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Summer Quarter Budgeting

Summer Quarter at the University of Washington is defined as self-sustaining by the state legislature, which makes the Summer Quarter budgeting process different from that of other quarters. Since Summer Quarter is not supplemented by state funds, it is offered on a fee-based model with revenue generated by tuition. A program team at UW’s Continuum College works with the Provost to define Summer Quarter’s budgeting guidelines and works with academic departments to complete their budgets, submitting a Summer Quarter budget proposal to the Provost in late spring for review and approval.

University student services such as registration, computing, and libraries as well as infrastructure costs (personnel, payroll, electricity, security, etc.) are covered by twelve-month funding, which means that the Summer Quarter instructional budget is the only truly self-sustaining part of the Summer Session.¹

Instructions for 2018

Please review and follow these instructions, which will help us achieve consistent budgeting practices across all of Summer Quarter.

Faculty Pay Change for Summer Quarter 2018

For 2018 and beyond, the Provost has decided to more closely align the Summer Quarter instructional-compensation model to that of autumn, winter, and spring quarters. Instead of the old formula (monthly salary x course credits x 2), starting in Summer 2018, a new formula of \textit{monthly salary} \times \textit{course credits} \times .3 will be used, which will result in salary increases for all Summer Quarter instructors. All departments must follow this new salary formula in order to ensure consistency and fairness across all of Summer Quarter.

This salary increase is for Summer Quarter courses only, and it does not include faculty, lecturers, and instructors who have not previously been compensated through the use of the Summer Quarter pay formula, which includes:

- Faculty on 12-month contracts
- Faculty, lecturers, and instructors teaching in fee-based degrees
- Faculty and staff providing non-instructional services during Summer Quarter

The salary formula means that course-enrollment minimums will now be more rigorously applied.

¹ [http://www.washington.edu/reports/summer/sqr4.html](http://www.washington.edu/reports/summer/sqr4.html)
Please see Instructional Expenses for more details on the Summer Quarter instructional-pay formula and Courses for additional information on Summer Quarter enrollment guidelines.

**Salary Increases in TeamBudget**

Salaries in your 2018 planning centers are the same as those used last year and do not reflect any merit based salary increases that took place, or the change to the SQ salary formula for SQ 2018. If you are offering the same course with the same instructor in SQ 2018, please update the salary to the correct amount.

**Budgeting for Contractual Services or Supplies and Materials**

If departments include contractual services or supplies and materials in their Summer Quarter budgets, those items must be used only for Summer Quarter students and instructors.

- 03-00 contractual services: Enter the amount you project will be spent on contractual services such as marketing, promotion, or special advertising.
- 04-00 travel: If it will be necessary for the instructor to travel for a course or field program, enter the total amount here. Please refer to the section Courses With Field-Trip Component Offered During Summer Quarter for more details.
- 05-00 supplies: The Summer Quarter budget can include general classroom or field trip supplies essential to the teaching of a course. Approved examples include:
  - Paper for course-related photocopies
  - Building materials for student architectural projects
  - Drawing tools for landscape architecture field trip
  - Maintenance of beehives for a beekeeping class
  - Large group tents that can be used for future Summer Quarter field courses

Office equipment such as computers, fax machines, or copiers cannot be purchased under the Summer Quarter instructional budget.

In addition, if a department does not deplete the approved budget line for supplies and materials, the remaining funds cannot be leveraged for services or purchases not aligned with Summer Quarter.
In general, supplies that are for the individual use of the student or kept by the student are covered by course fees. If you are unsure if a charge should be made to the Summer Quarter budget or as a course fee, please feel free to contact the Summer Quarter program team.

Determined Which Courses To Include in the Summer Quarter Budget

- All courses included in the Summer Quarter budget must be offered during the Summer Quarter instructional timeframe (Full term, A-term, or B-term).
- Courses that either are or could be offered during autumn, winter, or spring quarters as state-funded courses can be offered during Summer Quarter on the Summer Quarter budget if they are taught by:
  - Faculty/instructors on 9-month contracts
  - TAs
  - Faculty/lecturers on 12-month contracts, whose courses are taught in addition to the faculty/lecturer’s regular teaching load. Compensation will be handled as TPI.
- Courses that are part of fee-based degree programs are not included in the Summer Quarter budget.
- Labs are budgeted for under the lecture section of a course. Labs are only included in Team Budget (on the budget and enrollment screens) as separate courses if they have credits associated with them.

