2024-2025 Academic Year Rollover Process

August 1, 2024

2025 Academic Year Overview

Session	Session Dates	Census Date	Payroll Dates	FTE (for 3 semester credit hours)**
Fall 2024	08/19 – 12/13	08/30	09/01 – 01/15	25%
Fall: 8 week 1 (8W1)	08/21 – 10/11	08/24	09/01 – 10/31	50%
Fall: 8 week 2 (8W2)	10/14 – 12/13	10/19	11/01 – 01/15	50%
Winter Session	12/16 – 01/10	12/17	TBD	50%
Spring 2025	01/13 – 05/09	01/25	01/16 – 05/31	25%
Spring: 8 week 1 (8W1)	01/13 – 03/07	01/18	01/16 – 03/31	50%
Spring: 8 week 2 (8W2)	03/17 – 05/09	03/22	04/01 – 05/31	50%

Faculty

Departments will need to submit ePARs for the following situations:

- New faculty hires

- Terminations

- Leave

- Administrator Changes

- Additional Pay (other than Chairs)

- Funding Changes

- Faculty Overloads

- Modified Service

Payroll for Faculty

- New Faculty - <u>Please prioritize hiring of new faculty over other faculty ePAR transactions.</u>

- New faculty hires need to be approved on or before September 1st so that they can have the entire month of September to elect benefit options.

- Enter their 9-month monthly rate (salary/9=X) – do not enter the annualized rate. Academic Resources will do this once the ePAR is approved.

- If for any reason the budget salary information or position title appear incorrect, please contact Patty Rodriguez to correct <u>before</u> submitting the ePAR.

Action
Use the Action/Reason of Hire – Hire Salaried

Effective Date
Generally, 9-1-24,
Otherwise, first date of employment

Position Number
Enter the position number and verify that populated data is correct

Faculty ePARs
These actions require a Payroll Action of: 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.

If someone is serving in an interim capacity, they should still be put on the administrator job code.

Contact Patty Rodriguez to ensure appropriate position set-up.

Funding changes

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

Form should be signed by Academic Resources/ Charlotte Cooke before submitting ePAR.

Additional Pay: augmentations

Attach necessary approval documents and/or justification.

Utilize 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.

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.

- Also, add attachments to support the action

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

Modified Service | ePARs

- Departments will need to submit ePARs for Modified Service faculty (job code 0650) utilizing a Modified Service Faculty position number. If a department is unaware of the position number, please contact Academic Resources.

- 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 Nicole McAlister for any concerns about modified service processing
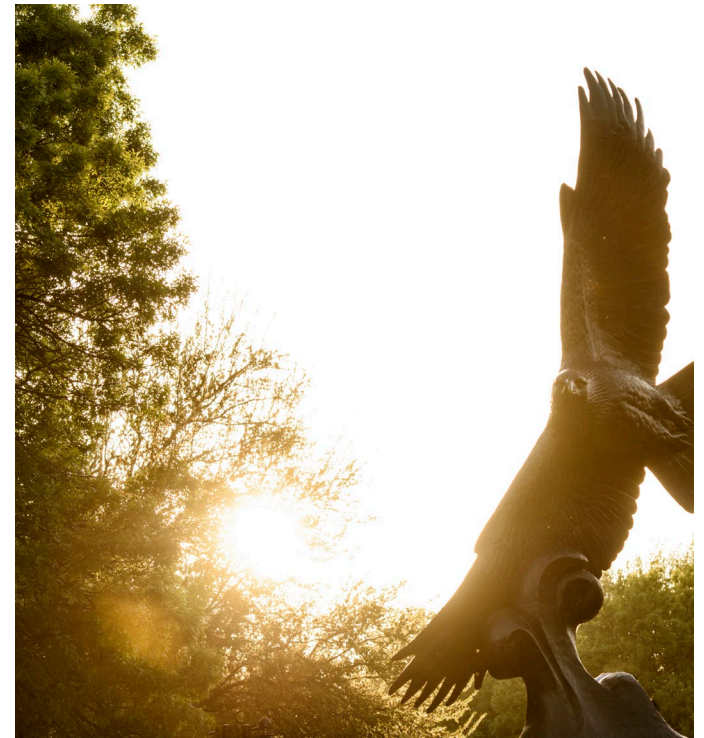
Faculty Going on Leave | ePARs

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

- Use Payroll Action: Employee Change within Dept

- You will need to change the "Employee Status" drop down in ePAR

  - **Leave with Pay – for Faculty Development Leave – attach FDL approval letter to ePAR**

  - **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**

Terminations or Retirement

Faculty terminations

- Should never go through the HR off-boarding (online) process.

