

# Spring FY23 Academic Overview



## FY23 Session Information

Session	Session Dates	Census Date	Payroll Dates	FTE (for 3 semester credit hours)**
Fall	08/29 - 12/16	09/12	09/01 - 01/15	25%
Fall: 8 week 1 (8W1)	08/29 - 10/21	09/03	09/01 - 10/31	50%
Fall: 8 week 2 (8W2)	10/24 - 12/16	10/29	11/01 - 01/15	50%
Winter Session	12/19 - 01/13	12/20	TBD	50%
Spring	01/17 - 05/12	01/30	01/16 - 05/31	25%
Spring: 8 week 1 (8W1)	01/17 - 03/10	01/23	01/16 - 03/31	50%
Spring: 8 week 2 (8W2)	03/20 - 05/12	03/25	04/01 - 05/31	50%

## Key Reminders

Academic Resources is distributing spreadsheets for salaried graduate students and adjuncts to the Academic Financial Officers for reference purposes.

Departments will be required to prepare ePARs for all spring hires, changes, or terminations

ePARs for Adjunct faculty or Adjunct Assistants will not be approved unless the adjunct is at the status of "Cleared for Hire" in the PeopleAdmin.

No faculty or student should begin any work until they have been cleared for hire and completed their i9 verification even their start date has passed.

**Note: In order to allow for ample time for ePAR's to complete processing before the deadline for the February 1<sup>st</sup> payroll, please have them submitted before noon on January 18<sup>th</sup>. The hard ePAR completion deadline is 5pm January 23<sup>rd</sup>.**



## Credentialing Instructors of Record

*VPAA 132 form*

- Ensure the form is filled out completely.
- Ensure you list the course number, title of course, and CIP.
- If you are credentialing an instructor with a master's degree, the CIP code of their degree and the courses they will be teaching should match. Otherwise, further justification is needed.
- Justification can be done by detailing their completed course work as it relates to each class they will be teaching. You can also detail other qualifications, such as licenses, or work experience which makes them qualified to teach such course.



# Graduate Student Overview

# Salaried Graduate Compensation Plan

- General information about salaried graduate compensation is available at: <https://vpaa.unt.edu/resources/retention>
- For salaried graduate students, please utilize the rates listed in the graduate compensation plan.
- **Hires at or above midpoint continue to require the submission of a justification statement explaining why the higher rate is being requested**
- The rates in the pay schedule are determined based on two factors: 1) the academic progression level of the graduate student and 2) the academic department for which the student is employed or the academic department that closely aligns to a non-academic department for which the student is employed.
- You must pay at or above the entry rate listed in the plan. ePARs submitted below the minimum, or above the maximum rates listed will be denied.
- **As a reminder, level changes for salaried graduate students may only occur in the fall but salary can be increased if deemed appropriate and justified. Any ePARs submitted for a level change will be denied.**

## Salaried Graduate Student Offer Letter

- > Dynamic form for use in routing offer letters for electronic signature
  - It is important that both the Career Center and Academic Resources Offices receive letters early in the process to complete necessary CHC and onboarding process prior to payroll deadlines
- > Please utilize the salaried graduate student offer letter template available on our website
  - Information on CHC vendor
  - Additional fields added which are needed for onboarding purposes

<https://vpaa.unt.edu/resources/retention>

### Special Notes for Academic Departments:

- **Please consult with your Academic Financial Officer to determine the appropriate chart string to use for different types of employees.** This will be critical so that funds can be transferred from the college to your department to cover your graduate and part-time teaching expenses.
- Consult with other departments as needed for academic assignments being funded by other units such as CLEAR, UNT-I, Frisco (etc.) to ensure that the appropriate chart string is being used.
- It may be necessary to submit an ABA to create a new budget line before an ePAR can be prepared if a new chart string is needed.



# Adjunct Overview



# Adjunct Pay Plan

- The adjunct pay plan is located at:  
[https://vpaa.unt.edu/sites/default/files/documents/pag/e/2019/adjunct\\_pay\\_plan.pdf](https://vpaa.unt.edu/sites/default/files/documents/pag/e/2019/adjunct_pay_plan.pdf)
- The plan lists the minimum, median and maximum salary levels for a typical 3 SCH course (25% FTE) by department.
- Salaries below the minimum or above the maximum will require that a justification be attached to the ePAR.

