

Faculty ePAR Transactions

Presented by



Agenda



Academic Payroll Session Dates

Faculty Positions

- Creating and posting new positions
- Posting existing positions (with and without changes)
- Hiring into a position
- Additional Pay ePAR's (tasks)
- Additional Pay ePAR's (endowments, augmentations)
- Additional Pay ePAR's (other items)
- Buy-outs
- Overloads
- Faculty/Administrator changes
- Faculty terminations
- Faculty retirements
- Modified Service
- Faculty Leaves

General ePAR's

- Employee changes (eg funding, supervisor changes)
- Placing a position in suspense
- Ending positions



Helpful Hints and Information

Academic Session Payroll Dates

Academic Session	Effective Payroll Dates	cemester credit	Equivalent Hours per Week *		
Fall	9/1-1/15	25%	10		
Fall 8W1 (8week 1)	9/1-10/31	50%	20		
Fall 8W2 (8week 2)	11/1-12/31	50%	20		
Winter Session	12/1-1/15 **	50%	20		
Spring	1/16-5/31	25%	10		
Spring 8W1 (8 week 1)	1/1-2/28	50%	20		
Spring 8W2 (8 week 2)	3/1-4/30	50%	20		
Summer 3W1 (3week 1)	6/1-7/15	50%	20		
Summer 8W1 (8 week 1)	6/1-7/15	50%	20		
SUM (summer)	6/1-8/31	25%	10		
Summer 5W1 (5 week 1)	6/1-7/15	50%	20		
Summer 10W (10week 1)	6/1-8/31	25%	10		
Summer 5W2 (5 week 2)	7/16-8/31	50%	20		
Summer 8W2 (8 week 2)	7/16-8/31	50%	20		

^{*}Prorate FTE for courses that are larger or smaller than 3 semester credit hours.

^{**}Dates will vary from year to year. Watch for annual instructions from Academic Resources.



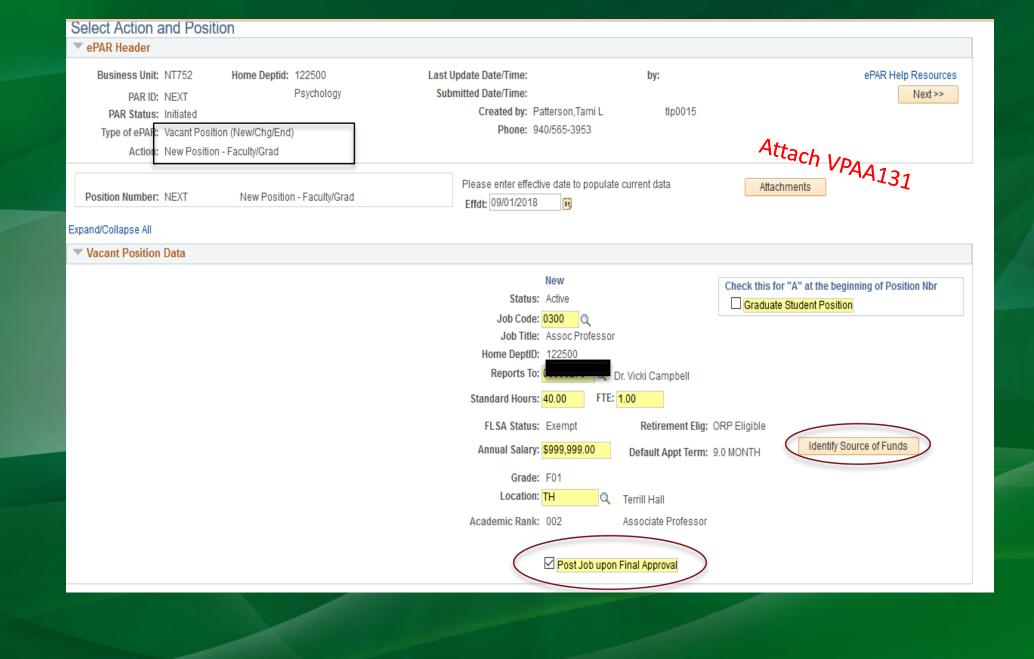
Faculty ePAR Transactions



Creating and posting new faculty positions

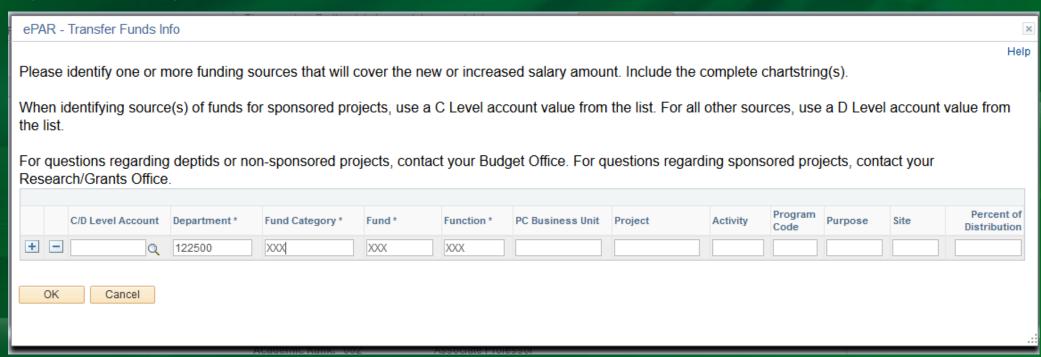
Departments will need to submit an ePAR to create and post a new faculty position.

- Type of ePAR: Vacant Position/New/Chg/End
- Action: New Position-Faculty/Grad
- Effective date: 9-1-XX (or other appropriate date the PAYROLL start date of the position)
- Enter the desired job code use highest rank if requesting multi/open rank. Be sure to use the right job code for Lecturer rank faculty who are on a multi-year appointment
- Reports to: position number of direct supervisor
- Annual Salary should be the 9 or 12 month salary.
 - When annual salary is entered you will need to identify the source of funds.
- Click on the "Post Job upon Final Approval" box
- The VPAA 131 must be submitted as an attachment



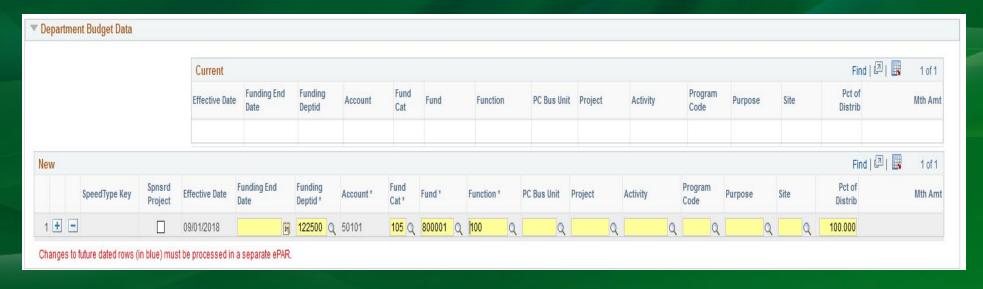
Source of Funds

- The funding source for the position should be indicated when known.
- Ensure that funds match between source of funds and the fund listed in the Budget section of the ePAR
- When unknown, complete as shown below and make sufficient notes on the ePAR and/or attach relevant communications indicating the source of funds.
- An ABA will still need to be completed to transfer these funds to cover the position expense.



Department Budget Data

- Indicate the chart string(s) where the position will be encumbered/paid.
- More than one line can be entered if needed.
- Ensure Fund matches source of Funds (i.e. if source of funds is 800001, then department budget data must reflect fund 800001.
- Generally, the funding end date is not used.





Posting Questions

- Similar questions to VPAA-130
- Question 2 relates to term limits for non-tenure track faculty (i.e. a 3 year Lecturer)
- Question 4 refers to multiple rank jobs
- Be sure to include the relevant CIP code for the position for matching to external market salary data.



▼ VPAA-130 - Faculty Recruitment Request	
Is this an Endowed Chair/Professor position? Attach MOU	₩
Non-Tenure Track Term Limits: One Year or Multiple Year (# of Years)	₩
Anticipated Hire Date	₩
If requesting to post this position as open rank or multiple-rank, please enter the job code for the highest rank in the job code field above, and list all desired posting ranks here (i.e. Assistant/Associate Professor, Lecturer/Senior Lecturer/Principal Lecturer):	€
Search Committee Chair Name (if known)	al al
Please explain the need for this position, including enrollment demands, curriculum offerings, teaching assignments, and any anticipated administrative services. Provide a general description of the field of scholarship or artistic performance and its importance to the field currently and anticipated for the foreseeable future (please attach additional documentation if needed)	₩
Please document the office and lab space assignments(s) for this position by building and room number(s). Additionally, please document if any additional space and/or lab requirements are needed, and if any new construction or renovations are anticipated. Attach short form from facilities for construction/renovation projects.	€
How was the requested salary determined? Please attach any salary documentation used in calculation of salary. Please also include the CIP code(s) for the academic program(s) most closely associated with this position.	₩
(If applicable) How does the targeted research program for this position complement existing research that is occurring within the college? Are there interdisciplinary research opportunities that would advance UNT's research profile?	₩
If requesting an Associate or Full Professor, provide a brief explanation of what you expect a senior person to contribute and why this rank is important to the department.	ati
Comments:	

254 characters remaining

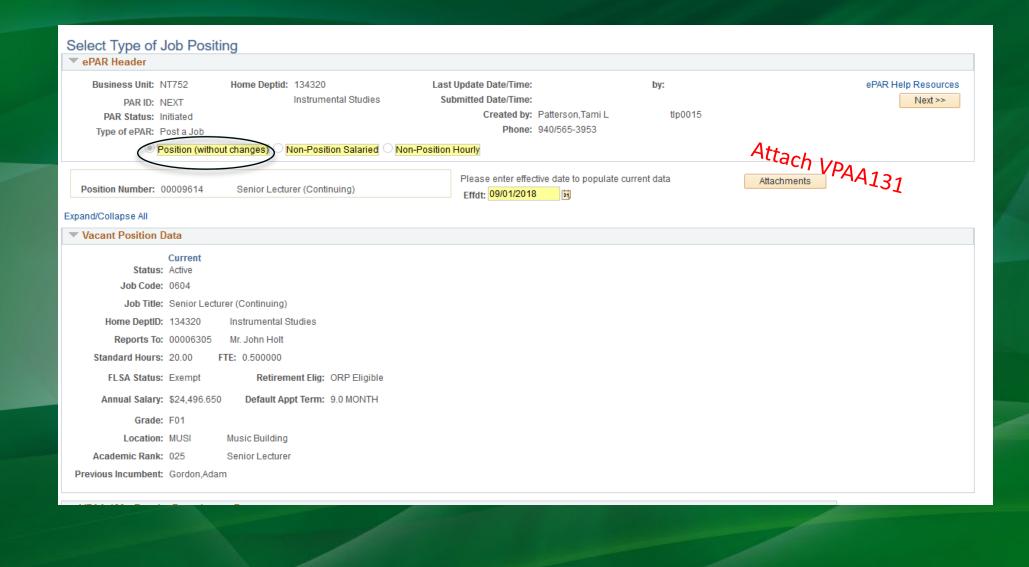


Posting an existing position with NO changes

Departments will need to create an ePAR to post an existing faculty position with **NO** changes.

