how do I indicate this on the contract?
  - Please see section 7.3 of the Contract Scenarios section for the proper procedure for data input for these types of courses.

6.3 COMPENSATION

- How do I calculate Summer Session salaries?
  - Please visit the Academic Budget and Administration Provost Office webpage on how to calculate Summer Session Salaries: [https://wp.wwu.edu/aba/summer-session-salaries/](https://wp.wwu.edu/aba/summer-session-salaries/)

- When will faculty salaries be calculated?
  - For purposes of computing compensation, “course enrollment” is the actual enrollment on the first peak census date of the quarter.
    - For individual courses not delivered on a regular quarterly cycle, a final enrollment date will be specified.
  - After peak enrollment has occurred the faculty salaries will be displayed in the WXASUMM form:
    - Assign Base Comp field will display the total compensation for a particular assignment.
    - Incentive Pay field will display the total incentive pay for a particular assignment (if applicable).
When will faculty be paid?

- Paycheck distribution will be based on the Human Resources payroll schedule. Compensation is evenly distributed through either 3 or 5 paychecks depending if a faculty is contracted to teach normal 6 or 9-week scheduled courses or both.
  - Summer Session Pay dates: July 10\textsuperscript{th}, July 25\textsuperscript{th}, August 10\textsuperscript{th}, August 24\textsuperscript{th}, September 10\textsuperscript{th}
  - Faculty who teach only 6-week courses: 3 paychecks
  - Faculty who teach only 9-week courses: 5 paychecks
  - Faculty who teach both 6 & 9-week courses: 5 paychecks

When will incentive pay be calculated?

- Faculty who earn incentive pay will receive that payment in one lump sum after the first summer payroll date.
  - For summer 2018 incentive pay will be distributed on July 25\textsuperscript{th}.

6.4 Class Schedule Changes and Corrections Form (Web Form)

When is it appropriate to use Class Schedule Changes and Corrections Form?

- Please use this form to make changes and/or corrections to courses that have been approved via the course approval process or to add/cancel courses.
  - Add, remove, change, or correct:
    - Instructor(s)
    - Course Offering(s)
    - Course Information
    - Pay Credit(s)
    - Academic Year Salary
    - Per Credit Salary
    - Student Credit Hour (SCH) Rate
    - Schedule Changes (Dates, Days, Time)
    - Course Fee
7 SAMPLE CONTRACTING SCENARIOS

7.1 COMBINED ENROLLMENT FOR PAYROLL PURPOSES

For a faculty teaching multiple courses that combine enrollment for payroll purposes, WXASUMM information must be entered using the following procedure and appropriate comment language is used to ensure that the faculty's salary is properly computed.

**SCENARIO:** faculty member is instructing 3 separate Dance courses and will be paid based on the combined enrollment of all courses. The department and college have approved compensation method A1 for the salary computation.

**Contract Comments:** The contract must include a detailed contract comment that describes the combined enrollment scenario:

“DNC 2XX, DNC 3XX and DNC 4XX share a combined enrollment for payroll purposes”

Section #1 should be set up with the appropriate compensation method. The sample uses method A1.

In the Internal Comments field, include a detailed comment that describes the combined enrollment scenario. The following language is a suitable comment: “please combine enrollment with DNC 3XX and DNC 4XX for payroll purposes.”

Section(s) #2 (and #3+) should be set up with compensation method C. All other sections that should be counted as a combined enrollment with section #1 must use method C. This prevents duplication of salary records.

Internal Comments should also include detailed notes that describe the combined enrollment scenario. The following language is a suitable comment: “please combine enrollment with DNC 2XX and DNC 4XX for payroll purposes.”
7.2 VARIABLE CREDIT COURSES

If a faculty member is teaching a course that has a variable credit value, such as an internship or field study use the following scenario as a guideline when considering how compensation will be impacted.

**Scenario:** A faculty member (AY salary = $60,000) is instructing an internship class with a variable credit range of 3-12 credits. The department and college have approved compensation method B4 for salary computation.

**Items of consideration:**

- **Compensation Method:** Under method B4, salary for a variable credit course will be based on the *actual SCH* of the course when enrollment under 9. *This means the pay credit field value will NOT be applied during salary computation when enrollment is less than 10 students.*

- If course enrollment is 10 or more, salary is computed using the per credit rate for that faculty member.
  - If a pay credit value is entered in WXASUMM, the salary is calculated using the specified pay credit amount.
  - If pay credit value is NOT entered in WXASUMM, the calculation is based on the *lowest credit value of the course.*

- Assume in the scenario described above the internship class enrolled 3 students and had a total combined credit value of 27 credits.
  - Under method B4, the course salary would be based on the following formula:
    - $156.00 \times \text{actual SCH}
    - $156.00 \times 27 \text{ SCH} = $4,212.00

- Assume in the scenario described above the internship class enrolled 14 students and the department had approved a pay credit value of 4 credits for the course.
  - Under method B4, the course salary would be based on the following formula:
    - Per credit rate $\times$ pay credits
    - $1,333.33 \times \frac{60,000}{45} \times 4 \text{ credits} = $5,333.32
    - If the contract had NOT specified a pay credit amount, salary calculation would have been based on 3 credits, the lowest credit value of the course specified in the scenario.
7.3 INDEPENDENT STUDY COURSES

For faculty members teaching one or more independent study courses consider the following scenario to better understand how IS courses are inputted into the WXASUMM form.

**Scenario:** A faculty member will be the instructor for several independent study courses during Summer Session. However, at the time of contracting it is unknown how many courses the faculty will instruct. The department and college have approved compensation method B4 for all their independent study sections.

**Items of Consideration:**

- If a faculty member is instructing *any* independent study courses, then “IS” should be selected from the drop-down menu at level 3.

- The “IS” option will indicate on the contract that the faculty will have at least one independent study assignment – whether or not the # of sections or credit value is known at the time of contracting.
  
  - The contract should NOT have multiple “IS” records. A single “IS” record is representative of any and all independent study assignments.

- The rest of the contract should be completed following the instructions in section 3 of the manual.

At the Registrar’s peak census date a data download will be conducted by Summer Session to collect all course information for contract records that have an “IS” assignment in WXASUMM. Enrollment and SCH information will be pulled during this process and the appropriate compensation method will be applied.
7.4 SHARED SCH BETWEEN MULTIPLE FACULTY

In the event that there are two or more instructors for a course with a single CRN and compensation is shared between all faculty, the following scenario should be used as a guideline when completing the WXASUMM form.

**Scenario:** 3 faculty members will be co-instructors for a 12-credit, undergraduate practicum course. For payroll purposes, the SCH will be divided amongst the three faculty members based on how many students in the class that they each supervise. The department and college have approved compensation method B4 for all instructors of this course.

**Division of Enrollment or Compensation:** The decision to allocate a certain portion of a course’s enrollment or compensation to a specific faculty member **must** be approved by the department chair and the college dean.

**Contract Comments:** Each faculty member’s contract should include a detailed comment on how the department intends to split the pay. The following language is a suitable comment:

> “**COURSE** is being co-taught by __ faculty members. Compensation / SCH for **COURSE** will be shared amongst the faculty based on course enrollment”

Assume the undergraduate practicum course in the scenario above had the following enrollment at the Registrar’s peak date:

- Faculty A supervised 3 students
- Faculty B supervised 6 students
- Faculty C supervised 1 students

Under method B4, compensation for the course would be distributed as follows:

- Faculty A = 36 SCH x $156 = $5,616.00
- Faculty B = 72 SCH x $156 = $11,232.00
- Faculty C = 12 SCH x $156 = $1,872.00