# Adjunct Recruitment

- Reminder – all adjunct and adjunct assistant jobs must be posted through Academic Resources
  - Posting process initiated through ePAR submission with the Adjunct Recruitment Request Form attached to ePAR
  - Job codes 0700, 0703, 0708, 0710 and 0718 Adjunct assistants and PhD Student Mentors will also follow all steps of the process for Adjunct Instructors including criminal history checks
- The hire ePAR can be submitted following receipt of “Cleared for Hire” message from Academic Resources and the adjunct’s completion of onboarding.
- Utilize the current Adjunct Offer Letter template for adjunct hires.
- For information on adjunct hiring please visit:
  - <https://vpaa.unt.edu/node/237/adjuncts>

# Adjunct Assistants

- > Not instructors of record
- > Follow same hiring process and procedures as regular adjunct
- > FLSA requirements
  - Justification/ePAR comments of how position is in an instructional role

Payroll for  
Graduate  
Students and  
Adjuncts



## Key ePAR fields to Minimize Pushback and Denial

- > **Dates:** Standard Spring start date is 1/16/23 and standard end date is 5/31/23 (will display in EIS as short work break date of 6/1/23)
- > **Level changes:** may only occur in the Fall
- > **Salaries:** Please use rates provided in the student/adjunct pay plan. Rates below minimum or above maximum will be denied. Hires at or above midpoint require the submission of a justification statement explaining why the higher rate is being requested.
- > **Funding end date:** in almost all cases, a funding end date is not needed. Only use for sponsored projects or for funding changes that will occur prior to the appointment end date.

## Payroll for Adjuncts and Graduate student employees – Appointments

Please note: If a position number needs to be moved to a different Department, please submit the appropriate ePAR to facilitate the move.

### New Hires

- Submit ePAR as “Hire-Hire Salaried”

### Continuing – WITH NO CHANGES and SWB is 6-1-23

- If a Salaried Graduate Student is continuing in a job on a position number, in exactly the same capacity as the Fall semester, **and their short work break date is listed as 6-1-23 on the appointment spreadsheet**, no action is necessary. These specific appointments have been set up to pay through 5-31-23.

### Continuing – With Changes

- Submit ePAR as an Employee Change within Department and make any needed changes

### Continuing but moving from an appointment to a position number

- FIRST**, submit a Hire Epar for the position job *-this avoids onboarding and a new 19 form*, and
- Submit a Termination Epar for the appointment job and
- Both actions should be effective 1-16-23

### Terminating prior to 5/31/23

- Submit ePAR as Termination

## ePAR Instruction Overview – Adjuncts and Salaried Graduate students on Appointments (no position number)

### Continuing but moving from an Adjunct to a Salaried Grad Job or vice versa

- **FIRST**, submit the Hire ePAR for the new role—*this avoids onboarding and a new I9 form*, then submit a Termination ePAR for the current job Both actions should have an effective date of 1-16-23.

### Terminating Prior to Appointment End Date

- Submit ePAR as Termination

### Terminating as of appointment end date

- No action is needed
- The mass termination process for grad students and adjuncts will run at the end of January. Any employee who has not had an ePAR returning them will be terminated programmatically. An ePAR is not required for those terminations.
- Notification will be sent to ePAR initiators verifying this data prior to finalizing the termination process.