- Type of ePAR: Post a Job
- Click the "Position (without changes) radio button
- Enter the eight-digit position number
- Effective date: 9-1-XX
- The current position data will populateno changes are allowed.
- Complete the VPAA 130 questions
- The VPAA 131 must be submitted as an attachment





▼ VDAA 120 Faculty Postuitment Postucet	
▼ VPAA-130 - Faculty Recruitment Request	ev.
Is this an Endowed Chair/Professor position?	.ai
Non-Tenure Track Term Limits: One Year or Multiple Year (# of Years)	.di
Anticipated Hire Date	₩
If requesting to post this position as open rank or multiple-rank, please enter the job code for the highest rank in the job code field above, and list all desired posting ranks here (i.e. Assistant/Associate Professor, Lecturer/Senior Lecturer/Principal Lecturer):	.ii
Search Committee Chair Name (if known)	al al
Please explain the need for this position, including enrollment demands, curriculum offerings, teaching assignments, and any anticipated administrative services. Provide a general description of the field of scholarship or artistic performance and its importance to the field currently and anticipated for the foreseeable future (please attach additional documentation if needed)	at the state of th
Please document the office and lab space assignments(s) for this position by building and room number(s). Additionally, please document if any additional space and/or lab requirements are needed, and if any new construction or renovations are anticipated. Attach short form from facilities for construction/renovation projects.	₩
How was the requested salary determined? Please attach any salary documentation used in calculation of salary. Please also include the CIP code(s) for the academic program(s) most closely associated with this position.	ed (a)
(If applicable) How does the targeted research program for this position complement existing research that is occurring within the college? Are there interdisciplinary research opportunities that would advance UNT's research profile?	ei ei
If requesting an Associate or Full Professor, provide a brief explanation of what you expect a senior person to contribute and why this rank is important to the department.	.d.
Comments:	

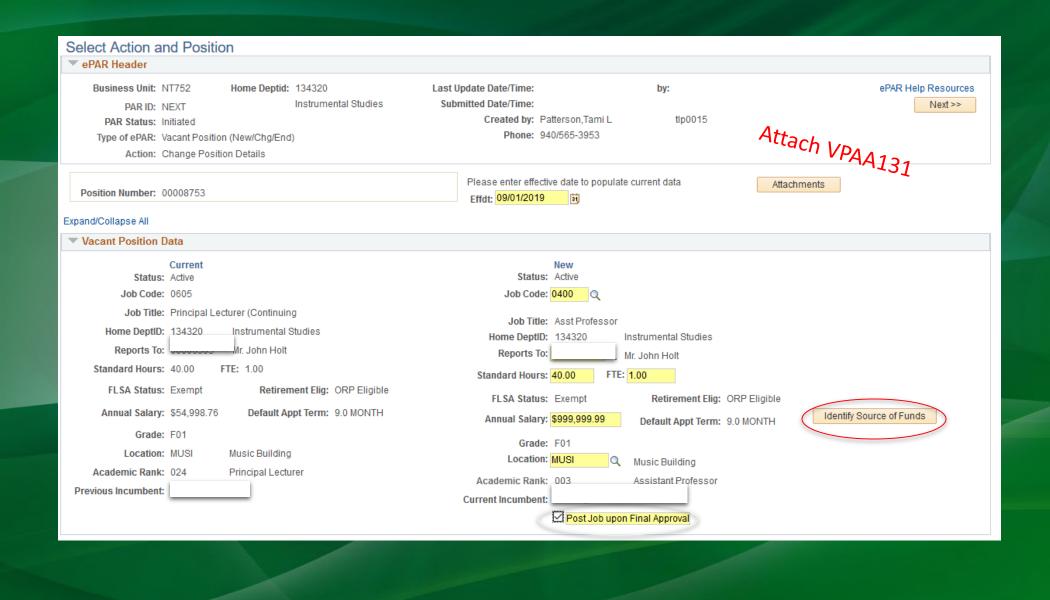
Posting an existing position with changes

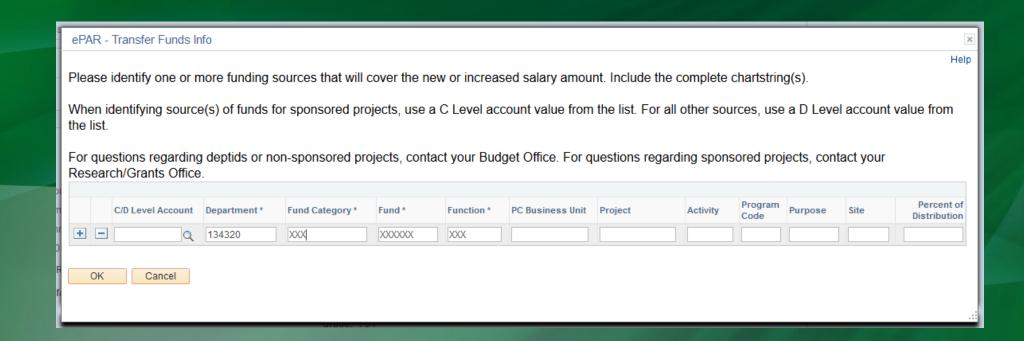


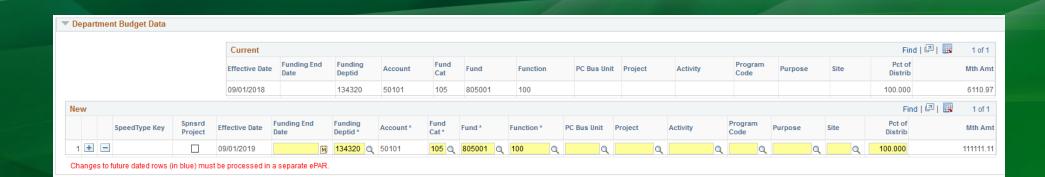
Departments will need to submit an ePAR to post an existing faculty position *with* changes.

- Type of ePAR: Vacant Position/New/Chg/End
- Action: Change Position Details
- Enter position number
- Effective date: 9-1-XX (or other appropriate date the PAYROLL start date of the position)
- Enter the desired job code use highest rank if requesting multi/open rank. Be sure to use the right job code for Lecturer rank faculty who are on a multiyear appointment
- Reports to: position number of direct supervisor
- Annual Salary should be the 9 or 12 month salary.
- If salary is adjusted the Identify Source Funds box will appear
- Click on the "Post Job upon Final Approval" box
- The VPAA 131 must be submitted as an attachment









▼ VDAA 120 Faculty Postuitment Postucet	
▼ VPAA-130 - Faculty Recruitment Request	ev.
Is this an Endowed Chair/Professor position?	.ai
Non-Tenure Track Term Limits: One Year or Multiple Year (# of Years)	.di
Anticipated Hire Date	₩
If requesting to post this position as open rank or multiple-rank, please enter the job code for the highest rank in the job code field above, and list all desired posting ranks here (i.e. Assistant/Associate Professor, Lecturer/Senior Lecturer/Principal Lecturer):	.ii
Search Committee Chair Name (if known)	al al
Please explain the need for this position, including enrollment demands, curriculum offerings, teaching assignments, and any anticipated administrative services. Provide a general description of the field of scholarship or artistic performance and its importance to the field currently and anticipated for the foreseeable future (please attach additional documentation if needed)	at the state of th
Please document the office and lab space assignments(s) for this position by building and room number(s). Additionally, please document if any additional space and/or lab requirements are needed, and if any new construction or renovations are anticipated. Attach short form from facilities for construction/renovation projects.	₩
How was the requested salary determined? Please attach any salary documentation used in calculation of salary. Please also include the CIP code(s) for the academic program(s) most closely associated with this position.	ed (a)
(If applicable) How does the targeted research program for this position complement existing research that is occurring within the college? Are there interdisciplinary research opportunities that would advance UNT's research profile?	ei ei
If requesting an Associate or Full Professor, provide a brief explanation of what you expect a senior person to contribute and why this rank is important to the department.	.d.
Comments:	