Courses

Courses with extremely low enrollments in Summer 2017 have not been included in 2018 budget proposals. For example, classroom and field courses with three or four students are not viable and for the most part have not been included in the draft proposals.

However, you are welcome to add courses back in that you feel are needed and/or will attract at least ten students. There is not a policy floor of ten enrollments, but ten is a general guideline for a viable course. Exceptions are considered for courses required for graduation and some field studies.

With the increase in instructional costs, and changes to undergraduate tuition, it is now even more critical that course costs are covered by revenue from tuition. When planning courses for Summer Quarter 2018, please keep in mind how many enrollments it would take to offset the costs of a course. For details on estimating enrollments for TeamBudget, please see the Enrollments section below.
New or substantially revised courses and/or courses requiring special fees, admission, or registration must be approved by the appropriate University committees and offices required of all University courses. Courses submitted but not yet approved can be entered into TeamBudget using a similar course as a placeholder and including a note describing the real course.

**Jointly Offered Courses**

If a course is offered jointly with another department, only one of those departments should list the expenses on the “Budget Details” screen in TeamBudget. Both departments should note the cross listing in the “Description” field (e.g. “joint with ANTH 307 A”).

Similarly, if two courses are cross listed within the same department, list all expenses under one of those courses and note the cross listing in the “Description” field.

**Special Topics Courses**

Please enter the title of your Special Topics courses in the “Description” column of your budget. This will help everyone using TeamBudget to recognize what is being taught in a particular summer.

**Online Courses Offered During Summer Quarter**

If you want to offer courses in an online format during Summer Quarter, please contact the Summer Quarter Program Office to discuss the details. In brief, the salary for the instructor and any TAs or readers are included in your Summer Quarter budget request. Administrative charges, such as for the online platform and Continuum College’s management of the course, will be charged to the Summer Quarter administrative budget if the Learning Management System is hosted by Continuum College.

**Development of New Online Courses**

If you want to develop a new online course offered for the first time during Summer Quarter, the course development costs—typically one month of faculty salary plus instructional design fees paid to Continuum College—are covered by the Summer Quarter administrative budget. If course development is undertaken by an experienced TA, the Summer Quarter budget covers a TA contract for one quarter. Please contact the Summer Quarter Program Office to discuss the details.

**Courses With Field-Trip Component Offered During Summer Quarter**
If you want to offer courses with a field-trip component during Summer Quarter, please contact the Summer Quarter Program Office to discuss enrollment numbers. For 2018, the date to determine the viability of a field course is **June 1, 2018**.

In addition to instructional costs for a field course, the Summer Quarter budget covers:

- Instructor (and TA, if applicable) transportation
- Instructor/TA lodging and per diem allowance for food. These expenses need to adhere to UW’s travel policies and the allowance amounts specified on the UW travel site.
- Van rental and ferry fares, if applicable

Other student travel expenses are covered by **course fees**. Examples of expenses covered under course fees include:

- Student food and lodging
- Individual supplies such as sleeping bags that are kept by the student

Course fees are determined, set up, and managed by the academic department hosting the course; course fees are not included in TeamBudget.

**Please contact the Summer Quarter Program Office for any questions about specific field-trip related expenses included in the Summer Quarter budget.**

Field-trip courses must be assigned the appropriate amount of credits based on the same credit-hour requirements used by the UW and to ensure the course is eligible for financial aid. A detailed description of credit-hour requirements is located here: [https://www.washington.edu/students/reg/credit.html](https://www.washington.edu/students/reg/credit.html). Field-trip courses shorter than Summer Term A or B need to be approved by the Office of Student Financial Aid in advance to determine eligibility for financial aid.

**Enrollments**

Enter the anticipated enrollments for each course, not the maximum number allowed. If the course was offered during last year’s Summer Quarter, please use last year’s actual enrollment as this year’s expected enrollment. These enrollment numbers are multiplied by course credits and displayed in TeamBudget as Student Credit Hours (SCH). SCH are useful for determining if a course, a department’s entire budget, and the overall Summer Quarter budget will cover expenses.

Enter enrollment estimates for all lecture courses, seminars, field studies, and independent studies. Although independent studies are not included in the Summer Quarter budget (see [Faculty in TeamBudget](#) section below), their enrollments count...
towards student credit hour totals and are included in overall Summer Quarter enrollment data.

