



# Summer Hiring and Appointment Management





# Agenda

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- Welcome
  - Summer Hiring Training Schedule
  - Types of Summer Appointments
  - Summer Appointment Guidelines
  - Timelines
  - Reports
- Preparing for Summer
  - Summer Intake Form
  - Preparing Positions for Summer Employment
- Hiring and Position Management
  - Hiring Faculty & Instructional Academic Staff
  - Hiring Graduate Assistants
  - Period Activity Change
  - FTE/Standard Hours Changes
  - Offer Letters & Summer MOUs/MOAs
- Next Steps
- Resources



# Welcome!

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- Please hold questions for dedicated slides/spaces
- We are continuing to get updates, resources, and information from campus regarding summer hiring.
  - Information provided today is subject to change/updates
  - Recommended to attend the first 15 minutes of all scheduled office hours, if possible
    - We will spend the first 10-15 minutes of each office hours going through any updates/changes and then will follow up via email for those who could not attend
- Processes discussed today refers to employees who are 9-month Academic Pay Basis appointments, including Faculty, Instructional Academic Staff, and Graduate Assistants
  - Employees who are hired on 12-Month, Annual appointments will follow normal School of Education hiring practices and procedures



# Summer Hiring Training Schedule

Date	Time	Modality	Location	Notes
4/14/2026	1:30-3:30 p.m.	Hybrid/In Person	Education Building/Teams	<ul style="list-style-type: none"><li>1:30-2:15 p.m. – Presentation: How to hire for summer in Workday (Hybrid: virtual link + in person)</li><li>2:15-3:00 p.m. – General Q&amp;A (Hybrid)</li><li>3:00-3:30 p.m. – In person assistance: one-on-one summer hiring support</li></ul>
4/22/2026	1:00-2:00 p.m.	Virtual	Zoom	Virtual office hours for one-on-one hiring support
4/28/2026	2:00-3:30 p.m.	In Person	Educational Sciences	In person office hours for one-on-one summer hiring support
5/7/2026	10:30-12:00 p.m.	In Person	Education Building	In person office hours for one-on-one summer hiring support
5/12/2026	2:00-3:15 p.m.	Hybrid	Education Building/Teams	Answer general summer hiring questions as part of DA office hours
5/14/2026	1:00-2:00 p.m.	Virtual	Zoom	Virtual office hours for one-on-one hiring support



# Types of Summer Appointments

## Summer Service Appointments

- Utilized for research or other service/administrative activities
- Must be hired utilizing their current **Academic Pay Basis Salary and FTE**
  - This allows us to have more accurate reporting for future summers
  - Allows for compliance with grants reporting and credit payments from the university

## Summer Session Appointments

- Utilized for instruction only
- Must be hired utilizing **Period Activity Pay (PAP)**
  - Position will not have standard hours on position, but hours must be added to Period Activity Pay itself
- The length of the appointment must coincide with the session(s) they are instructing/teaching



# Summer Appointment Guidelines

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- If faculty perform both instructional and service/research activities in the summer, they **must** hold two separate appointments
- Retroactive payments requested after the beginning of the Fall term may not be possible and will be evaluated on a case-by-case basis
- Summer Employment Term
  - Each summer employment term consists of 13 weeks (equivalent to 6.5 biweekly pay periods)
  - Both Summer Session (instruction) and Summer Service (research/administrative work) appointments occur within this 13-week period



# Timelines

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- **Create/Edit Position Restrictions** for the position must be submitted in Workday at least two weeks (10 business days) prior to the appointment start date.
- **Hire/Add Job Business Process** with required attachments must be submitted at least one week (5 business days) prior to the appointment start date.
- **FTE or Job Changes** must be submitted at least one week (5 business days) prior to the effective date of the change.



# Reports

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- **Summer Session Summer Service Eligibility by Sup Org (UW):** overall view of supervisory organization for Chairs, Department Administrators, and Divisional HR
- **Summer Session Summer Service Eligibility by Worker (UW):** specific view of employee's summer eligibility to be used for dissemination directly to faculty and instructional academic staff and uploading to tasks in workday
- **Business Process Transactions of Type Awaiting Action:** can assist with locating where a transaction is in the business process
  - Can also find this information in Worker Profile > Job > Worker History



# Questions?

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Questions on appointments  
guidelines, timelines, and reporting

## Up Next:

- Preparing for Summer
  - Summer Intake Form
  - Preparing Positions for Summer Employment



# Summer Intake Form

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- Required for Summer 2026 for Faculty and Ongoing Instructional Academic Staff
  - Not using Workday Summer Questionnaire at this time due to timing of receiving information for Summer 2026
  - Allows for familiarity with the process for faculty and staff
- Collects information required to assess summer work and eligibility
- If faculty or instructional academic staff require two appointments due to instructing and completing research/service, you can indicate that on one form (multiple forms are not required)
  - New form required if changes to summer appointments are made