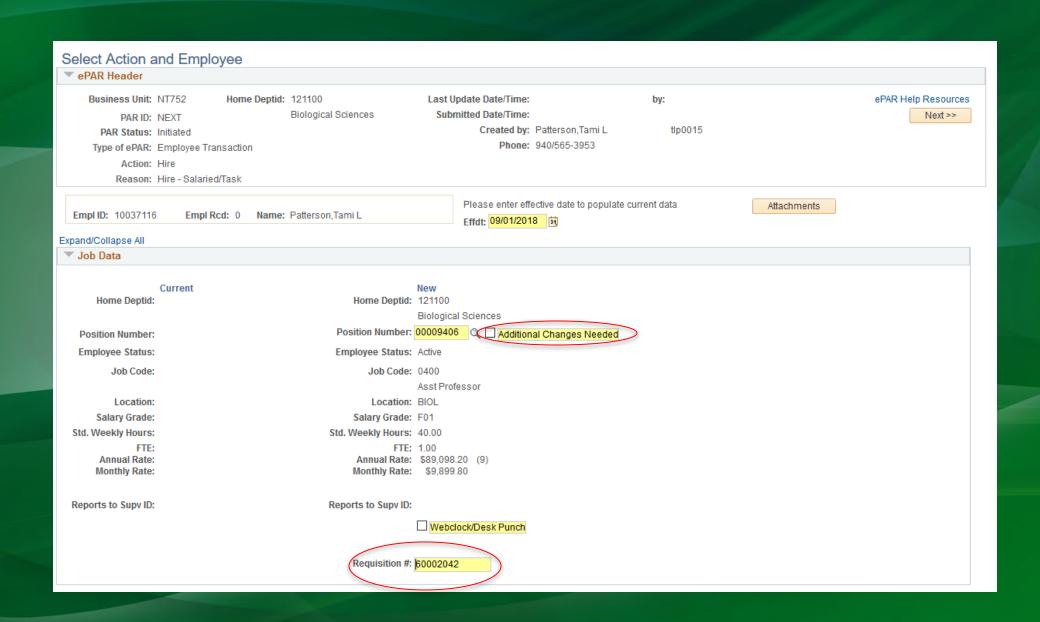


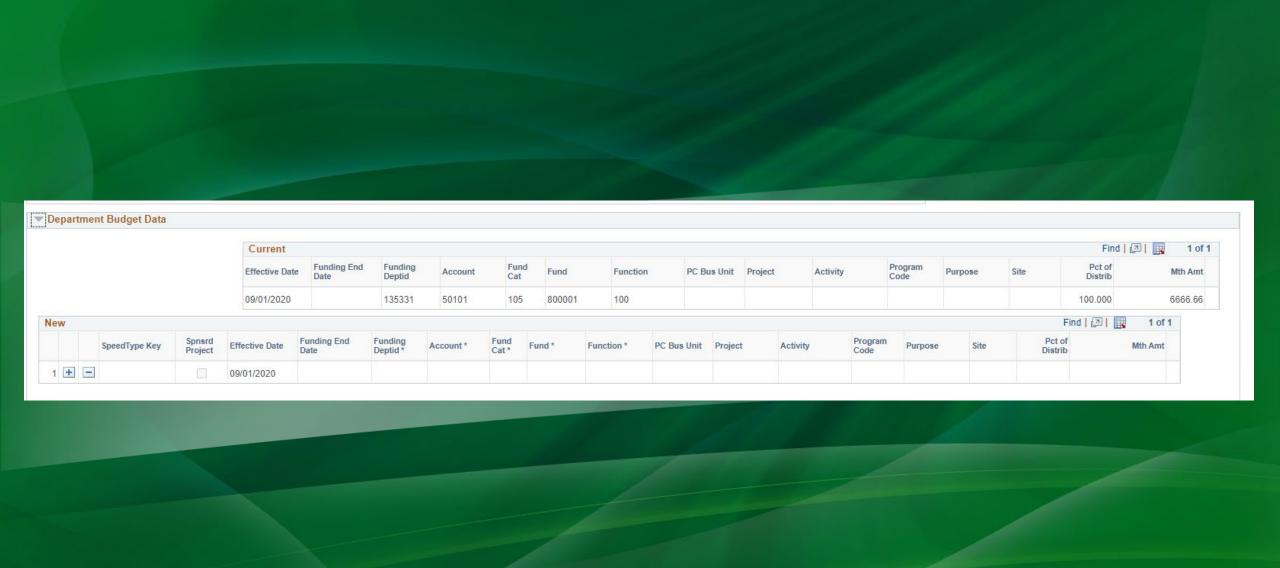
Hiring a faculty member into a position

- Type of ePAR: Employee Transaction
- Action: Hire
- Reason: Hire-Salaried/Task
- Enter the employee ID number
- Effective date: 9-1-XX (or other appropriate date
 the PAYROLL start date of the position)
- Click the "Additional Changes Needed" box if information is not correct
- Enter the Posting Number from PeopleAdmin as the requisition number (FXXXP)
- Verify funding is correct
- The completed VPAA 132, needs to be submitted with the offer letter packet.

https://vpaa.unt.edu/sites/default/files/documents/page/2018/vpaa 132.pdf







Additional Pay ePAR's- Task Payments Type of ePAR: Employee Transaction

Action: Hire

Reason: Hire-Salaried/Task

Enter the employee ID number

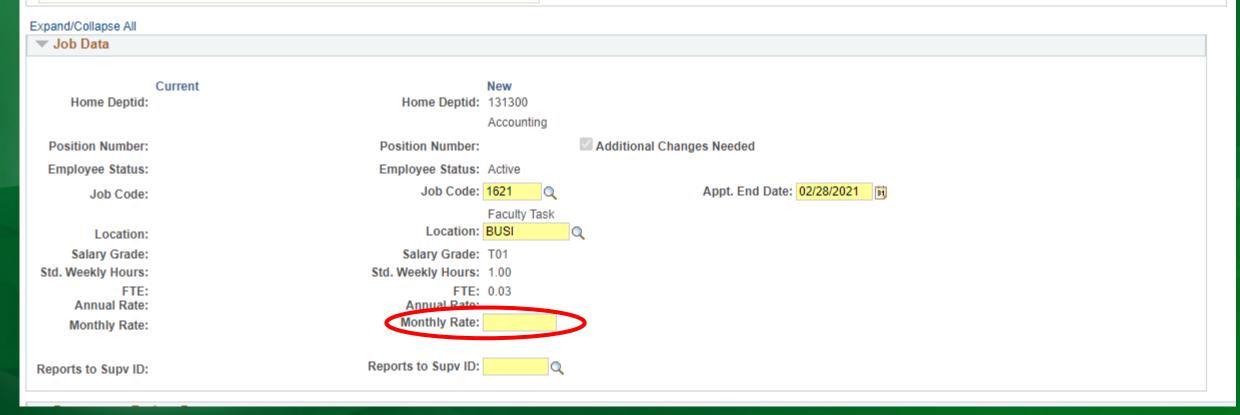
- Effective date: Must be the first day of a month, regardless of the actual working days
- Appt End Date: Must be the last day of the month, regardless of the actual working days
- Enter the Job Code of 1621, Faculty Task.
- Enter the monthly rate. This should be the total payout amount or total amount due for the task.
- Enter the ID number of the person responsible for supervising the task in the "Reports To" field.
- Enter the chart string of the appropriate chart string
- A PRE-APPROVED VPAA11B FORM AND A TASK COMPLETION FORM MUST BE ATTACHED.

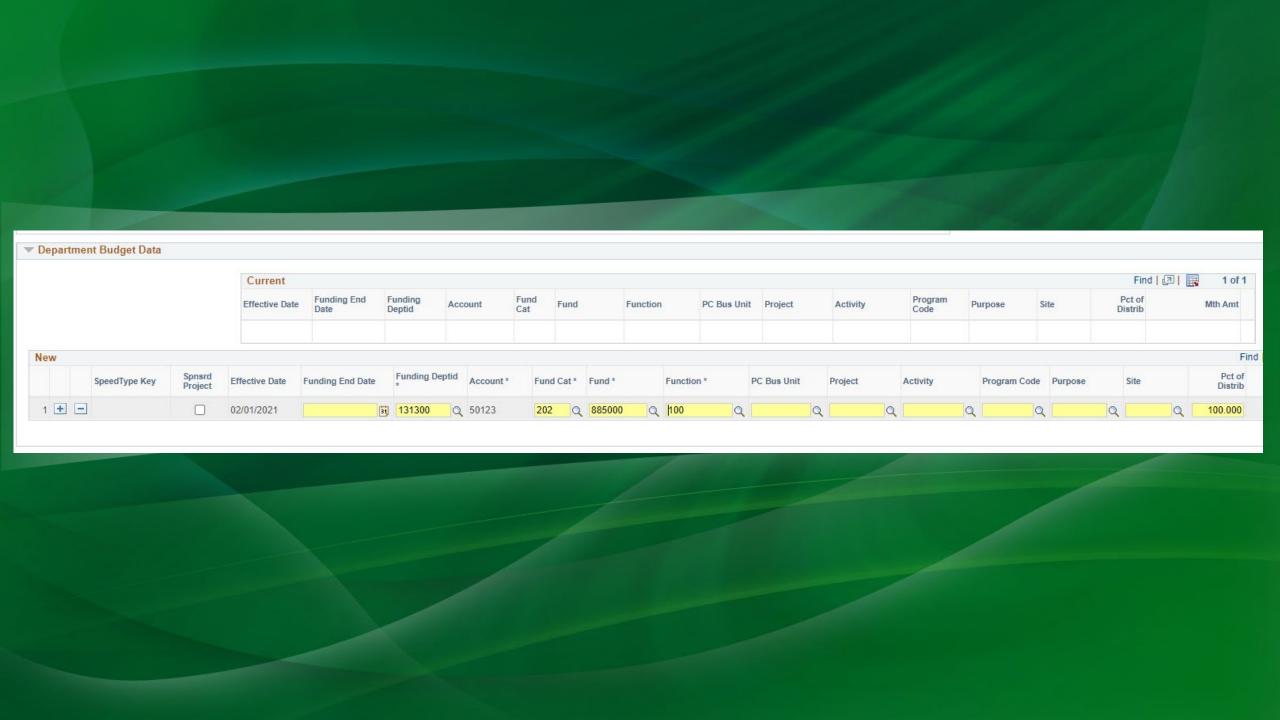




Select Action and Employee

▼ ePAR Header Home Deptid: 131300 ePAR Help Resources Business Unit: NT752 Last Update Date/Time: by: Accounting Submitted Date/Time: Next >> PAR ID: NEXT Created by: Patterson, Tami L tlp0015 PAR Status: Initiated Phone: 940/565-3953 Type of ePAR: Employee Transaction Action: Hire Reason: Hire - Salaried/Task Please enter effective date to populate current data Attachments Effdt: 02/01/2021 3 Empl Rcd: 0 Name: Empl ID: 106