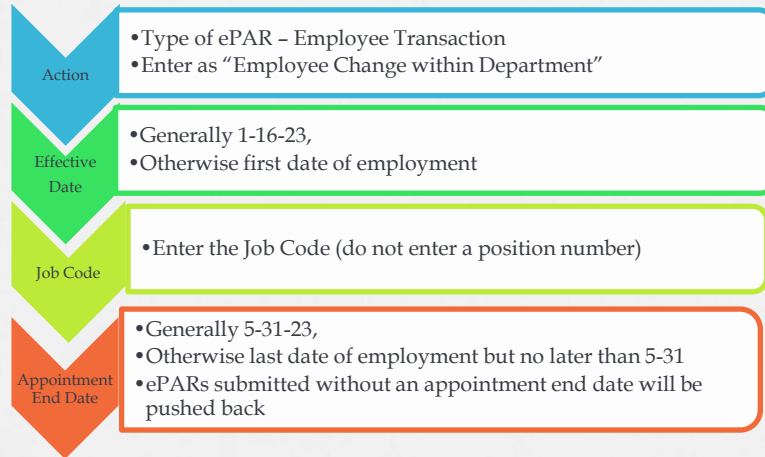


## Payroll for Adjuncts and Graduate student employees - Appointments - New Hire

- If the adjunct or graduate student is being *hired on an appointment* (no position number), then submit via ePAR
  - Type of ePAR - Employee Transaction
  - Use the Action/Reason of Hire - Hire Salaried
  - Effective Date is generally 1-16-23, otherwise, first date of employment
  - Enter the Job Code (do not enter a position number)
  - **Appointment End Date** is generally 5-31-23, otherwise last date of employment, but no later than **5-31**.
    - **Summer appointments must be submitted separately in Summer 2023 as Hire - Hire Summer Salaried Appointment.**
    - Appointment End Date is a critical item. Appointment ePARS submitted without an appointment end date will be pushed back.
  - Enter all other necessary data (FTE, monthly rate, chart string, etc.)
  - A funding end date is generally not necessary. Funding end dates should only be used if the appointment is paid from a sponsored project, or if the funding source will change prior to the appointment end date.

# Payroll for Adjuncts and Graduate student employees - Appointments - RETURNING

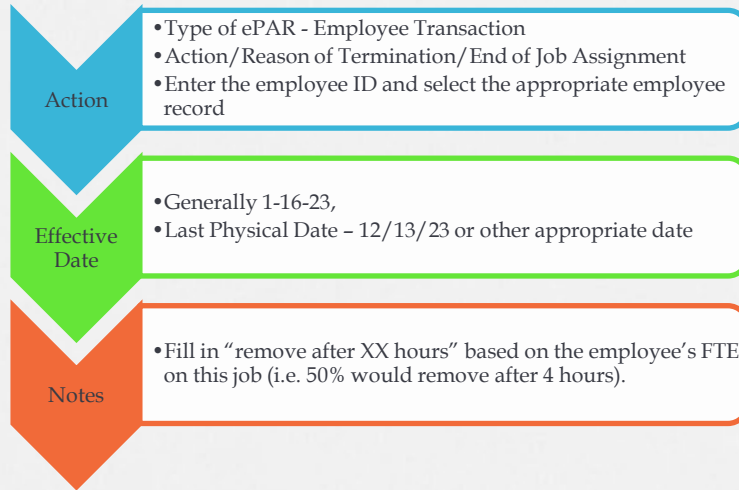
If the adjunct or graduate student is *returning on an appointment* (no position number), then submit via ePAR



- Enter all other necessary data (FTE, monthly rate, chart string, etc.)
- **Note** - if a returning graduate student is moving to an adjunct role, or an adjunct is moving to a graduate student role, please submit their ePAR as a Hire - Hire Salaried.

## Payroll for Adjuncts and Graduate student employees on Appointments – Ending Payroll

If an adjunct or graduate student employee was hired on an appointment with an appointment end date **later** than 1-15-23, and they **will not be** continuing in this role in the spring semester, then a termination must be entered to avoid an overpayment. (Note, a termination ePAR is **NOT** needed if the appointment end date was submitted as 1-15-23. These jobs will be terminated through the mass termination process).



## Payroll for Graduate Student Employees - Positions

Please note: If a position number needs to be moved to a different Department, please submit the appropriate ePAR to facilitate the move (see slide 23 for additional details).

### New Hires

- Submit ePAR as “Hire-Hire Salaried”

### Continuing - WITH NO CHANGES

- If a Salaried Graduate Student is continuing in a job on a position number, in exactly the same capacity as the Fall semester, no action is necessary. This positions have been set up to pay through 5/31/23.