# Summer Intake Form

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- Summer Intake Form Process & Steps
  - Run Summer Session Summer Service Eligibility by Worker (UW) report
  - Disseminate Intake Form and report to faculty and ongoing instructional academic staff for them to complete
  - Faculty/Ongoing Instructional Academic Staff and Department Chair must review and sign
  - Form is uploaded to Workday when completing the Hire/Add Job Business Process with the Summer Service Eligibility by Worker (UW) Report
- If the request exceeds the 17.5 biweekly pay periods in aggregate over the last two summers through the upcoming/current summer, submit the form to HR Inbox before submitting hire to request overage/exception from the Dean's Office.
- Divisional HR will work with Department Administrators to determine how many biweeklies are being utilized for Summer 2026 based on the form



# Preparing Positions for Summer Employment

If you have an existing vacant summer position, you must reuse prior positions by Editing the Position Restrictions

- Edit Position Restrictions can be initiated from searching “Edit Position Restrictions” > search position number or from clicking the 3 dots on a position and selecting “Edit Position Restrictions”
- This can also be found in a supervisory organization under the “Staffing” tab > click on 3 dots > Position Restrictions > Edit Position Restrictions
- Position Restrictions should be edited so that Unique Fields Needed for Summer Session and Summer Service Position are completed

Create a Position in Workday if no other Summer positions are available and vacant for your use

- If multiple positions will have the exact same FTE and Job Title/Profile, you can create multiple positions at once



# Preparing Positions for Summer Employment

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- **Availability Date & Earliest Hire Date:** Needs to match or be prior to start of summer appointment or position will lock and won't be hireable until the availability date
- **Job Profile:** if faculty, must match their current faculty title
- **Scheduled Weekly Hours**
  - **Summer Service:** must have scheduled weekly hours
  - **Summer Session:** must have 0 scheduled hours, and hours worked per week will be indicated on Period Activity Pay



# Questions?

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Questions on Summer Intake Form  
and preparing positions for summer

## Up Next:

- Hiring and Position Management
  - Hiring Faculty & Instructional Academic Staff
  - Hiring Graduate Assistants
- Period Activity Change
- FTE/Standard Hours Changes
- Offer Letters & Summer MOUs/MOAs



# Differences in Hiring based on Employment Category

## Faculty & Ongoing Instructional Academic Staff

- Intake Form Required & attached to Add Job/Direct Hire transaction
- Summer Service appointments paid on current Academic Pay Basis rate and FTE
- Summer Session appointments paid via Period Activity Pay
- MOU/MOA instead of offer letter
  - Must be sent via Workday

## Graduate Assistants & Terminal Instructional Academic Staff

- No Summer Intake Form required
- Graduate Assistants paid standard rates for FY26
  - Teaching Assistants and Lecturer Student Assistants paid via Period Activity Pay
  - Project/Program Assistants and Research Assistants paid based salary/hourly amount FLSA status
- Standard offer letter templates
  - Must be sent via Workday



# Hiring Faculty/Instructional Academic Staff

## All Appointments

Job Title when hiring must follow below guidelines

- **Summer Session** – “JOB TITLE – Summer Session – LAST NAME” (e.g. Professor – Summer Session – Matthews / Lecturer – Summer Session – Matthews)
- **Summer Service** – “JOB TITLE – Summer Service – LAST NAME” (e.g. Professor – Summer Service – Matthews”

Must upload Summer Intake Form **and** Summer Session Summer Service Eligibility by Worker to Add Job /

## Summer Session

If appointment set up correctly, a task will launch to add Period Activity Pay once Add Job Business/Direct Hire Process is completed

## Summer Service

Hire will work the same all other Add Job/Direct Hire Business Process where salary and FTE is assigned



# Hiring Graduate Assistants

- Creating Position, Edit Position Restrictions, and hiring the job is the same as it is for Faculty/Instructional Academic Staff
  - [Graduate Assistantship Minimum Stipend Rates](#)
- Teaching Assistants and Lecturer Student Assistants must be paid via Period Activity Pay
  - Period Activity Pay rates should align with salary rate of prior fiscal year outlined by GAPP
  - HR Summer Hiring website has biweekly pay amounts based on FTE for easier review/entry
- Project/Program Assistants and Research Assistants will be paid via FTE and hourly/salary rate depending on FLSA status
  - Hire using prior fiscal year rates when hired from 5/18/2026-6/30/2026
  - Hire using FY27 fiscal year rates when hired after 7/1/2026