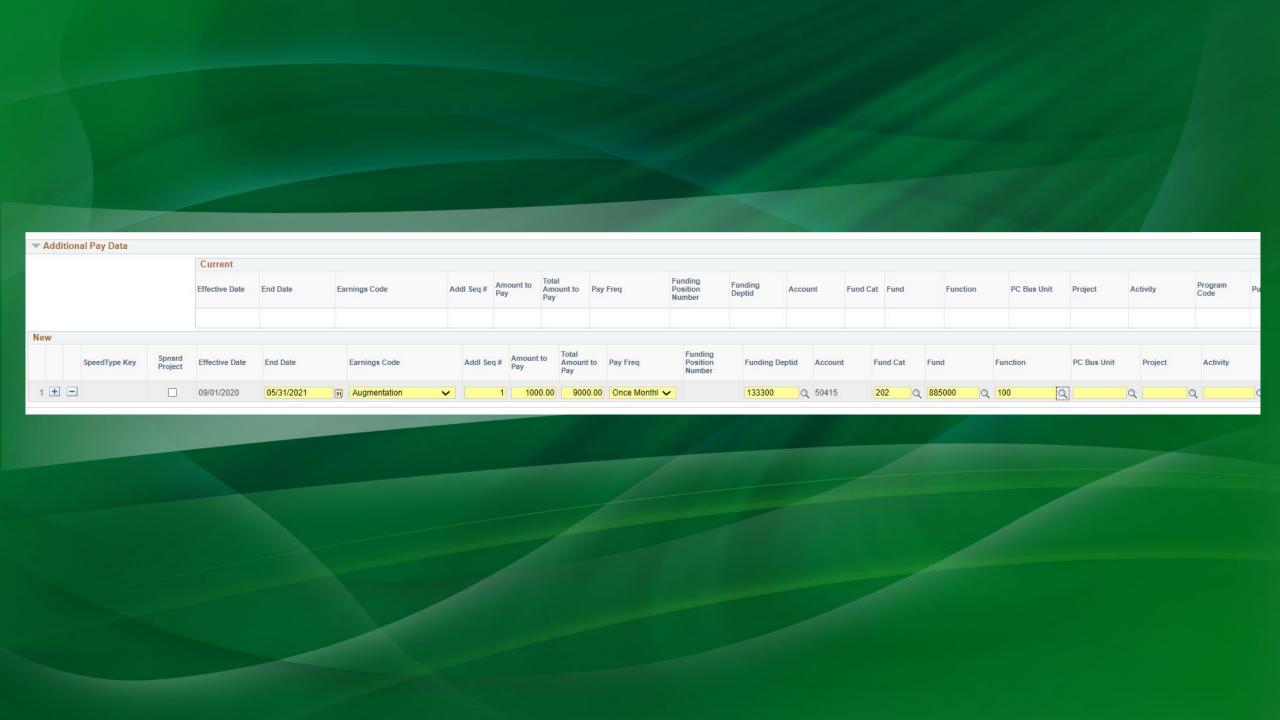
Additional Pay ePAR's- Endowments & Augmentations



- Type of ePAR: Employee Transaction
- Action: Employee Change Within Department
- Enter the employee ID number
- Effective date: Date the Augmentation or Endowment is effective.
- Tab down to the Additional Pay Data section
- Enter the end date
- Enter the Earnings Code of Augmentation or Endowment.
- Enter the monthly amount to receive in the Amount to Pay field
- Enter the total augmentation payout amount in the Total Amount to Pay field
- Select Once Monthly in the Pay Frequency field
- Enter the elements of the appropriate chart string.



A <u>PRE-APPROVED</u> VPAA11B FORM AND A TASK COMPLETION FORM MUST BE ATTACHED.

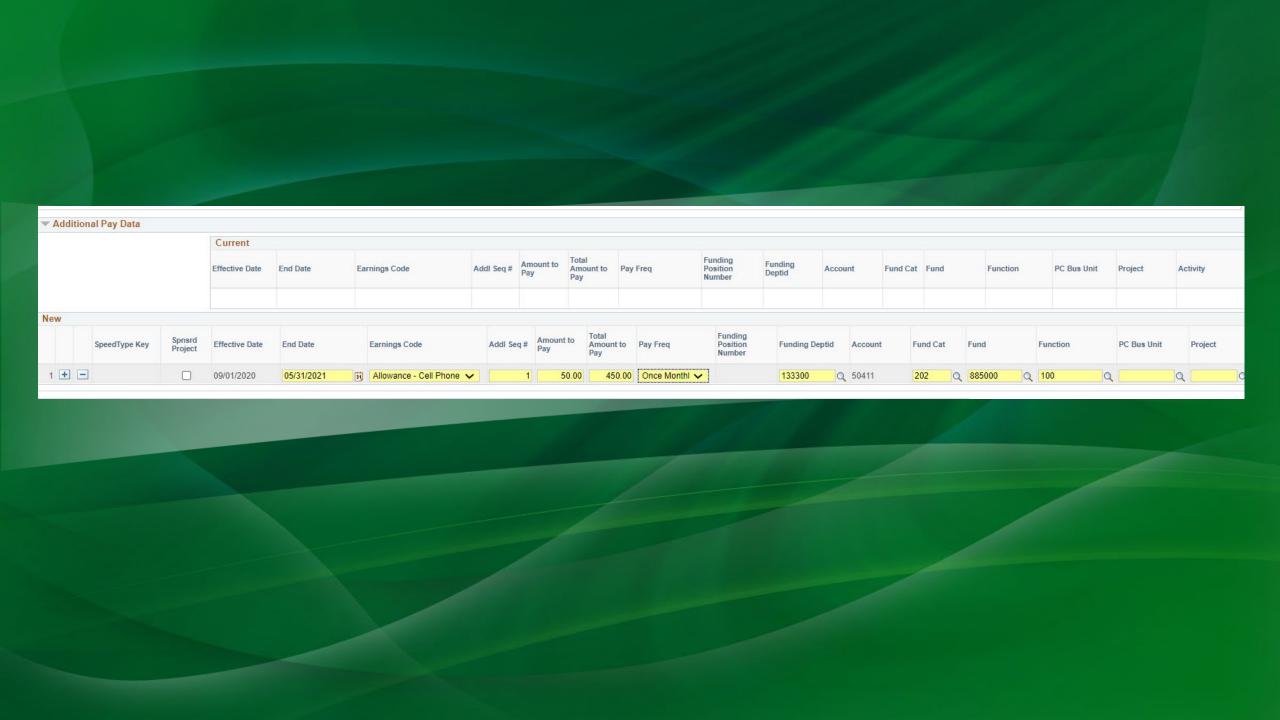


Additional Pay ePAR's- Other Additional Pay Items



- Type of ePAR: Employee Transaction
- Action: Employee Change Within Department
- Enter the employee ID number
- Effective date: Date the Augmentation or Endowment is effective.
- Tab down to the Additional Pay Data section
- Enter the end date
- Select the Appropriate as the Earnings Code. Examples include cell phone allowance, relocation payment, award.
- Enter the monthly amount to receive in the Amount to Pay field
- The the total augmentation payout amount in the Total Amount to Pay field
- Select Once Monthly in the Pay Frequency field
- Enter the elements of the appropriate chart string.
- Attach any relevant documentation or approvals.







Buy Outs

When a faculty member receives a course buyout, the funding change for the appropriate time frame should be submitted

The signed Buy-Out form should be attached.

- Type of ePAR: Employee Transaction
- Action: Employee Change Within Department
- Effective date: Enter the date the change is effective
- Enter an appropriate funding end date

Example of 5% buyout on a federal grant for April & May follows.

If the faculty member needs to be returned to funding source other than the source prior to the buyout period, a 2^{nd} ePAR is required.





ePAR to change the funding source beginning April 1 for April & May

			Current Find 2														
			Effective Date	Funding End Date	Funding Deptid	Account	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program Code	Purpose	Site	Pct of Distrib	Mth .
			09/01/2018	18	130310	50101	200	830001	100							100.000	00
w															Find	기 III 1-2 of 2	
SpeedType Key	Spnsrd Project	Effective Date	Funding End Date	d Funding Deptid *	Account *	Fund Cat *	Fund *	Function *	PC Bus Unit	Project	Activity	Program Code	Purpose	Site	Pct of Distrib	Mth Amt	
		04/01/2019	05/31/2019	130310	50101	200	830001	100							95.000		

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. Offer letters are required and should be attached to the ePAR.

Type of ePAR: Employee Transaction

Action: Hire

Reason: Hire-Salaries/Task

• Effective date: Enter the date for the appropriate date for the academic session

 Tab to the Job Code field and enter code 0702 – Faculty Overload (created specifically for these assignments)

- Appt End Date: Enter the appropriate end date for the academic session
- Enter the appropriate FTE (see Academic Session Payroll Dates chart)
- Enter the appropriate rate. In Fall & Spring, for example, this should be the total payout amount /4.5.
- Enter the ID number of the person responsible for supervising the task in the "Reports To" field.
- Enter the chart string of the appropriate chart string





Select Action and Employee

▼ ePAR Header

Business Unit: NT752 Home Deptid: 133300 Last Update Date/Time:

PAR ID: NEXT Learning Technologies Submitted Date/Time:

PAR Status: Initiated Created by: Patterson, Tami L tlp0015

Phone: 940/565-3953

Action: Hire

Reason: Hire - Salaried/Task

Empl Rcd: 0

Type of ePAR: Employee Transaction

Please enter effective date to populate current data

by:

Effdt: 01/16/2021

Attachments

ePAR Help Resources

Next >>

Home Deptid:

Expand/Collapse All

Job Data

Empl ID: 1

Current New Home Deptid: 133300

Name:

Learning Technologies

Position Number: Position Number: Additional Changes Needed

rosidoli Nullibei.

