

NEW STUDENT EMPLOYEE PAYROLL SESSION - SALARIED

ECE PAYROLL

The HR/Payroll Manager is responsible for:

1. Sending offer letters for research appointments.
2. Entering and updating appointments in Workday.
3. Entering promotions after passed General exam (PhD).
4. Addressing HR and/or appointment related questions and concerns.
5. Meeting with students for onboarding tasks and position updates and/or concerns.

Students can contact Christie Peralta (HR/Payroll Manager) directly by emailing cperal23@uw.edu.

The Payroll/Fiscal Coordinator is responsible for:

1. Tracking completion of Sexual Misconduct Declaration forms.
2. Tracking quarterly offer letter decisions.
3. Sending reminders to enter Holiday Taken Time Off and/or submit timesheets.
4. Addressing payroll related questions and concerns.

The mailing list to reach both the HR/Payroll Manager and Payroll/Fiscal Coordinator is payroll@ece.uw.edu.

UAW LOCAL 4121

This is the union for Academic Student Employees (ASE), Postdoctoral Scholars, and Research Scientists (Assistants – grade 4). Students can view the UAW Academic Student Employees (ASEs) contract for details on employment conditions.

ASEs can contact UAW with questions:

Webpage

<https://www.uaw4121.org/>

Email

uaw4121@uaw4121.org

Office Address:

UAW Local 4121
2633 Eastlake Ave E.
Suite 200
Seattle, WA 98102

LOCATION & CONTACT

Paul Allen Center (PAC) AE 114

Phone: (206) 221-6716

Drop-in availability may vary.

Students can schedule appointments via email (cperal23@uw.edu) or [booking calendar](#) (15-minute, in-person).

UAW ASE CONTRACT

<https://hr.uw.edu/labor/academic-and-student-unions/uaw-ase/ase-contract>

SALARIED APPOINTMENTS

The most common salaried job profiles graduate students will hold are Research Assistant (RA) and Teaching Assistant (TA). A small number of students may hold a Graduate Staff Assistant (GSA) or Predoctoral Instructor job profile within the ECE department.

Each department has an individual variable rate for the year. RAs are paid at the rate of the student's academic home department. TAs and GSAs are paid at the hiring department rate.

ECE RATES 2024-2025

MASTERS: \$3,339.00/month
PRE-GEN: \$3,339.00/month
POST-GEN: \$3,466.00/month

NOTE: rates shown reflect 50% FTE appointments

ASEs with a 50% FTE appointment are expected to work a maximum of 220 hours per quarter. They shall not be required to work more than an average of 20 hours a week, and shall not exceed 30 hours in a given week except by the ASE's consent. They are not required to work more than an average of 20 hours a week, and must not exceed 30 hours in any given week without the ASE's consent. Alternate percentage appointments will be directly proportional to the 50% FTE appointment in relationship to workload per week and per quarter ([UAW ASE Contract, Article 35](#)).

To be eligible for benefits during the **Academic Year** (Autumn – Spring), appointments must meet the following criteria:

1. Position runs for 5 of 6 pay periods
2. FTE is at least 50%
3. Enroll in at least 10 credits

To be eligible for benefits over **Summer Quarter**, appointments must meet the following criteria:

1. Position runs for at least 2 consecutive pay periods
2. FTE is at least 50% FTE
3. Enroll in at least 2 credits

The pay period dates by quarter are:

- AUTUMN: September 16 – December 15
- WINTER: December 16 – March 15
- SPRING: March 16 – June 15
- SUMMER: June 16 – September 15

SATISFACTORY PROGRESS POLICY

To maintain a high-quality program, the ECE Department has instituted a Satisfactory Academic Progress Policy and Progress to Degree Policy for graduate students enrolled in the daytime MSEE and PhD programs, which includes satisfactory academic performance and progress towards degree milestones as outlined below. Please contact Graduate Academic Advising (grad@ece.uw.edu) if you have any questions.

Basic Standards for Satisfactory Academic Performance

The UW, Graduate School, and Electrical & Computer Engineering Department requirements for satisfactory academic performance include:

- Students must enroll in a minimum of 2 credits or apply for On-Leave status each quarter, except during summer or vacation quarters, until their course requirements and general exam have been completed. RA's, TA's, and international students must register for a minimum of 10 credits, except for summer or vacation quarters.
- Students are expected to enroll in 10 credits that will count toward their degree, each academic quarter, except for their final quarter, or if approved for reduced enrollment.

- Graduate students are required to maintain a 3.0 cumulative GPA in the program to graduate, and earn at least a 2.7 GPA or 'CR' in coursework for it to count toward the graduate degree.
- Courses, seminars or research credits should be at the graduate level (4xx-8xx).