If a course is cross listed between two departments, each department should include their anticipated enrollment for that course. If a course is cross listed between two courses within the same department, or if a course has multiple sections, enter expected enrollments for each course/section.

**Contingent Courses, Graduate Student Appointments, and Instructor Withdrawal**

The Summer Quarter Program Office can help you identify which courses have historically low enrollments. If it seems that a course may not secure adequate enrollment, the course may be offered as “contingent on enrollment” when mutually agreed upon by the instructor, chair, and UW Summer Quarter Program Office. A go/no-go date, with target enrollment, will be set in advance of the quarter start to support decision making on the viability of running a contingent course.

Because Summer Quarter is a self-sustaining program and cannot run courses that will not break even, offer letters for lecturer or TA appointments must always mention that the summer appointment is contingent on the course’s enrollments, that course cancellations are always a possibility, and that their appointment is not guaranteed. In addition, many departments set up contracts with graduate-student instructors months before Summer Quarter begins. However, the department should not sign contracts too far in advance since it is always possible that courses may not secure adequate enrollment. Instead, the contract should be offered only once the enrollment pattern has become obvious.

In the event a UW faculty member, visiting faculty member, or a graduate student instructor withdraws from a teaching assignment, the academic unit should make every effort to arrange for a qualified replacement.

**Instructional Expenses**

**Faculty in TeamBudget**

Enter faculty salaries as 01-10. Entering a course name or instructor name in TeamBudget is optional, but we recommend entering both. The salary may be entered either as a figure on the budget screen or as a formula using the Formula display option in TeamBudget. On the default Annual display, a blue dog-ear will appear; this is your reminder that the salary was entered as a formula.
Faculty are not compensated for courses considered part of faculty service such as independent studies, supervised studies, or undergraduate research courses; they also are not compensated for 600-, 700-, or 800-numbered courses.

For these categories of courses, please create a faculty salary line on the budget screen as above but leave the salary blank and include a note such as “independent study” in the description field.

UW Faculty

In Summer Quarter faculty appointments are funded by an instructional budget that does not pay for research. As a result, full-time summer faculty may teach more credit hours than during the academic year. Full-time faculty during Summer Quarter can teach 10 credit hours for the nine-week session or 5 credit hours in both A and B terms.

As mentioned previously, to determine an instructor’s pay, formula is: monthly salary × number of credit hours for a course × .3.

<table>
<thead>
<tr>
<th>Total Credit Hours</th>
<th>Full Term (A + B term)</th>
<th>Single Term (A or B term)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>100% of 1 mo. salary × .3</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>90% of 1/mo. salary × .3</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>80% of 1/mo. salary × .3</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>70% of 1/mo. salary × .3</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>60% of 1/mo. salary × .3</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>50% of 1/mo. salary × .3</td>
<td>100% of 1.5/mo. salary</td>
</tr>
<tr>
<td>4</td>
<td>40% of 1/mo. salary × .3</td>
<td>80% of 1.5/mo. salary</td>
</tr>
<tr>
<td>3</td>
<td>30% of 1/mo. salary × .3</td>
<td>60% of 1.5/mo. salary</td>
</tr>
<tr>
<td>2</td>
<td>20% of 1/mo. salary × .3</td>
<td>40% of 1.5/mo. salary</td>
</tr>
<tr>
<td>1</td>
<td>10% of 1/mo. salary × .3</td>
<td>20% of 1.5/mo. salary</td>
</tr>
</tbody>
</table>

It is critical that you calculate an instructor’s salary using only the number of credits they are teaching. If an instructor is teaching a variable-credit course, use the number of credits the majority of students took the class for in previous years.

Visiting Faculty and Lecturers

Salaries for visiting faculty and lecturers are set by the dean or director of the instructional unit. Percent of appointment can vary, and salary increases should not exceed those granted to regular UW faculty. A letter confirming the proposed terms of appointment is sent to the prospective visitor with a statement requesting written concurrence. A biography form (UW-1015) must be completed if one has not been submitted to the UW in the past five years. Visiting faculty and lecturers are entered into TeamBudget with the 01-10 budget code. The salary levels established in Summer
Quarter for visiting faculty and lecturers are used in the following academic year if reappointment occurs. For more information, contact Academic HR.