Employee Status: Employee Status: Active

Job Code: Job Code: 0702 Q Appt. End Date: 05/31/2021

Faculty Overload

Location: Location: RP

Salary Grade: Salary Grade: F01

Std. Weekly Hours: Std. Weekly Hours: 10.00

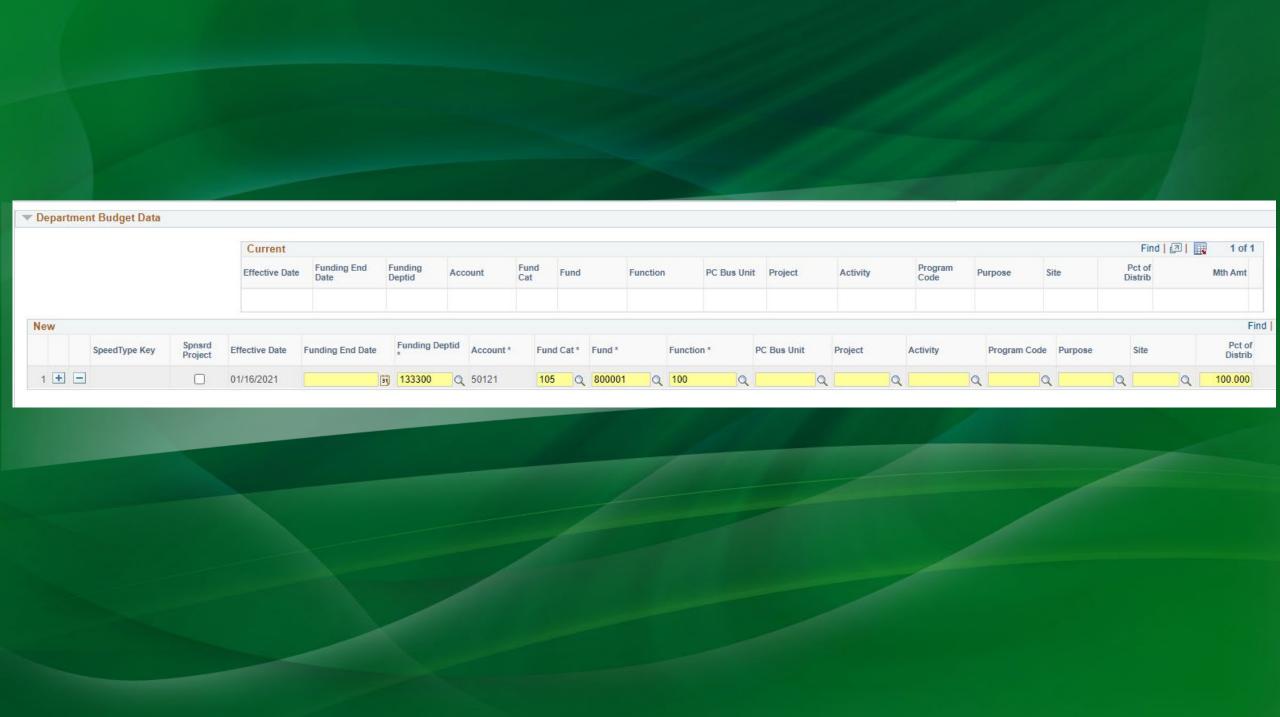
FTE: FTE: 0.25

Annual Rate: \$6,499.98 (4.5)

Monthly Rate: Monthly Rate: \$1,444.44

Reports to Supv ID: Reports to Supv ID: 1 Yunjo An

Webclock/Desk Punch



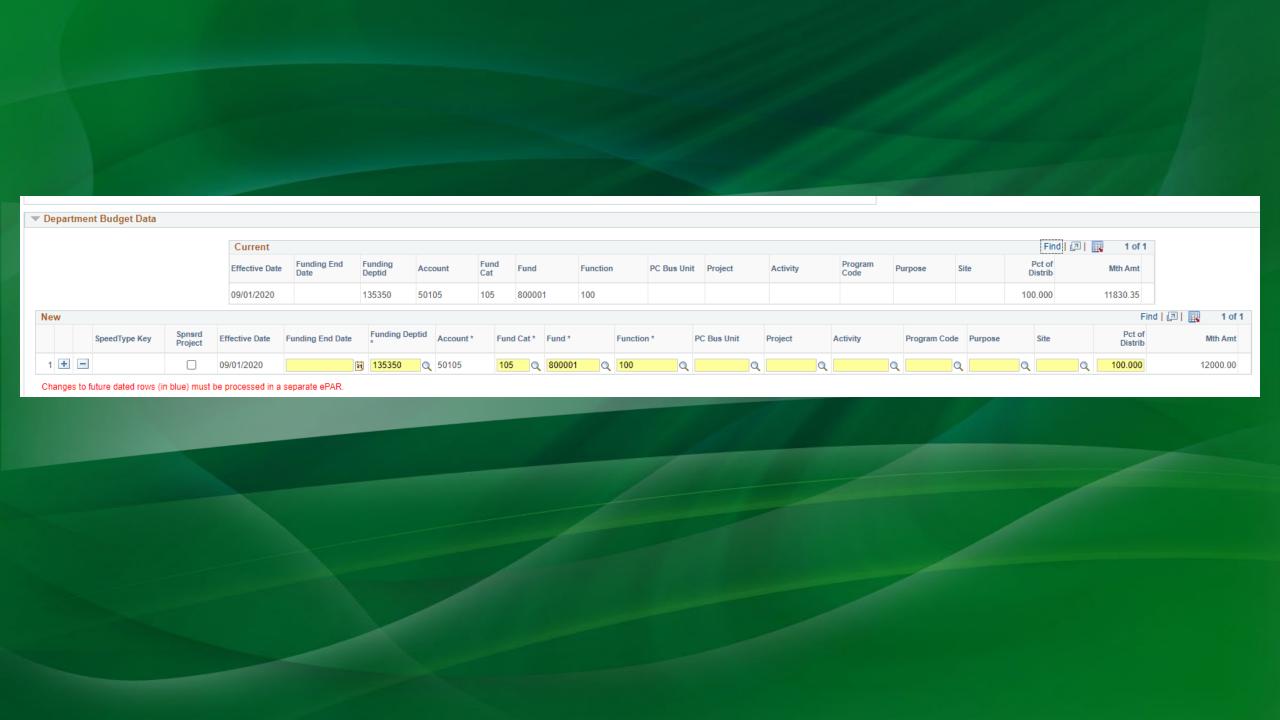


- Before beginning an ePAR:
 - Verify that appropriate 12 or 9-month rates have been calculated & that appointment letters are available to attach to the ePAR.
 - Contact Brandi Everett to ensure appropriate position set-up
- Type of ePAR: Employee Transaction
- Action: Employee Change Within Department
- Enter the employee ID number
- Effective date: Date the Change is occurring/effective
- Enter the position number of the position going into (for example, chair position)
- Enter the monthly amount in the Monthly Rate field
- If prompted, enter the chart string in the "Identify the Source of Funds" box
- Enter NA is the Requisition # field
- Enter the elements of the appropriate chart string in the Department Budget Data section.





Select Action and Employee ▼ ePAR Header Business Unit: NT752 Home Deptid: 135350 Last Update Date/Time: by: ePAR Help Resources Rehabilitation and Health Serv Submitted Date/Time: Next >> PAR ID: NEXT Created by: Patterson, Tami L tlp0015 PAR Status: Initiated Phone: 940/565-3953 type of ePAR: Employee Transaction Action: Employee Change within Dept Please enter effective date to populate current data Attachments Effdt: 09/01/2020 🔄 Empl Rcd: 0 Name: Empl ID: 1 Expand/Collapse All Job Data Current New Home Deptid: 135350 Home Deptid: 135350 Rehabilitation and Health Serv Rehabilitation and Health Serv Position Number: 00006291 Position Number: 00011083 Employee Status: Active Employee Status: Active V Job Code: 0200 Job Code: 0100 Professor Dept Chair/Div Head Location: CHIL Q Location: CHIL Salary Grade: F01 Salary Grade: F01 Std. Weekly Hours: 40.00 Std. Weekly Hours: 40.00 Identify Source of Funds FTE: 1.00 FTE: 1.00 Annual Rate: \$1 Annual Rate: \$141.964.20 Monthly Rate: \$ Monthly Rate: \$11,830.35 Reports to Supv ID: Reports to Supv ID: Dr. Nicole Dash Salary Spread Salary Spread Webclock/Desk Punch Webclock/Desk Punch Requisition #: NA



Faculty Terminations



Tips for creating the e-PAR:

- Type of ePAR: Employee Transaction
- Action: Termination
- Reason: Select reason employee is terminating from the pull-down menu.
- Effective date: Faculty are 9-month employees. If a faculty members leaves after completing the fall semester, typically the effective date is 1/16/XX in order to pay amount due for the full fall semester. If completing the spring semester, 9/1/XX is typically used (the academic year was completed).
- Items such as benefits (premium reserve) and salary spread should be considered. Call Academic Resources for assistance.
- Last Physical Date: Date employee last physically worked
- Enter the appropriate number of hours worked on last physical day.