Review of Progress/Probation/Dismissal

All graduate students will be reviewed quarterly for satisfactory academic performance. If a student fails to meet the standards for satisfactory academic performance as described above, the Department will send a letter to the student via email with a copy to the faculty advisor, explaining they will be placed on academic warning or probation for the next quarter in residence. Faculty advisors will be consulted on all cases of probation. Students will be asked to contact Graduate Academic Advising within 10 days of receiving a letter. If students are placed on academic probation for more than two consecutive quarters in residence, they may be dismissed from the program. We will send a letter via email and US Mail informing students of dismissal from program to last address on record.

Students may appeal these recommendations by contacting Graduate Academic Advising who will forward the appeal to the Graduate Program Coordinator or Associate Chair for Education. Appeals beyond this point must follow the process outlined in [Policy 3.8: Academic Grievance Procedure](#).

Additional Requirements for PhD Students

The Department has the following additional expectations about PhD milestones:

- PhD students should identify their research advisor before the end of their first year in the program.
- PhD students should pass their qualifying exam by the end of their second year in the program.
- PhD students should pass their general examination by the end of their third to fourth year in the program.
- **The PhD supervisory committee should be appointed at least 3 months before the general examination.**
- **The PhD Reading Committee should be appointed at least 3 months prior to the final exam.**

FUNDING IMPACT

Failure to meet the expectations will result in the loss of department-supported funding (teaching assistantship and fellowship) and faculty-supported RA funding, for students with Academic Probation status.

In addition to the above academic and time to degree expectations, we expect from all PhD students:

1. Satisfactory work performance in your Academic Student Employee (ASE) appointment [Teaching Assistant (TA), Research Assistant (RA) and/or Staff Assistant (SA)]:
 - Departmental ASE's are provided with specific job descriptions when offered RA, TA or SA Appointments, and they are expected to perform their job responsibilities as outlined in their job description.
 - Students are expected to meet weekly with their advisor or supervisor to ensure that they are fulfilling the responsibilities of the position.
2. Meet all standards and requirements of the [Student Conduct Code of the University of Washington Handbook](#).
3. International students and permanent residents must demonstrate English Language Proficiency according to the [Policy 5.2: Conditions of Appointment for TAs who are not Native Speakers of English](#), no later than the end of their first academic year in the program.
4. **Failure to meet the expectations specified above will result in the loss of department-supported funding (teaching assistantship and fellowship) and faculty-supported RA funding, for students with Academic Probation status.**

Semi-Annual Review of Progress Faculty Review

In addition, PhD students will engage in an annual review during Spring quarter - with their faculty research advisor(s) and the Graduate Program Coordinator (GPC) and/or Review of Progress Lead Faculty - to assess student progress toward their degree, including academic and research progress, milestones (Qualifying, General and Final Exam), awards, publications, Academic Student Employment (ASE) performance, and future goals.

If student is determined to have not made adequate progress toward their degree in the Spring review, a warning letter or probation letter may be emailed to student, and a follow-up review will occur in Autumn quarter.

HEALTH INSURANCE

ASEs receive health insurance through the Graduate Appointee Insurance Program (GAIP). Details on coverage and eligibility can be found on the [UWHR Graduate Appointees webpage](#).

- Email: uwgaip@uw.edu
- Phone: 206-543-4444

International Student Health Insurance Program (ISHIP)

International students are required by federal and state laws to maintain health insurance while studying at UW (<https://iship.washington.edu/>).

International students who have GAIP-eligible appointments do not have to enroll or pay for ISHIP coverage. Coverage can be verified by contacting the [Benefits Office](#) to confirm whether or not the appointment is GAIP eligible for the quarter. If/when GAIP coverage is confirmed, the ISHIP Office will be notified and ISHIP coverage will be cancelled.

- **In the event that ISHIP is already paid,** Student Fiscal Services will credit the student account. If ISHIP has not already been paid, the charge will be dropped by Student Fiscal Services. If the department entered the TA/RA/SA appointment into the UW payroll system early enough, ISHIP will be canceled automatically.
- **In the event that annual ISHIP coverage was purchased** during a prior quarter and then the student obtains a GAIP-eligible appointment, the student will be credited and receive a check for the remaining quarters in the policy year, minus the administration fee.

Further information about health insurance for international students can be found on the [ISHIP webpage](#).

Insurance without an Appointment

UW students who are U.S. citizens or permanent residents can obtain health insurance from a variety of private and public sources. Information about eligibility and coverage options for students without an RA/TA appointment can be found on the [UW Wellbeing webpage](#).

TIME OFF & ACCOMMODATIONS

Vacation Time Off is accrued based upon the FTE and duration of the salaried appointment (UAW ASE Contract, Article 32). Holiday Taken Time Off is applied to holidays that occur during the term of an ASEs appointment (UAW ASE Contract, Article 10). Sick Time Off is awarded based upon the FTE and duration of the salaried appointment (UAW ASE Contract, Article 17).