### Continuing - With Changes

- Submit ePAR as an Employee Change within Department

### Continuing but moving from a position number to an appointment

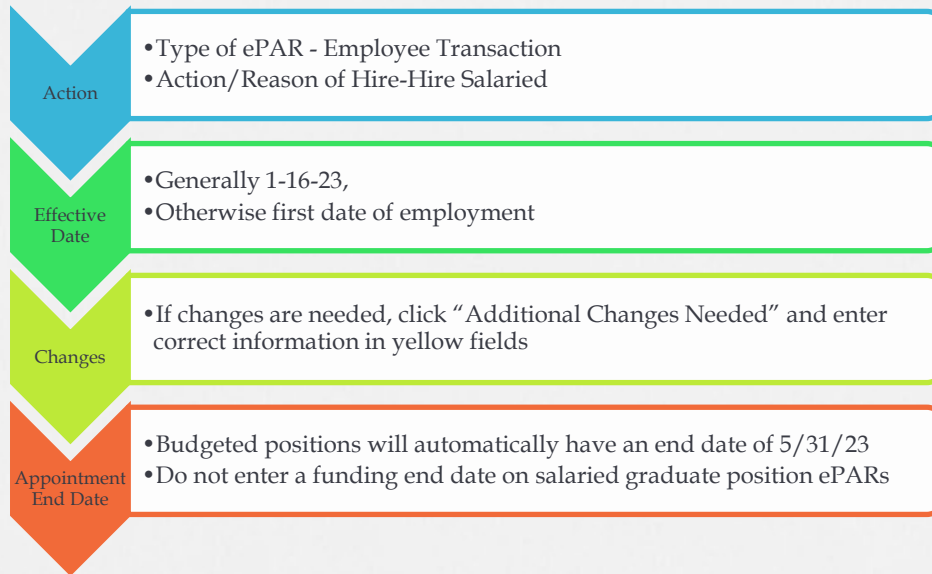
- **First**, submit a Hire Epar for the appointment job, *this avoids onboarding and a new I9 form*, and
- Submit a Termination Epar for the position job and
- Both actions should be effective 1/16/23

### Terminating prior to 5/31/23

- Submit ePAR as Termination

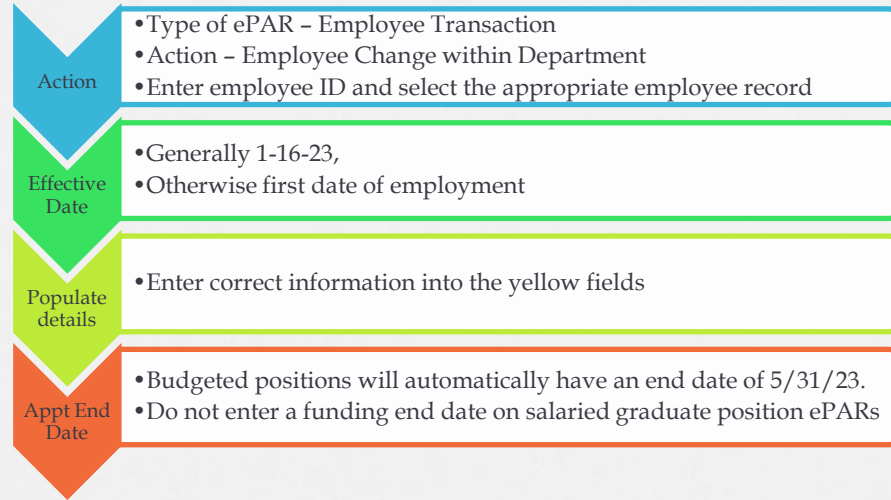
## Payroll for Graduate student employees on Positions - New Hire

If the adjunct or graduate student is being *hired into a budgeted position* (position number Axxxxxxx), then submit via ePAR