Select Action and Employee

▼ ePAR Header

Business Unit: NT752 Home Deptid: 121100 Last Update Date/Time:

ePAR Help Resources

Next >>

PAR ID: NEXT

Submitted Date/Time:

Created by: Patterson, Tami L tlp0015 Off-Boarding ID:

by:

Phone: 940/565-3953

PAR Status: Initiated

Type of ePAR: Employee Transaction

Action: Termination

Reason: Career Advancement Opportunity

Please enter effective date to populate current data

Empl ID:

Empl Rcd: 2

Name:

Biological Sciences

Effdt: 09/01/2021 🗐

Attachments

Expand/Collapse All

Job Data

Current

Home Deptid: 121100

Biological Sciences

Position Number: 000

Employee Status: Short Work Break

Job Code: 0400

Asst Professor

Location: BIOL Salary Grade: F01 Std. Weekly Hours: 40.00

> FTE: 1.00 Annual Rate:

Monthly Rate: Hourly Rate:

Reports to Supv ID: 10 Salary Spread New

Home Deptid: 121100

Biological Sciences

Position Number: 0000

Employee Status: Terminated

Job Code: 0400

Asst Professor

Location: BIOL Salary Grade: F01 Std. Weekly Hours: 40.00

> FTE: 1.00 Annual Rate: (12)

Hourly Rate: Reports to Supv ID: 106

Monthly Rate:

Salary Spread

Last Physical Date: 05/14/2021

0 hours

On 08/31/2021 remove after

All Time Reported in T & L

Timesheet

Faculty Retirement

- The official date for state retirement must be the last day of the month. Some retirement ePAR dates may differ from the effective date of the termination to ensure proper final payments.
- Example: Should a 9-month faculty member have a retirement with an effective of December 31st (ePAR 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 <u>prior to</u> 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 provide instruction regarding the submission of the additional pay ePAR (an example follows).
- A termination ePAR should be submitted as described, with appropriate dates and reason.





Select Action and Employee

▼ ePAR Header

Business Unit: NT752

Home Deptid: 121100

Last Update Date/Time:

by:

ePAR Help Resources

Next >>

0 hours

PAR ID: NEXT

Biological Sciences Submitted Date/Time:

tlp0015

Off-Boarding ID:

PAR Status: Initiated

Type of ePAR: Employee Transaction

Action: Termination Reason: Retirement

Please enter effective date to populate current data

Created by: Patterson, Tami L

Phone: 940/565-3953

Empl ID: 11449710

Empl Rcd: 2 Name: Gregory, Andrew John

Effdt: 09/01/2021 南

Attachments

Expand/Collapse All

Job Data

Current

Home Deptid: 121100

Biological Sciences

Position Number: 00007709

Employee Status: Short Work Break

Job Code: 0400

Asst Professor

Location: BIOL

Salary Grade: F01 Std. Weekly Hours: 40.00

FTE: 1.00

Annual Rate: \$84,999.96 Monthly Rate: \$7,083.33

Hourly Rate: \$40.86

Reports to Supv ID: 10615430 Jyoti Shah

New

Home Deptid: 121100

Biological Sciences

Position Number: 00007709

Employee Status: Terminated

Job Code: 0400

Asst Professor

Location: BIOL Salary Grade: F01

Std. Weekly Hours: 40.00

FTE: 1.00

Annual Rate: \$84,999.96 (12)

Monthly Rate: \$7,083.33 Hourly Rate: \$40.86

Reports to Supv ID: 10615430 Jyoti Shah

Salary Spread

Salary Spread

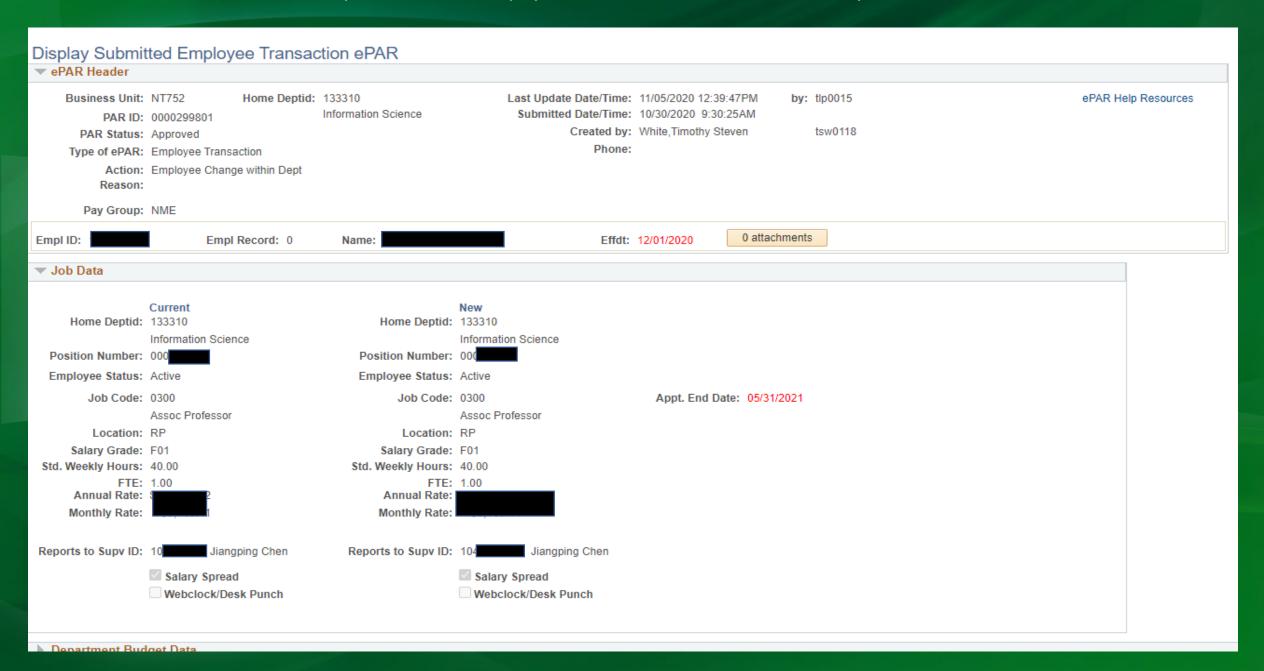
Last Physical Date: 05/14/2021

On 08/31/2021 remove after

All Time Reported in T & L

Timesheet

Example of additional pay ePAR if needed for extraordinary termination date



Example of additional pay ePAR if needed for extraordinary termination date

▼ Additional Pay Data																							
				Current																			
			Effective	Effective Date End Date		Earnings Code		Addl Seq#	Amount to Pay	Total Amount to Pay	Pay Freq	Funding Position Number	Funding Deptid	Account	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program Code	Ригроѕе	
Nev	N																						
	SpeedType Key	Spnsrd Project	Effective [Date E	End Date	Earnings (Code	Addl Seq #	Amount to Pay	Total Amount to Pay	Pay Freq	Funding Posit Number	tion Funding Deptid	Account	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program Code	Purpose	Site
1		12/01/2020		0 1	12/31/2020 Mid-1		ar Semester Payout		1		Once Monthly F1001034		133310	50101	200	830001	100					11527	
▼ Position Data																							
Current				New																			
Position Number: 000 Effective Date: 09/01/2020				Position Number: 0000																			
Job Code: 0300 Description: Assoc Professor			rofessor	Job Code: 0300 Description: Assoc Professor																			

Standard Hours: 40.00

Academic Rank: 002

FLSA Status: Exempt

Budgeted Salary Amt: 1

Standard Hours: 40.00

FLSA Status: Exempt
Academic Rank: 002

Jiangping Chen

Budgeted Salary Amt:



Modified Service

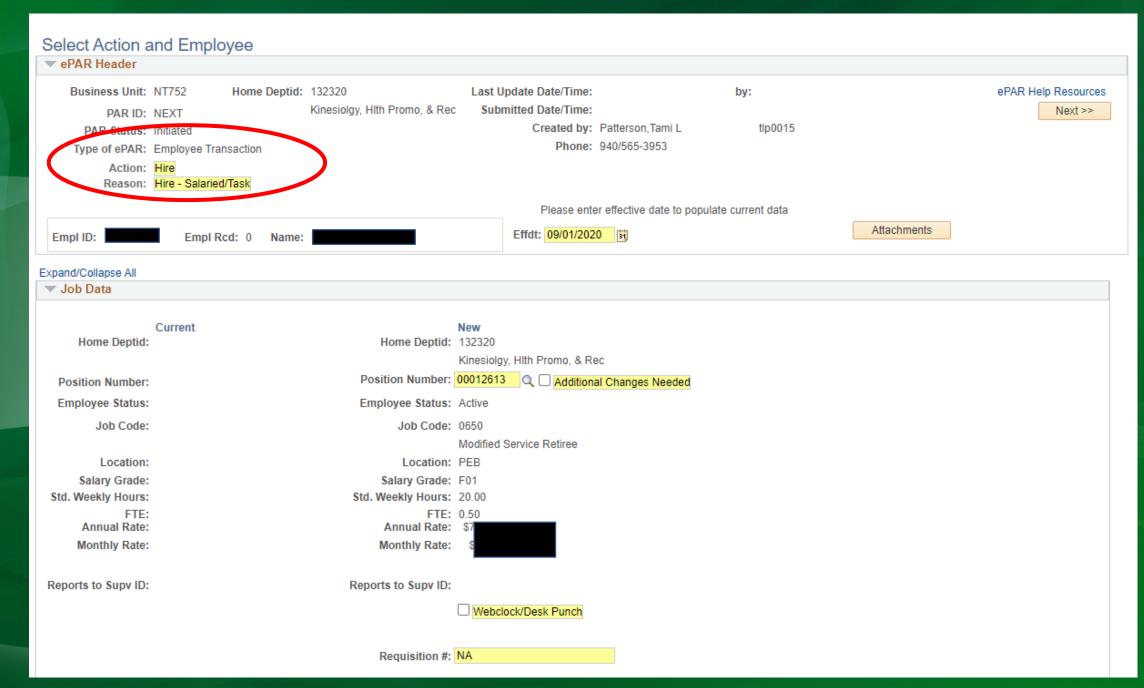
Departments will need to submit ePARs for Modified Service faculty (job code 0650).