A leave of absence (LOA) can be requested for the following:

- a. personal illness and/or disability;
- b. care of a family member, childbirth, or adoption;
- c. bereavement due to the death of a family;
- d. family member's military deployment or service-related injury.

Definitions applied to LOA requests can be found in UAW ASE Contract, Article 17 Section 2.

Disability accommodations can be requested by contacting the Disability Services Office (DSO) by email (dso@uw.edu) or phone call (206-543-6452). More information can be found on the [Disability Resources for Students webpage](#).

ASE TIME OFF TRACKING | QUICK GUIDE FOR SALARIED ASEs

As of September 16, 2022, salaried ASEs will request time off for personal holiday, holidays, and sick time off in Workday, UW's human resources and payroll system. There is currently no entry of vacation time off for use during breaks.

For complete details about time off eligibility, refer to your [ASE contract](#). Visit [New to Workday?](#) for an introduction to Workday and to find additional guidance. Additional information is published on the [Time off policies for ASEs webpage](#).

The table below summarizes when and how to track time off types but does not describe all contract provisions. Refer to your department's policies for more information, when applicable, on how to request and receive approval for the use of time off.

Time off type	Track time off	How to track in Workday	Additional notes
Holidays (Article 10)	<ul style="list-style-type: none"> Enter holiday taken time off for holidays during academic quarters in which you have an appointment as a salaried ASE. 	<ul style="list-style-type: none"> See ISC's Holiday Taken Time Off Quick Guide. Tip: Plan ahead! To avoid having to log in each holiday, you can record your intention to take the day off for upcoming UW holidays. 	<ul style="list-style-type: none"> Quarterly workload expectation is not reduced by holidays (Article 35). Holiday taken time off does not route to the Time/Absence Approver for approval.
Personal Holiday (Article 10)	<ul style="list-style-type: none"> Enter hours on the day you select to use as a personal holiday. 	<ul style="list-style-type: none"> See ISC's Using Your Personal Holiday. 	<ul style="list-style-type: none"> Quarterly workload expectation is not reduced by use of personal holiday (Article 35).
Sick Time Off (Article 17)	<ul style="list-style-type: none"> Use if you need to miss scheduled work activities for one of the reasons listed in Article 17, unless you can shift work activities to another time. <i>Example 1:</i> You have TA responsibilities Mon. and Wed. but are sick. Request sick time off for Mon. and Wed. but not Tues. <i>Example 2:</i> You have a doctor's appointment and planned to grade papers at the time of the appointment. Do not request sick time off if you decide to grade papers at a different time. 	<ul style="list-style-type: none"> For <i>Example 1</i>: see ISC's Enter Absence (Time Off). 	<ul style="list-style-type: none"> Quarterly workload expectation is reduced by use of sick time off (Article 35). However, if work is shifted to another time and sick time off is not used (<i>Example 2</i>), this does not reduce the quarterly workload expectation.

ECE PhD students receive four years of guaranteed funding when they start their program. Students who are still within their four-year funding window and receive a salaried assistantship or fellowship through ECE during Autumn quarter have June 15, 2025 set as the end date of their Workday profile. This reflects the full 9-month academic duration that is used to determine time off awards.

Below are the frequently asked questions ECE Payroll has received regarding the ASE Time Off Tracking and 9-month appointment end dates in Workday.

Offers letters used to be sent and processed quarterly. Why are we extending these to 9-months?

⇒ ECE revised our appointment practice and switched to a Workday 9-month end date in alignment with the change to ASE time tracking in Workday. The 9-month end date allows students to be eligible for different time off balances, such as Personal Holiday.

Does the June 15, 2024 end date mean I will have my Autumn position for the full academic year?

⇒ No, the 9-month appointment end date in Workday does not mean you will continue your Autumn position for the full academic year. For example, you can be an RA in Autumn, TA in Winter, then back into an RA for Spring. We will continue to send offers on a quarterly-basis, referred to as assignments, based upon the funding the student will receive.

Dates for quarterly assignments:

Autumn quarter	September 16 – December 15
Winter quarter	December 16 – March 15
Spring quarter	March 16 – June 15

Do I need to do anything to receive the 9-month appointment end date?

⇒ No action is needed from students to receive the 9-month appointment end date in Workday. ECE Payroll will work with the Director of Academic Services and Graduate Advising to determine students who are still within their guaranteed funding window.

I am planning to graduate at the end of Autumn quarter or Winter quarter. What should I do since I won't be in the PhD program for the entire year?

⇒ Please notify Christie Peralta (cperal23@uw.edu) that you will graduate so we can adjust your end date in Workday.