## Payroll for Graduate student employees on Positions – Continuing on Payroll

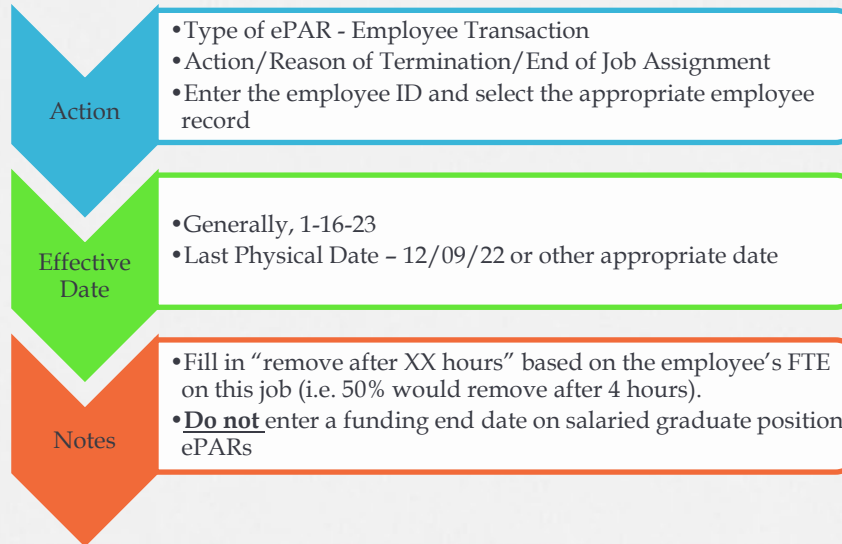
If the graduate student is *continuing on a budgeted position* (position number Axxxxxxx), and a change in job code (or other changes) is needed, then submit via ePAR



• **Note** - changes in graduate student level (i.e. TA Level 1 to TA Level 2) are not permitted mid-year. Level changes may only occur in September.

## Payroll for Graduate student employees on Positions – Ending Payroll

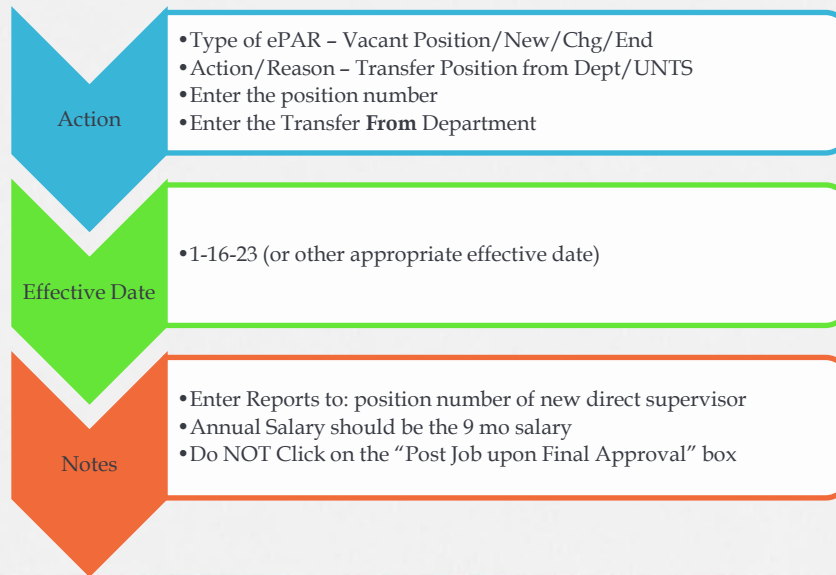
All graduate students hired on a budgeted position in the fall semester were automatically given an end date of 5-31-23. If the graduate student is being *terminated from a budgeted position* (position number Axxxxxx) at the conclusion of the fall semester, then submit Epar in order to avoid overpayment.



## Transferring graduate “A” positions between departments or colleges

Departments will need to submit an ePAR to transfer a salaried graduate student position (beginning with “A”) between departments or colleges.