**Part-Time Lecturers**

Since salaries in the Summer Quarter budget guidelines are based on full-time positions, not part-time positions, the Summer Quarter salary of a part-time lecturer is based on the rate they would receive as a full-time lecturer with equivalent educational background and experience (as established by your college’s guidelines). The lecturer’s Summer Quarter salary is then determined using the formula above.

**UW Professional Staff as Instructors**

Professional staff can teach one credit course per year and need a faculty appointment to do so. The Summer Quarter salary of a professional staff teaching position is based on the rate they would receive as a full-time instructor with equivalent educational background and experience (as established by your college’s guidelines). The professional staff’s Summer Quarter salary is then configured using the formula above. If a staff person teaches more than one credit course in a year, their staff salary is reduced to balance out the increased faculty portion of their compensation.

**Predoctoral Instructors and Predoctoral Lecturers**

Please see the [Graduate Student Service Appointments](#) section.

**Guest Lecturers**

The Summer Quarter budget does not include honoraria, only salary amounts for teaching. As a result, guest lecturers are considered small instructional appointments budgeted under the 01-10 category.

**Graduate Student Service Appointments**

Graduate Student service appointments should be made at the appropriate rank and salary consistent with the academic year levels. Those departments with variable rate schedules should refer to those schedules for Summer Quarter salaries. All TAs must be assigned teaching responsibilities. Courses without labs/quizzes may employ readers to be paid on an hourly basis (see section on [Hourly Employees](#) below). Documentation for greater than 50% appointments is not required by the Graduate School for Summer Quarter. Minimum registration requirements for all appointments are 2 credits, based on [Executive Order 28](#). [Executive Order 30](#) covers additional information for graduate fellows and trainees. For assistance, please contact the Graduate School, Office of
Fellowships and Awards at 543-7152. Also, please see the [UW/UAW Contract for Academic Student Employees](http://hr.uw.edu/labor/unions/uaw/contract?redirect=addons/index.html) for more details. Students enrolled in fee-based degrees are not eligible to apply for Summer Quarter TA positions.

When a graduate-level Academic Student Employee (ASE) teaching appointment includes working independently to provide course instruction (e.g., no daily/weekly faculty supervision in the classroom), select readings and appropriate learning activities, grade student work, and determine final grades, the appropriate job class code for the ASE is either 0804, "Predoctoral Instructor" or 0805, "Predoctoral Lecturer."

**Offer Letters and Contracts**

As mentioned above, departments should always note in their offer letters to graduate students that their summer appointment is contingent on their classes’ enrollments and that if the Summer Quarter program team cancels a course, the graduate-student service appointment in summer will be nullified. Departments should not set up contracts with graduate-student instructors until the enrollment pattern for a course is clear. Per the UAW contract, "Students whose appointments begin in any other quarter [than autumn] shall be notified at least 30 days prior to the beginning of the work assignment and will have one week to respond to the offer, except in exceptional situations."

**Teaching Assistants and Predoctoral Instructor/Lecturer Compensation**

There are three components to compensation for a TA or a Predoctoral Instructor/Lecturer: salary, a Summer Quarter Supplement to that salary, and a tuition waiver.

Summer Quarter salary amounts are based on the [Graduate Student Appointment Salary Schedule](http://hr.uw.edu/labor/unions/uaw/contract?redirect=addons/index.html) in effect during the 2017-18 academic year. Please consult these sites to ensure you are using the most current Salary Schedule when you prepare your budget: [TA/RA Salary Schedules](http://hr.uw.edu/labor/unions/uaw/contract?redirect=addons/index.html) and [Summer Supplement](http://hr.uw.edu/labor/unions/uaw/contract?redirect=addons/index.html). Please also note that the Summer Quarter Program team accounts for yearly 3% pay increases for TAs/predoctoral lecturers when the Summer Quarter budget request is sent to the Provost’s Office for approval.

Because TAs and Predoctoral Instructor/Lecturers are paid over two months in Summer Quarter instead of the usual three months they also receive the additional 20% Summer Quarter Supplement mentioned above.

TAs teaching in A term or B term receive the same salary as TAs teaching full term, just over different distribution dates. This is because contact hours and student credit hours are the same if they are teaching A, B, or full term.
Below are the non-variable rate salaries and supplements, based on the 2017-18 salary schedule. Please use your departmental variable rates instead if you have them.