- First Year Modified Service faculty should be submitted as a Hire – Hire Salaried into the position number provided by Academic Resources
- Returning Modified Service faculty should be submitted as an Employee Change, and change Employee Status to "Return from Work Break"
- Faculty ending Modified Service should be submitted as a Termination
- Contact Tami Patterson for any concerns about modified service processing

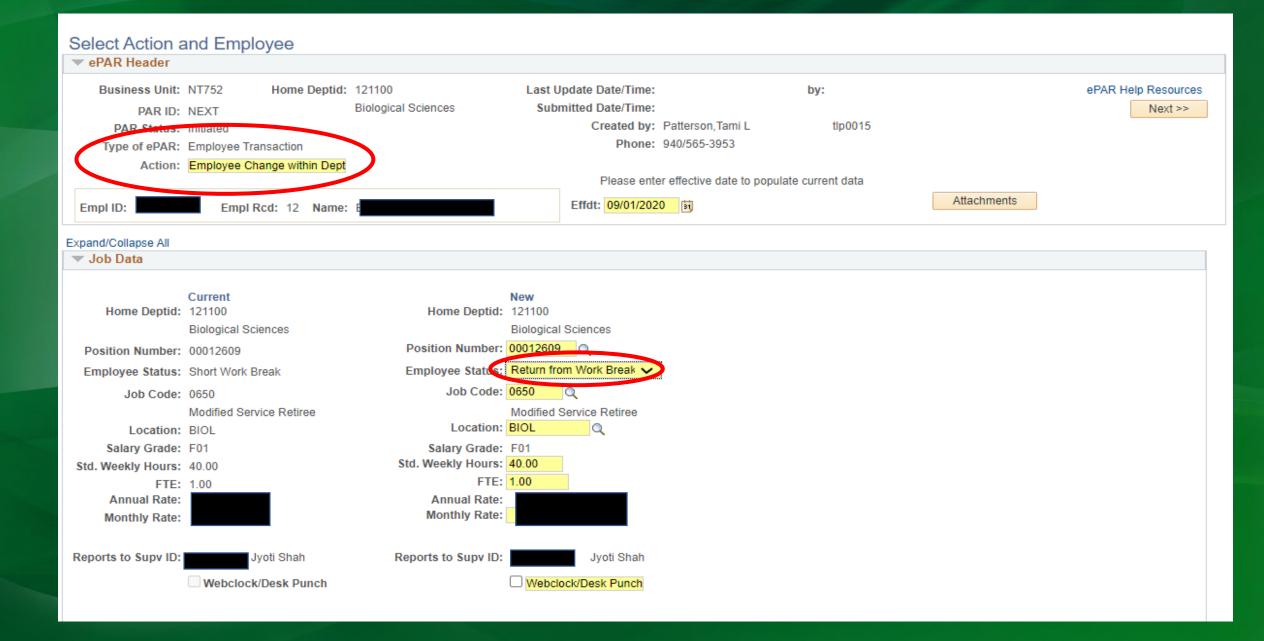
Examples follow



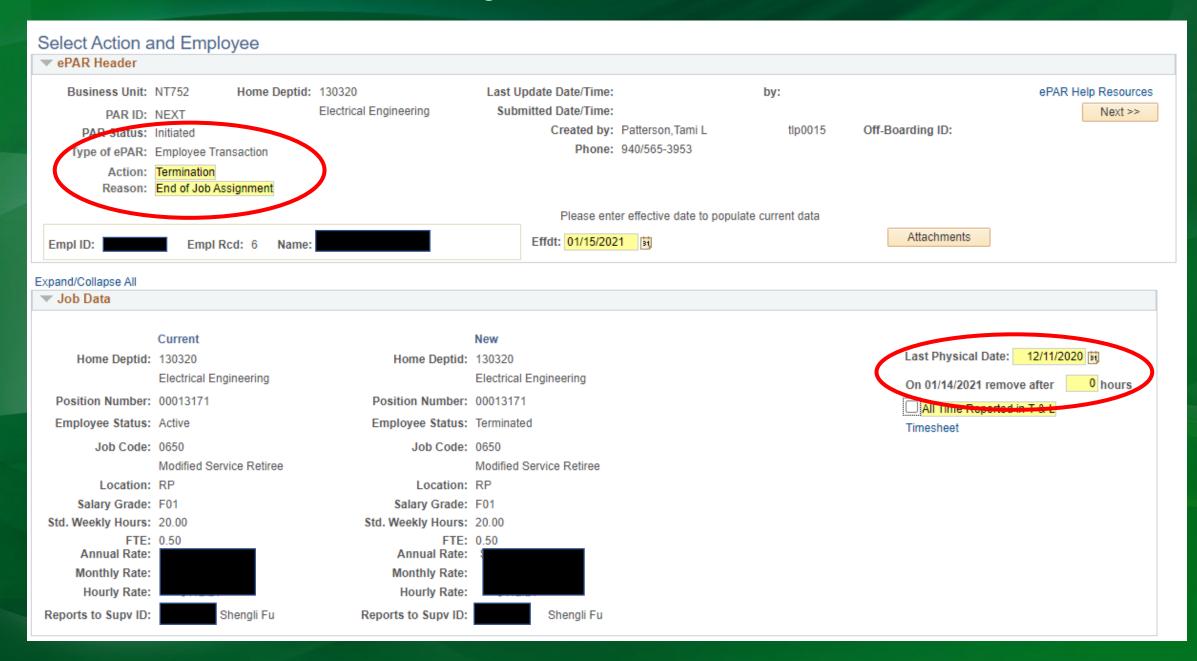
Hire into a Modified Service Position



Returning in Modified Service Position



Terminating Modified Service Position





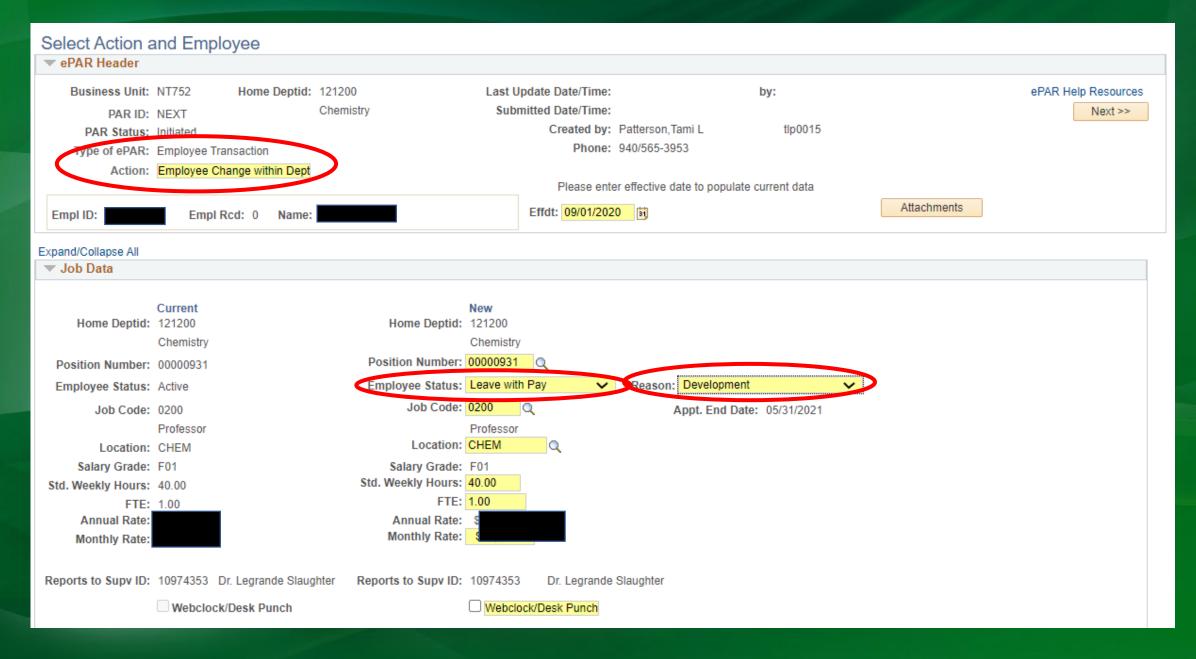
Faculty Leaves

Departments will need to submit ePARs for the following situations:

- 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 or FDL letter from Provost 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



Going on FDL





General ePAR Transactions



Employee Changes

Changes are periodically needed for both positions and appointments. Examples of needed changes include a change in the funding source or a supervisor change. To begin:

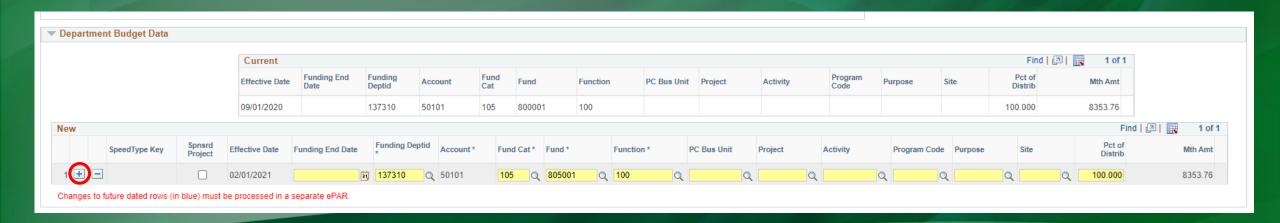
- Type of ePAR: Employee Transaction
- Action: Employee Change Within Department
- Effective date: Enter the date the change is effective

Examples follow

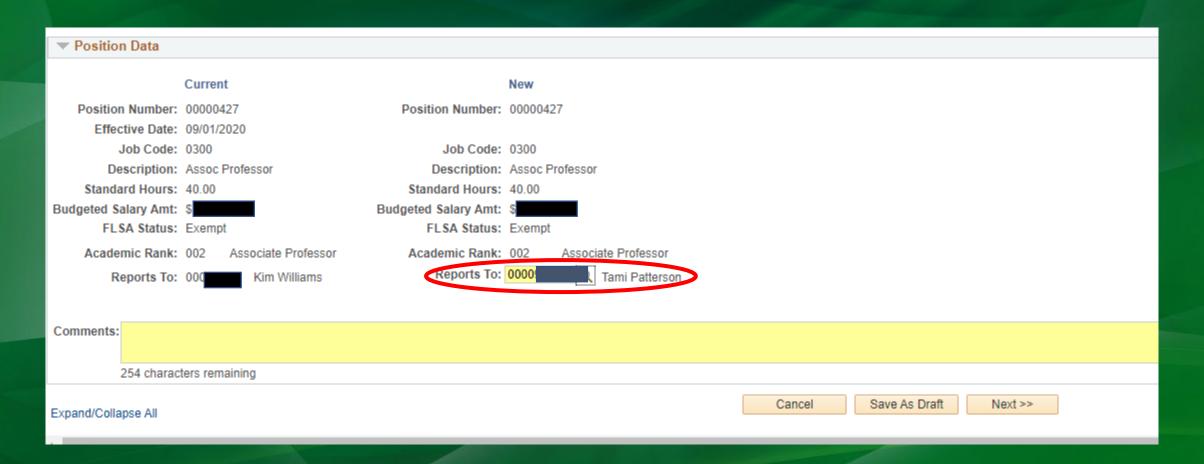
Note: If a funding change is needed for a buyout, attach the Faculty Course Buy-Out Request Form to the ePAR.