**Note:** The Receiving department will need to initiate the ePAR.







# Faculty Payroll

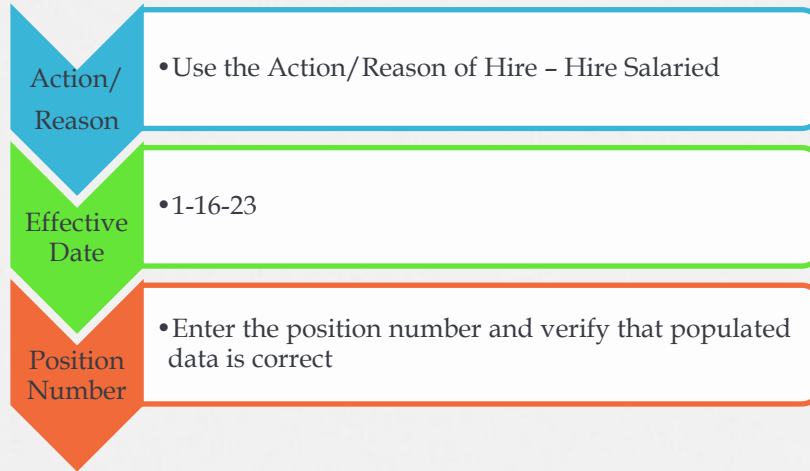
A top-down view of a wooden desk. In the center is a blue clipboard with a white sheet of paper, held by a black clip at the top. The paper contains the text 'Departments will need to submit ePARs for the following situations:'. To the left of the clipboard is a white cup of black coffee, a loaf of bread with seeds, and a stack of papers. To the right is a silver laptop. At the bottom of the clipboard is a black pen. The number '26' is at the bottom center of the page.

Departments will  
need to submit  
ePARs for the  
following situations:

# Payroll for Faculty

New Faculty beginning employment in the Spring semester

**Please prioritize hiring of new faculty over other ePAR transactions.**



## New Faculty ePARs Continued

- If changes are needed, click “Additional Changes Needed” and enter information into the yellow fields.
- Please verify title, rate of pay and source of funding
- Note: The monthly rate should equal the offered salary divided by 9 months. On the ePAR ensure the month rate is correct, even if the monthly rate calculates differently.
- Relocation allowances should be added to the hire ePAR as an additional pay item, using an earnings code of **REL**, and a chart string on fund 830001.

# Termination ePARs

Use the  
Action/Reason  
of Termination

Select  
appropriate  
reason

Enter appropriate  
effective date -  
Generally 1-16-23

## Midsemester Payout for Retiring Faculty

When 9-month faculty retire with an effective date of January 1, there is a requirement to pay them for the portion of the Fall semester that would have been paid from January 1 through January 15.

In order to do this, a department will typically need to submit an additional pay ePAR to process this payment **prior to** submitting the retirement ePAR.

Departments who have faculty retiring will need to contact System HR Benefits. The Benefits Office will work with the department to determine the payout and how the ePARs will need to be submitted. Academic Resources can also assist with the calculations.

# Faculty Leave ePARs

**Faculty leave** – unpaid or paid, *returning or leaving*

- Use Payroll Action: Employee Change within Dept
- For these you will need to change the “Employee Status” drop down in ePAR
  - Leave with Pay – for Faculty Development Leave
  - Leave of Absence – for leave without pay
  - Return from Leave – for faculty returning from Leave with Pay or Leave without Pay
- Attach the VPAA-150 to the ePAR as appropriate
- If the person is going on or returning from part-time leave (i.e. 50% Faculty Development Leave), then please also *adjust* the FTE and Monthly Rate accordingly

# Faculty ePARs

For all actions below use Payroll Action: **Employee Change within Dept:**

## **Faculty to administrator (Dean, Assoc Dean, Chair) changes** (or vice versa)

- Verify that appropriate 12-month and 9-month rates have been calculated & that appointment letters are attached to the ePAR.
- Contact Patty Rodriguez to ensure appropriate position set-up

## **Funding changes**

- If this is for a buy-out, attach the Faculty Course Buy-Out Request Form to the ePAR

## **Additional Pay:** augmentations, etc.

- Attach necessary approval documents and/or justification
- Please note that an approved VPAA-11B must be completed **prior to** the start date of a faculty augmentation



# Modified Service ePARs

*Positions are used for Modified Service Faculty.* Departments will need to submit ePARs for Modified Service faculty (job code 0650). Academic Resources will notify departments of the position number(s).