- Typically, the end date will be 9/1/24 for the faculty to maintain the benefits and ensure proper payment of any annualized compensation. If any issue, please contact AR.

- Attach resignation letter or other supporting documentation to ePAR.

Retirements

- Faculty members retiring should have a confirmed retirement date from hrbenefits@untsystem.edu.

- Faculty retiring **and going on modified service 9/1** should use 7/31 retirement date **IF** they are a TRS or, if on ORP and want to retain their sick leave balance. Modified service must be approved prior to retirement.

- Attach retirement notice email/ documentation to ePAR.

Non-returning adjuncts & grad students:

- A mass termination process will run in September to term any non-returning adjuncts or salaried grad students.

- Term ePARs not required unless someone terms mid-semester.

| Use the Action/Reason of Termination | Select appropriate reason | Use effective date 9-1-24 |

Academic Resources will initiate certain ePARs

- ✓ Title changes and/or salary increases relating to promotion or faculty honorariums.

- ✓ Chair administrative supplement (however, if additional changes occur during the year, the department should submit the ePAR)

- ✓ Academic Resources will also manage all annualized compensation (Salary Spread) changes for faculty.

- ✓ Spreadsheets containing information for faculty promotion, honorariums, modified service and faculty development leave will be sent to the AFO to use for validation of ePARs.

Additional Pay for Faculty

Additional pay is limited to 20% of a faculty members 12-month annualized salary each academic year.

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.

Task completion form required to be attached to ePAR to verify work was completed per the approved VPAA 11B form.

Task payment

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.

Augmentations are differentiated from Administrative Supplements by the permanency of the arrangement.

Admin Supplement

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: interim administrators such as interim department chair. In some cases, academic program coordinators can result in the payment of an augmentation.

Augmentation

Process for Additional Pay for Faculty

Pre-approval is required for any 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

Augmentations and Tasks may be submitted for the entire academic year (9-1 to 5-31) but will require Presidential approval because the duration exceeds 6 months. AR will obtain the signature.

Please submit VPAA-11B forms asap if the augmentation/task will begin on 9-1.

Academic Resources will manage the administrative supplement process for Department Chairs that are active in the role on 9/1/24.

Additional Pay for Faculty: Endowments

Some faculty receive additional pay for serving as an endowed chair or professor. The VPAA 11C form should be submitted for approval of this additional pay.

These amounts may be submitted for the entire academic year (9-1 to 5-31) but will require Presidential approval because the duration exceeds 6 months. AR will obtain the signature.

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**.

Annualized Compensation

- Annualized compensation forms due August 16th

- Needed for any new elections

- Current faculty changing their election

- Administrators going back to faculty **must** re-elect if desired

*If it is a new faculty member or an administrator is moving back to faculty **do not** enter their annualized rate, Academic Resources will update the monthly rate once the ePAR is finalized.

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 9-1-24 start date and a 1-15-25 appointment end date for the fall.

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UNT at Frisco/College of Applied and Collaborative Studies Reimbursements

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.

FALL 2024:

To receive reimbursement for the salary expense

- **USE SITE CODE 1315** All Colleges: Please use this site code for Fall 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/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 chart string with site code and push back for any corrections if needed.

- Contact Ichha Bhandari (Ichha.bhandari@unt.edu) with questions you might have.

College of Applied and Collaborative Studies Reimbursements

- **For fall or spring FT <u>out-of-load</u> 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)

- 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 chart string information to Ichha Bhandari so that Frisco can prepare the ABA form.

ePARs for Adjuncts & Salaried Graduate Students

ePARs | New Salaried Graduate Students on Appointments

Action

1. Use the Action: **Hire**
2. Reason: **Hire Salaried/Task**

Effective Date

Generally, 9-1-24,

Otherwise, first date of employment

Job Information

Enter the Job Code

Enter all other necessary data (FTE, monthly rate, chart string, etc.)

Appointment End Date

If their appointment is expected to be for the entire academic year, enter an end date of 5-31-25.

If semesterly based enter the end date as 1-15-25.

All Grad records will go into short work break effective 6-1-25.

Appointment End Date is a critical item. ePARs submitted without an appointment end date will be pushed back.

Summer appointments must be submitted separately.

ePAR Header

Business Unit: NT752   Home Deptid: 13233(
PAR ID: NEXT   Teache
PAR Status: Initiated
Type of ePAR: Employee Transaction
Action: Hire
Reason: Hire - Salaried/Task

ePARs | New Salaried Graduate Students on Position Numbers

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

Action

1. Use the Action: **Hire**
2. Reason: **Hire Salaried/Task**

Effective Date

Generally, 9-1-24

Position

Enter the position number and verify that the populated data is correct.

