

## Graduate Student Tuition Payroll Deduction Plan

**Tuition & fees** are due by the 1st day of classes, January 12, 2026. Take advantage of this easy payment plan and have your tuition and other fees deducted by Payroll Services for a nominal fee of \$8.00.

**Enroll in the voluntary payroll deduction for Graduate Fees via Workday**

**December 29, 2025 - January 28, 2026**

You must sign-up for each semester you want the deduction to be active; it does not carry over from previous semesters.



### To Be Eligible for Payroll Deduction:

- Be appointed at least 50% or greater for the entire semester as either a
  - Research Assistant
  - Teaching Assistant
  - Project Assistant
  - Staff Assistant
  - Vet Assistant
- Be enrolled at least 10 credit hours
- Maintain a 'B' grade point average

### Authorize the Payroll Deduction for these fees (Pullman Campus):

<b>Tuition Fees, total:</b> (Resident, without tuition waiver from dept.)	\$7,053.00
Tuition Operating Fee	\$6,542.00
Student and Activity Fee	\$ 310.00
Building Fee*	\$ 201.00
<b>Other Mandatory Fees, total:</b>	\$ 641.77
Student Recreation Center Fee	\$ 191.00
Health & Wellness Fee	\$ 256.00
Pullman Transit Fee	\$ 39.77
CUB Fee	\$ 145.00
Media Fee	\$ 5.00
Food Pantry Fee	\$ 5.00

\*The Building Fee will only be waived for ASEs who are working a cumulative of 20 hrs/wk (50% FTE). If you are not eligible for the Building Fee waiver, you will be responsible for this amount.

<b>Total Amount</b> (Resident with Tuition Waiver)	<b>\$ 951.77</b>
<b>Total Amount</b> (Resident without Tuition Waiver)	<b>\$7,694.77</b>

*If these fees are paid by another funding source, you are not eligible for the payroll deduction. Exceptions will be assessed on a case-by-case basis at the discretion of Payroll Services.*

### Paydays For 2026 Spring Semester:

*02/10/2026	03/25/2026	05/11/2026
02/25/2026	04/10/2026	05/22/2026
03/10/2026	04/24/2026	

**\*The first payroll deduction** comes out of the 02/10/2026 paycheck.

### When will my account be credited?

The integration between Workday and myWSU is **scheduled to run daily starting January 6, 2026** and will post the amount of your PRD to your myWSU account.

**After January 7, 2026:** if the PRD amount is not reflected in your myWSU account, please email [payroll@wsu.edu](mailto:payroll@wsu.edu)

Late fees will be applied against unpaid account balances the night of 01/29/2026.

**For Further Information Visit:**  
[payroll.wsu.edu/graduate-student-eligibility/](http://payroll.wsu.edu/graduate-student-eligibility/)  
 or  
[payroll.wsu.edu/employee-pay-resources/](http://payroll.wsu.edu/employee-pay-resources/)

**Payroll Services is located in room 236, French Admin Building, Pullman Campus,  
[payroll@wsu.edu](mailto:payroll@wsu.edu) | (509) 335-9575**