# Summer Period Activity Pay

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- Period Activity Pay task will automatically initiate after the Add Job/Direct Hire Business Process is complete if the position is set up correctly
  - Select Academic Period (UW System Summer 2026)
  - Ensure Period Activity Rate Matrix is selected (automatically populates)
    - Utilize the [Period Activity Pay](#) Job Aid to Direct Hire, Add Job, and Add Period Activity Pay using reason Summer Session
- Things to Note:
  - Summer Service must be paid on FTE with salary; no Period Activity Pay task should appear for Summer Service hires
  - There must be hours in the “Work Hours Per Week” section of the Period Activity Pay
  - Activity Dates must align with the dates when the work is performed



# FTE Changes

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- At least one week prior to the effective date of the FTE/Standard Hours change, submit the FTE Change/Standard Hours Change via the Job Change Process
  - If you know of FTE/Standard Hours changes at the time of hire, you can submit once the Add Job/Direct Hire Business Process is complete
- A comment is required with FTE/Standard Hours changes
- If FTE/Standard Hours change is different than what was originally reflected on the Summer Intake Form, a new form is required to be uploaded with the transaction
- A task will populate to Generate Document due to the job change.
  - Utilize Job Change Template language when completing this Worker Document



# Offer Letters & Employment Templates

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- All summer offer letters, MOUs/MOAs, and Job Change letters must be sent and accepted by the employee in Workday
- Offer Letters
  - All Graduate Assistants require standard offer letters that will generate in Workday
  - Terminal Instructional Academic Staff or staff who did not have a Spring 2026 appointment with the School of Education will also receive standard offer letters
- MOUs/MOAs
  - Faculty/Ongoing Academic Staff who held a Spring 2026 appointment with the School of Education can utilize MOU/MOA templates
  - If employee has both Summer Service and Summer Session employment, separate MOUs/MOAs must be sent for each appointment
- Divisional HR has provided templates for your use on the [Summer Hiring and Employment Process \(School of Education Page\)](#)



# Questions?

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Questions on hiring/adding jobs, graduate assistants, Period Activity Pay, FTE changes, and summer offer letters

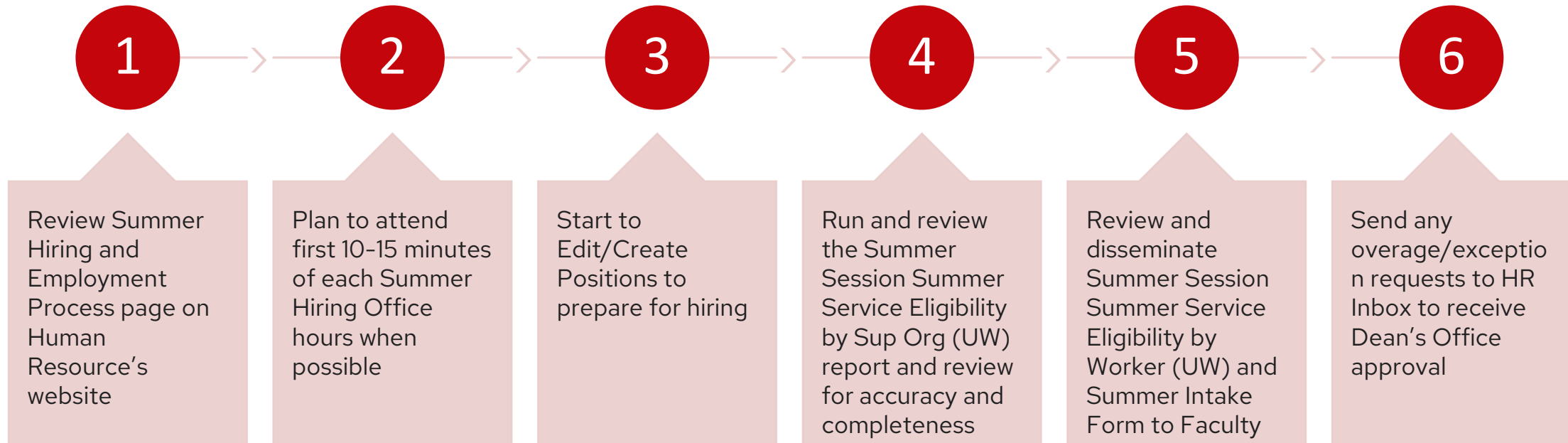
## Up Next:

- Next Steps
- Resources



# Next Steps

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# Resources

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- [Summer Hiring and Employment Process \(School of Education Page\)](#)
- [Summer Appointments for 9-Month Employees](#)
- [Summer Session or Service Add Additional Job Guide](#)
- [Period Activity Pay Guide](#)
- [Create Position](#)
- [Session Dates – Office of the Registrar](#)
- [Graduate Assistantship Minimum Stipend Rates](#)