Changes Needed

If changes are needed, click "Additional Changes Needed"

Changes include updated chart string data if needed.

Appointment End Date

Budgeted positions will automatically have an end date of 5-31-25

<mark>Do not enter an end date in the Department Budget section of the ePAR.</mark>

These positions must be encumbered for 9 months.

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ePAR Header

Business Unit:	NT752	Home Deptid: 132330
PAR ID:	NEXT	Teache
PAR Status:	Initiated	
Type of ePAR:	Employee Transaction	
Action:	Hire	
Reason:	Hire - Salaried/Task	

Adjunct Purpose Code

New Purpose Codes

11655 - Adjunct Instruction

Allows for more accurate data on adjunct budget and expenses

ePARs | New Adjunct Appointments

Action

1. Use the Action: **Hire**
2. Reason: **Hire Salaried/Task**

Effective Date

Generally, 9-1-24,

Otherwise, first date of employment

Job Information

Enter the Job Code

Enter Purpose Code 11655 for Adjunct Instruction

Enter all necessary data (FTE, monthly rate, chart string, etc.)

Appointment End Date

End date of 1-15-25

Appointment End Date is a critical item.

ePARs submitted without an appointment end date will be pushed back.

Each semester must be submitted separately.

ePAR Header

Business Unit:	NT752	Home Deptid:	13233(
PAR ID:	NEXT		Teache
PAR Status:	Initiated		
Type of ePAR:	Employee Transaction		
Action:	Hire		
Reason:	Hire - Salaried/Task		

ePARs | Returning Adjuncts & Salaried Grads

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

Action

Enter as "Employee Change within Department"

Effective Date

Generally, 9-1-24,

Otherwise, first date of employment

Employee Status

Change employee status to "Return from Work Break"

Appointment End Date

Generally, 1-15-25,

Otherwise, last date of employment but no later than 5-31

ePARs submitted without an appointment end date will be pushed back

✓ Enter all other necessary data (FTE, monthly rate, chart string, etc.) If an adjunct enter purpose code 11655

✓ 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.

Adjuncts Teaching 8 Week Courses

If an adjunct will be teaching 8-Week 1 session and 8-Week 2 session, please place them on a 700 Adjunct job code for the entire semester.

This will qualify them for Benefits for the entire semester.

Salaried Graduate Students & Adjuncts

New Graduate Student Classifications
Effective Fall 2024

- Levels will be based on the student's current academic rank and job duties.

- **Masters Level or Doctoral Level** beginning Fall 2024.

- The compensation pay plan has been updated and should align with the department for which they are working. Any salary above mid-point requires justification. ([see Graduate Student Recruitment & Retention plan on our webpage](#)).

- If a student changes academic rank mid-year, you may update their job code accordingly. Add notation to ePAR.

- In fall and spring, salaried graduate students are limited to a combined FTE of .50 (20 hours/week).

Payroll for Salaried Graduate Students
effective Fall 2024

Sept/Oct 2024 Payroll Dates

Pay Day	ePAR Deadline
09/16	09/09
10/01	09/18
10/15	10/08
11/1	10/18

- Salaried Graduate Students will be moving to **Semi-Monthly Payroll effective Fall 2024!**

- ePAR processing will remain the same but deadlines will be adjusted to the semi-monthly deadlines.

- Critical to ensure to process hires, changes, and terminations timely to prevent late payments and overpayments!

- Full payroll calendar can be found at: https://finance.untsystem.edu/tools-and-training/calendars/payroll-deadlines.php

Overview of New Adjunct Process

Current Active Adjuncts

If worked the previous semester in the department, they can be returned from Short Work Break status without applying to a posting.

⬇

The department creates the offer letter using the Academic Resources template and provides the letter to the adjunct to review, sign, and return to department.

⬇

Department will attach the signed offer letter to the Empl Chg ePAR.

No need to send ahead of time to Academic Resources.

⬇

Academic Resources will then review and approve ePARs based on offer letter and related guidelines

New or Previous Adjunct

⬇

Need to apply to posting

⬇

After the selection process, the department creates the offer letter using the Academic Resources template and **then sends it to Academic Resources!**

⬇

Offers **will be sent through Page Up by Academic Resources**. This will ensure timely credentialing, background checks, onboarding, and processing.

⬇

Once cleared to hire, the department will process the hire ePAR.

Note that adjuncts not returned via ePAR will be terminated when the mass termination process runs for the semester.