<table>
<thead>
<tr>
<th>Title</th>
<th>2017-18 Total SQ Salary For 50% FTE TAs (TAs teaching one course either during A term, B term, or full term)</th>
<th>2017-18 SQ Supplement for 50% FTE</th>
<th>2017-18 Total SQ Salary For 100% FTE TAs (TAs teaching two courses either during A term, B term, full term, or a combination thereof)</th>
<th>2017-18 SQ Supplement for 100% FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Assistant</td>
<td>$4,590</td>
<td>$918</td>
<td>$9,180</td>
<td>$1,836</td>
</tr>
<tr>
<td>Predoctoral Teaching Assoc I</td>
<td>$4,932</td>
<td>$986</td>
<td>$9,864</td>
<td>$1,973</td>
</tr>
<tr>
<td>Predoctoral Teaching Assoc II</td>
<td>$5,300</td>
<td>$1,060</td>
<td>$10,600</td>
<td>$2,120</td>
</tr>
<tr>
<td>Predoctoral Instructor</td>
<td>$5,300</td>
<td>$1,060</td>
<td>$10,600</td>
<td>$2,120</td>
</tr>
<tr>
<td>Predoctoral Lecturer</td>
<td>$5,300</td>
<td>$1,060</td>
<td>$10,600</td>
<td>$2,120</td>
</tr>
</tbody>
</table>

Predoctoral lecturers and predoctoral instructors who are instructors of record for the classes they teach will be paid for Summer Quarter instruction at the same rate they are paid during the regular academic year.

**Tuition Waiver**

Waivers for the operating-fee portion of tuition are applicable during Summer Quarter. Waiver rates will vary depending upon the specific degree. For graduate students enrolled in fee-based degrees, see: [Planning and Budgeting Brief for Criteria for Course Payment for Graduate Teaching Assistants, Research Assistants, and Staff Assistants Who Are Matriculated in Fee-Based Degree Programs](republished 2/9/2011).

The SQ Proposed Budget uses a waiver amount of approximately 2 credits. Please adjust to more accurately reflect the waiver rates for your individual graduate students or to better reflect what was actually spent the prior year. Unless you are certain that an individual graduate student is taking 10 credits, it is best to leave the waivers budgeted at the lower amount to prevent inflating the overall budget.

*Note: The Summer Quarter budget will cover all credits taken by the graduate student, per the labor contract, regardless of the number of credits budgeted for.*

For tuition rates, see the [Tuition and Fees Records](page) page and search for the current rates or enter these rates based on spring 2018.
### Operating Fee, 2 Credits (spring 2018)

<table>
<thead>
<tr>
<th>Tuition Category</th>
<th>Seattle</th>
<th>Bothell</th>
<th>Tacoma</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier I, Resident</td>
<td>$1,404</td>
<td>$1,404</td>
<td>$1,406</td>
</tr>
<tr>
<td>Tier II, Resident</td>
<td>$1,442</td>
<td>$1,442</td>
<td>$1,439</td>
</tr>
<tr>
<td>Tier III, Resident</td>
<td>$1,612</td>
<td>$1,612</td>
<td>$1,609</td>
</tr>
</tbody>
</table>

### Graduate Student Health Benefits

See UW Human Resources’ Benefits webpage for information on the Graduate Appointee Insurance Program (GAIP). Or contact the Integrated Service Center at ischelp@uw.edu or 206-543-8000.

### Summary of TAs and Predoctoral Instructors/Lecturers in TeamBudget

There are three lines in TeamBudget for each graduate student’s compensation:

1. **Salary**: Enter salary as 01-30.
2. **SQ Supplement**: Enter an additional 20% of the salary as Excess Workload Compensation (EWC pay code) as 01-80. If you prefer, you can enter the total for all TAs supporting one course on one 01-80 line.
3. **Tuition Waiver**: Enter the tuition waiver as 08-00. If you prefer, you can enter the total for all TAs supporting one course on one 08-00 line.

### Hourly Employees

Hourly employees are set up in Workday by departments, and their online timesheets will be approved by departments as during the academic year.

### Graduate Student Service Appointments for Staff Assistant/Associate

Graduate student service appointments should be made at the appropriate rank and salary consistent with the academic year levels. These employees are paid on an hourly basis and therefore do not accrue the additional 20% Summer Quarter Supplement or the tuition waiver.