- First Year Modified Service faculty should be submitted as a Hire - Hire Salaried, using the new position number provided.
- Returning Modified Service faculty should be submitted as Hire-Hire Salaried, and place the faculty member into the new position.
- Faculty ending Modified Service should be submitted as a Termination
- Contact Patty Rodriguez for any concerns about modified service processing

## Faculty ePAR Notes

Unless the faculty job is being funded for a period of time less than their 9-month position, do not enter an end date in the Department Budget section of the ePAR.

- For example, it is appropriate to enter an end date if you are submitting a buy-out for only the fall semester.
- If the faculty member will be on the same funding source for the entire year, please do not enter an end date.

**Remember - Comments  
Are Your Friend!!**

Please describe the action(s) you are taking on the ePAR. It is also helpful to include the faculty member's 9 month salary for new hires and other salary changes.

Expand/Collapse All

▶ **Job Data**

▶ **Department Budget Data**

▶ **Additional Pay Data**

▶ **Position Data**

**Comments:** New hire Dr. XX. 9 mo salary =\$XX,XXX.XX

214 characters remaining

Expand/Collapse All

# Job vs Position Data on ePAR Submissions

## Job Data

Current		New	
Home Deptid:	[REDACTED]	Home Deptid:	[REDACTED]
Position Number:	[REDACTED]	Position Number:	[REDACTED]
Employee Status:	Active	Employee Status:	Active
Job Code:	[REDACTED]	Job Code:	[REDACTED]
Location:	[REDACTED]	Location:	DENTON
Salary Grade:	06	Salary Grade:	09A
Std. Weekly Hours:	40.00	Std. Weekly Hours:	40.00
FTE:	1.00	FTE:	1.00
Annual Rate:	\$25,800.00	Annual Rate:	\$48,000.00 (12)
Monthly Rate:	\$2,150.00	Monthly Rate:	\$4,000.00
Reports to Supv ID:	[REDACTED]	Reports to Supv ID:	[REDACTED]

If under Position Data the budgeted salary is missing or differs from what was entered in the job data section, you will need to pull back and resubmit the ePAR.

## Position Data

Current		New	
Position Number:	[REDACTED]	Position Number:	[REDACTED]
Effective Date:	09/01/2020		
Job Code:	[REDACTED]	Job Code:	[REDACTED]
Description:	[REDACTED]	Description:	[REDACTED]
Standard Hours:	40.00	Standard Hours:	40.00
Budgeted Salary Amt:	\$63,021.85	Budgeted Salary Amt:	\$63,021.85
FLSA Status:	Exempt	FLSA Status:	Exempt
Academic Rank:	[REDACTED]	Academic Rank:	[REDACTED]
Reports To:	[REDACTED]	Reports To:	[REDACTED]



# Additional Pay for Faculty



## **Task Payments**

A task payment is additional compensation paid to an exempt employee for work based on completion of a task assignment.

Task payments are restricted to one-time services, or projects with a specified duration. A task payment is compensation for performing a task assignment.

## **Augmentations**

Augmentation pay is compensation that is in addition to, separate from, and does not affect an employee's base salary rate for performing a temporary assignment of duties usually assigned to a higher pay classification than the employee's regular position





# Administrative Supplement vs. Augmentation

- An Administrative Supplement is awarded to faculty who are regularly appointed as an associate/assistant dean, chair, institute/center director, or director of a school/college/campus or an academic unit.
- Augmentation pay is compensation that is in addition to and separate from an employee's base salary for a temporary assignment of additional duties (usually for duties that are at a higher level than the employee's regular assignment) that are integrated into the person's regular job and are performed during their regular work schedule. Examples of common augmentations are for serving as interim administrators such as interim department chair or interim. In some cases, assignment of leadership for graduate studies or other academic program can result in the payment of an augmentation.
- Augmentations are differentiated from Administrative Supplements by the permanency of the arrangement. While Administrative Supplements represent supplemental pay for ongoing leadership responsibilities, augmentations are temporary in nature

# Additional Pay for Faculty

- Pre-approval is required for any new additional pay.
- Approval must be received **BEFORE** work begins.
- Please submit the VPAA-11b form for augmentations and task payments – available at: <http://vpaa.unt.edu/resources/form> to [academic.resources@unt.edu](mailto:academic.resources@unt.edu)
- Additional pay that was previously set up to continue into the spring semester will continue without submission of additional forms.
- Augmentations longer than 6 months in duration will require Presidential approval.
- **Please submit VPAA-11B forms for new tasks or augmentations ASAP in order to allow ample processing time**
- Prior to payment of a task, the Task Augmentation Certification form must be completed and attached to the ePAR.