To adjust a funding source, add a new row in the Department Budget Data section by clicking on the + and entering the desired chart string



To change a supervisor, the *position number* of the new supervisor should be entered into the Position Data section located toward the bottom of the ePAR.





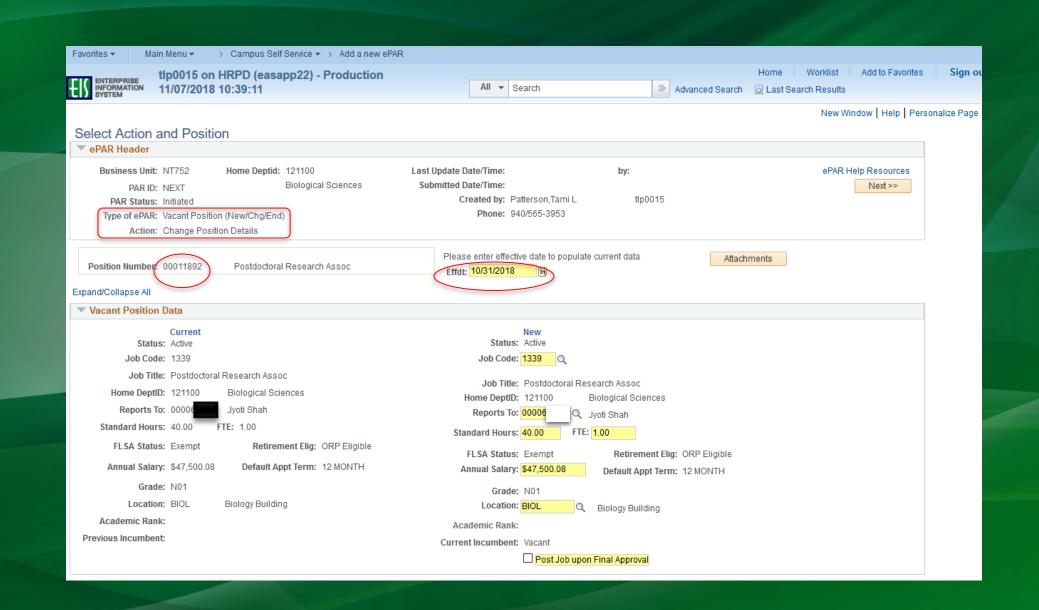
Placing positions in suspense

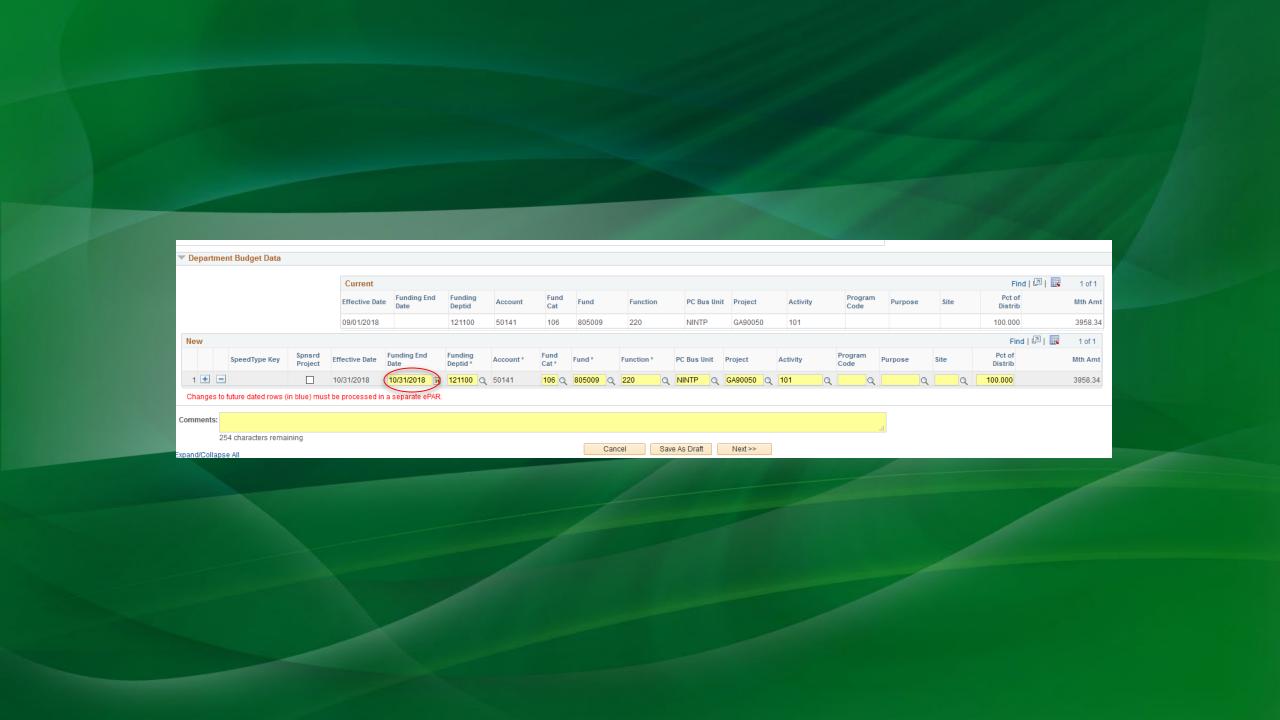
Departments will need to submit an ePAR to place a vacant position in suspense. This is <u>rarely used</u> for faculty positions unless they are funded from a non-central source of funds.

Tips for creating the e-PAR:

- Type of ePAR: Vacant Position/New/Chg/End
- Action: Change Position Details (temp)
- Enter the position number
- Enter the effective date
- Add an end date to each row of funding in the Department Budget Data section









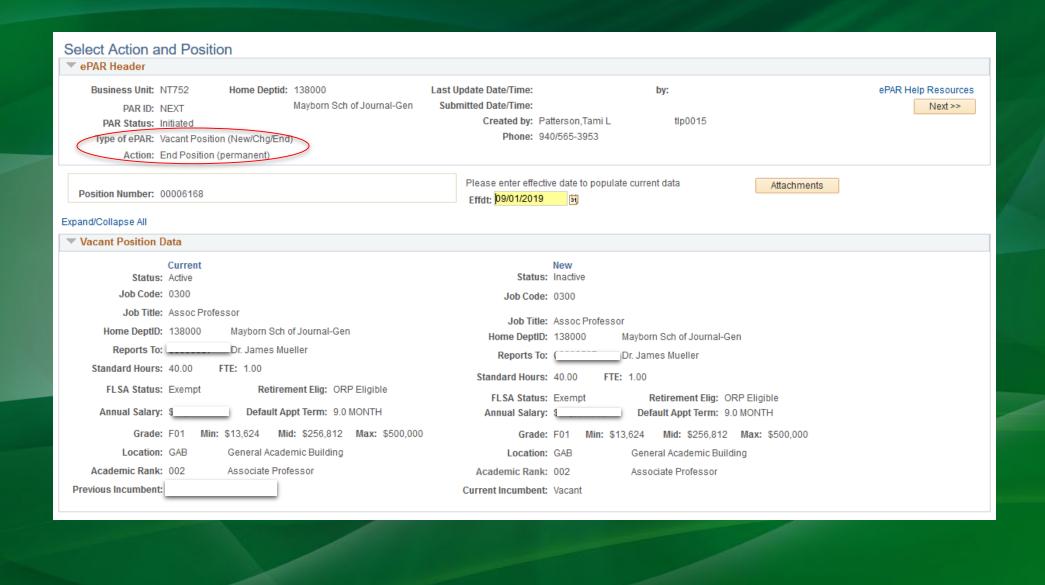
Ending Positions

Departments will need to submit an ePAR to end a faculty or salaried graduate student position. Please consult with Academic Resources before ending a position.

Tips for creating the e-PAR:

- Type of ePAR: Vacant Position/New/Chg/End
- Action: End Position (permanent)
- Enter the positon number
- Effective date: 9-1-XX
- Enter comments explaining the reason for ending the position.







Helpful Hints and Information

Helpful Hints

- ✓ Remember Comments Are Your Friend!! Please describe the action(s) you are taking on the ePAR. If you have notes about source of funds, please include them.
- ✓ Ensure all needed attachments are included.
- ✓ Check the workflows if they look unusual, please give us a call.

https://vpaa.unt.edu/sites/default/files/legacy/provost/VPAA-131.xlsx



More Helpful Hints

- ✓ In addition to regular faculty job codes, the following job types are included in the "faculty" realm of ePARS. The workflows may be different for these positions since they may use staff funding and they will not have the same questions open up on the job posting section. Also, you will need to attach a UPO-31:
 - Academic Administrators (Deans, Associate Deans)
 - All Librarian titles/job codes
 - ESL Instructor
 - Research Scientist/Postdoc
- ✓ When requesting a Search Waiver
 - Be sure to attach documented approval of the waiver by the Vice President of Institutional Equity & Diversity and Provost.
 - You must check the "Post Job Upon Final Approval" box.
- ✓ Positions do not have to be vacant to create a job posting. We do request that a copy of the incumbent's resignation letter be attached.