### Summary of Hourly Employees in TeamBudget

Enter hourly employee salaries as 01-80.
Benefits in TeamBudget

Follow regular University procedures when entering information into Workday. Regular benefits are paid during the summer appointment.

Budgeted benefits calculate automatically once a salary is entered into TeamBudget. Estimated benefits calculated and displayed by the TeamBudget system are based on UW published benefit rates for the current fiscal year.

If you do not see an expected benefit line on the budget screen, it does not appear in the correct order, or double benefit lines appear, simply “verify” your budget. (The Verify option is located from the Planning Center dropdown menu on the top bar.) It runs a final check on benefits and enrollments and arranges everything in proper order for promoting. If your budget has a large number of lines, it can take a minute or longer for the Verify function to run these calculations.

Workday Guidelines

A budget number must be entered by the costing allocation staff for each employee to be paid from a Summer Quarter budget.

The distribution budget entered by the costing allocation staff will be your 19-XXXX budget.
<table>
<thead>
<tr>
<th>Type of employee</th>
<th>Is new PDF, I-9, W-4 needed?</th>
<th>Personal action to be checked</th>
<th>Appointment dates</th>
<th>Distribution dates</th>
<th>Earn type</th>
<th>Due date in Workday (note earlier dates for certain employees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 mo. UW faculty</td>
<td>No</td>
<td>Change</td>
<td>Do not change</td>
<td>A term: 6/16/18 - 7/15/18</td>
<td>REG</td>
<td>6/25/2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>B term: 7/16/18 - 8/15/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Full term: 6/16/18 -8/15/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 or 10 mo. UW Faculty</td>
<td>No</td>
<td>Change</td>
<td>Do not change</td>
<td>Same as above</td>
<td>REG</td>
<td>6/4/2018</td>
</tr>
<tr>
<td>Visiting faculty or summer-only appointments</td>
<td>Yes and also biography and letter from Chair</td>
<td>New, if initial employment or Change if have worked summer before</td>
<td>Same as distribution rates</td>
<td>Same as above</td>
<td>REG</td>
<td>6/15/2018</td>
</tr>
<tr>
<td>Graduate student appointments, current at UW</td>
<td>No</td>
<td>Change</td>
<td>Same as distribution dates</td>
<td>Same as above</td>
<td>GSA</td>
<td>6/25/2018</td>
</tr>
<tr>
<td>Graduate student appointments new at UW</td>
<td>Yes</td>
<td>New (initial employment)</td>
<td>Same as distribution dates</td>
<td>Same as above</td>
<td>GSA</td>
<td>6/15/2018</td>
</tr>
<tr>
<td>Student employees current at UW</td>
<td>No</td>
<td>Change</td>
<td>6/16/18 - 8/31/18</td>
<td>6/16/18 - 8/31/18</td>
<td>SHR</td>
<td>Hired through Workday</td>
</tr>
<tr>
<td>Student employees new at UW</td>
<td>Yes</td>
<td>New</td>
<td>6/16/18 – 8/31/18</td>
<td>6/16/18 – 8/31/18</td>
<td>SHR</td>
<td>Hired through Workday</td>
</tr>
</tbody>
</table>
Non-Instructional Expenses

All authorized Summer Quarter expenditures must be charged against a Summer Quarter budget (19 XXXX).

Online purchase requisitions will be reviewed and approved daily by your department. Departments should have online access to Financial Desktop. Please submit the request to your school or college administrator. For access to Financial Accounting Systems (FIN) or ARIBA, submit an Administrative Systems Access Form to the Accounting and Finance Office for Summer Quarter, Box 359481.

Before submitting an e-Travel and/or e-Procurement order in ARIBA, please make sure you have the ASTRA User’s role set up for ARIBA. Ask your College/School Administrator for permission if you do not have that role.

All other documents or expenditures should be forwarded directly to the appropriate campus department.

Financial activity status will be available through Financial Desktop. All Summer Quarter expenditures must be made by August 31 and posted by September 30. Exceptions must be approved by Continuum College’s Summer Quarter Program Director.