# Additional Pay for Faculty - Endowments

- Endowments – Some faculty receive additional pay for serving as an endowed chair or professor. The VPAA 11C form (available at: <https://vpaa.unt.edu/sites/default/files/legacy/provost/VPAA11C%20%2802%29.pdf>) should be submitted to [academic.resources@unt.edu](mailto:academic.resources@unt.edu) for approval of this additional pay.
- Endowment pay previously set up to continue into the spring semester will continue without submission of additional forms.
- A copy of the MOU for the endowment must be attached to the form.
- When submitting these payments via ePAR, please use additional pay earnings code of **Endowment**.
- **Please submit VPAA-11C forms for new endowments ASAP to allow for ample processing time.**



# Faculty Overloads

- A faculty overload occurs when a faculty member is assigned to teach a course that is beyond their regular faculty workload. Overloads are rare and should only be approved after consultation with the Dean. Generally, faculty workload should be adjusted to accommodate for the need to teach additional courses.
- Job Code 0702 – Faculty Overload has been created specifically for these assignments
- Departments should prepare an offer letter to the faculty member detailing the terms of the overload assignment. The template for this letter can be found at: <http://vpaa.unt.edu/faculty-resources/forms-and-templates>
- Overload assignments are set up similarly to adjunct appointments, using the job code of 0702, with a 1-16-23 start date and a 5-31-23 appointment end date for the spring.

# UNT AT FRISCO/NEW COLLEGE AND CHEC

## SPRING 2023

### Department completes hiring process

- For adjuncts, complete adjunct offer letter & ePAR
- For Fall and Spring FT Faculty teaching out-of-load, Home Department completes faculty overload, offer letter & ePAR
- Offer letters are signed by the department in accordance with their respective policies.

### SPRING 2023 - To receive reimbursement for the salary expense

- **USE SITE CODE 1315 All Colleges:** Please use this site code for Spring 23 sections; Fund category 105, fund 800001, function 100
- **\*USE SITE CODE 1286:** Ichha Bhandari will contact colleges individually to use site code 1286 for sections at Inspire Park and CHEC; Fund category 105, fund 800001, function 100
- **Insert Ichha Bhandari (ib0005)** as an approver into the epar approval workflow, this will allow her to see the funding chartstring with site code and push back for any corrections if needed.
- Contact Ichha Bhandari (Ichha.bhandari@unt.edu) with questions you might have.

## PAYRATES FOR FRISCO AND CHEC COURSES

- > **For fall or spring FT out-of-load faculty:**  
10% of annual salary per class, up to \$8,500
- > **Cost of Adjunct:** at college-level or departmental rates
- > **Mileage:** 5% of total disbursement to cover mileage and other costs (at colleges' discretion)



## NEW COLLEGE AND CHEC REIMBURSEMENTS

- After census date, Frisco will do an ABA to reimburse at the College level based on the approved ePARs and Dean's Office feedback on the reimbursement spreadsheet:
- Individual Colleges are responsible for reimbursing individual departments
- College must provide the rest of the chartstring information to Ichha Bhandari so that Frisco can prepare the ABA form.



## Academic Resources Office Contacts

### ePAR:

Faculty and Academic Administrators,  
Academic Staff, FDL, Modified Service:  
*Contact: Patty Rodriguez*

Salaried Grad Students:  
*Contact Nicole McAlister*

Adjuncts & Overloads:  
*Contact: Chance McMillan*

Adjunct Offers:  
*Contact: Chance McMillan*

Faculty Onboarding:  
*Contact: Melinda Rule*