Key Dates & Contacts

Stages, Deadlines, and Publication Dates

Stage: Summer Quarter Proposal Stage Developed and Promoted to Departmental Proposal Stage

- Nov. 1: TeamBudget available to prepare SQ proposed budgets
- Nov. 22: Last day for summer updates using departmental Time Schedule Construction
- Dec. 1: First due date for promotion of Departmental SQ budget to School/College level
- Dec. 15: Due date for promotion of School/College SQ budget back to UW Continuum College

Stage: Departmental Proposals Approved and Promoted as Program Proposals

- Jan. 9: Time Schedule becomes available for changes
- Feb. 2: Summer Quarter Time Schedule becomes available to the public
- April 6: Last day for last minute changes to Program Proposal stage
Stage: Program Proposals Approved and Budget Prepared for the Provost
April 6 – May 18

Stage: Budget Approved by Provost and Ongoing Revisions Made Based On Enrollments, Additions, and Cancellations
May 18–Sept. 30

Stage: Close of Summer Quarter Fiscal Year - All Budgets Promoted to Approved Revision
Sept. 30

**Academic Calendar for Summer 2018**

April 9   Registration Period 1, through May 16
May 17  Registration Period 2, through June 17
June 1   Go/no go decision for field trip courses
**June 18**   **A-term and full-term begin** (and $25 Late Registration Fee takes effect)
June 18  Registration Period 3, through June 24 (through July 25 for B term)
July 2   $75 Late Registration Fee for A Term and full term takes effect
July 18  A-term ends
**July 19**   **B-term begins** (and $25 Late Registration Fee takes effect)
July 26  $75 Late Registration Fee for B Term takes effect
Aug. 17  B term and full term end

**Contacts**

Academic HR                          Various - see link
Integrated Service Center            543-8000
Graduate School                      543-5900
Graduate School, Office of Fellowships and Awards  543-7152
College of Arts and Sciences Shared Services (CASSS)  221-9266
Time Schedule Production            685-0540
UW Continuum College Enrollment Services  1-800-506-1325

**Summer Quarter Program Office at UW Continuum College**

Christopher Kemp, SQ Program Manager  685-7542  kempc2@uw.edu
Laura Landau, SQ Program Administrator  616-1494  llandau@uw.edu
Britta Simon, SQ Director             685-6303  bsimon@uw.edu
TeamBudget portal on Canvas           https://canvas.uw.edu/courses/1025278
TeamBudget System

How to Access TeamBudget

1. Go to the Summer Quarter Budgeting site using Chrome, Firefox, or Safari: http://teambudget.extn.washington.edu/
2. Log in using “netid\” and your UWNet ID. For example, netid\johndoe
3. Note this is a backslash—\ (above the enter key on the keyboard)

ASTRA User Roles

Access to the TeamBudget system is controlled by departments through the ASTRA system. Ask your ASTRA authorizer for permission if you do not have the necessary role in place to use TeamBudget.

TeamBudget Guides

Brief how-to documents on key topics are available on the Summer Quarter Budgeting Canvas site. These guides cover basic TeamBudget processes and can serve as both a training tool and a quick refresher.

Time Schedule Information

Once the Summer Quarter budget is approved by the Provost, any departmental changes to courses or instructor type in the Time Schedule must also be revised in TeamBudget to ensure it synchronizes with the Time Schedule.

If further changes are made to the Time Schedule late in the spring or even during the summer, the budget needs to be revised in TeamBudget to reflect those changes.

Please contact the Time Schedule Office directly at 206-685-0540 if you have any questions about arranging your courses in the Time Schedule. The general instructions for updating quarterly Time Schedules also apply to Summer Quarter with these exceptions:

Entry Code/Permission: Under enrollment requirements, if entry code is desired, enter “yes” or “no.” Under comments, indicate the distribution point (building, room, and phone number). Every department with a common distribution point for all controlled enrollment courses should note this point directly under the department heading.
Course and Section: When a course is offered for full term and/or A term and/or B term, list the full term section first. The term letter designation is combined with the course number; section designations are listed consecutively as follows:

475 A MTh 8:30 (course offered full quarter)
475a B WF 7:20 (course offered A term)
475b D MTh 7:20 (course offered B term)

Day, Time, Instructor/Comment: A Summer Quarter class hour is 60 minutes rather than 50:

| 8:30-9:30 | Noon-1 | 3:30-4:30 |
| 9:40-10:40 | 1:10-2:10 | 4:40-5:40 |

Most changes can be made directly online using the Departmental Time Schedule Update System. Changes may also be made via email using the online Time Schedule Change Form or times@u.washington.edu. No change requests can be accepted by telephone.