

2025-2026 Academic Year Rollover Process

July 14, 2025

General Information

- Faculty Search Committee Training is now required for any search committee member for faculty search; they can register and complete through Bridge.
- Academic Resources will offer extend hours for adjuncts to complete their I-9 in August. Additional information will be sent soon!
- All faculty will now complete Benefits orientation virtually. It is offered every Tuesday from 10:00am to 11:30am. Attend a session by clicking this [link](#).
- New Postdocs or Research Scientists should attend New Employee Orientation. IT is held on the second and forth Tuesday of every month from 8:30am – 3:30pm CST. Confirm attendance with Academic Resources.



Remote / Hybrid Work Arrangements

All faculty, adjuncts, and salaried graduate students should now complete the online process to request and document any remote or hybrid work arrangement outside of the DFW metroplex.

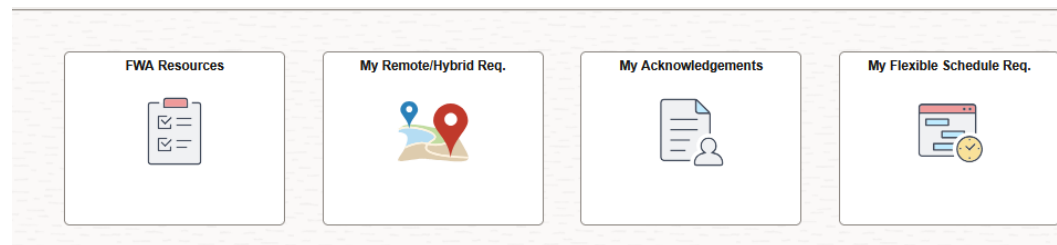
Salaried Graduate Students cannot work outside of the state of Texas.

We cannot hire any employee type to work in the following states: California, Colorado, Connecticut, District of Colombia, Illinois, Maine, Massachusetts, Minnesota, New York, Oregon, Pennsylvania, Rhode Island, Hawaii and Washington.

All international work must be fully vetted and approved prior to the assignment and departure (*beyond study aboard program or travel for conference etc. approved in travel system*).

Remote/hybrid request requires acknowledgement of completing the UNT Remote work training ([found here](#))

A comprehensive system regulation will be forthcoming.



Navigation to Request Form: Employee Self Service tab, click on the My Flexible Work Requests button, then My Remote/Hybrid Requests. Supervisors can access the request from the Manager Self Service tab, click on the Team Flex Work Requests button, then the Team Remote/Hybrid Requests button.

2026 Academic Year Overview

Session	Session Dates	Census Date	Payroll Dates	FTE (for 3 semester credit hours)**
Fall 2025	08/18 – 12/12	08/29	09/01 – 01/15	25%
Fall: 8 week 1 (8W1)	08/18 – 10/10	08/23	09/01 – 10/31	50%
Fall: 8 week 2 (8W2)	10/13 – 12/12	10/18	11/01 – 01/15	50%
Winter Session	12/15 – 01/09	12/16	TBD	50%
Spring 2026	01/12 – 05/08	01/24	01/16 – 05/31	25%
Spring: 8 week 1 (8W1)	01/12 – 03/06	01/17	01/16 – 03/31	50%
Spring: 8 week 2 (8W2)	03/16 – 05/08	03/21	04/01 – 05/31	50%

A photograph of a large, multi-story brick building, likely a university hall, featuring a prominent clock tower with two visible clock faces. The building is set against a sky with soft, wispy clouds, suggesting a sunset or sunrise. In the foreground, there are out-of-focus green leaves and yellow and pink flowers. A semi-transparent white overlay covers the right side of the image, where the word "Faculty" is written in a black serif font. On the left side, a person is partially visible, holding a smartphone up to take a photo of the building.

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** - Please prioritize hiring of new faculty over other faculty ePAR transactions.
- 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 before submitting the ePAR.



Action

Use the Action/Reason of Hire
– Hire Salaried



Effective Date

Generally, 9-1-25,
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 and position number.
- First, you move the outgoing administrator to their 9-month faculty position number & job code, then once that ePAR is processed you can move the incoming administrator into the position number & 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 Items

- Attach necessary approval documents and/or justification. Such as the approved supplemental compensation request.

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

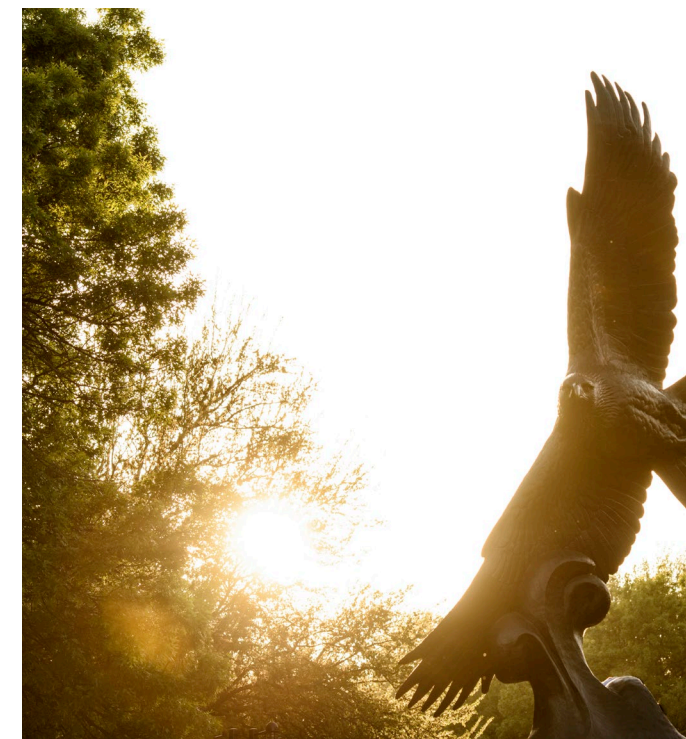
Comments: New hire Dr. XX. 9 mo salary =\$XX,XXX.XX

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 9/1/25 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
9-1-25

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.
- ✓ Please **wait** to do any change ePARs until these ePARs are fully processed in order to avoid data being overridden!
- ✓ 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 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 Supplemental Compensation Pre-Authorization form for augmentations and task payments – available at :

<https://vpaa.unt.edu/resources/forms.html>



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 Supplemental Compensation Pre-Authorization 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 9/1/25.

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**.

Task Payment ePARs



- Task payments are paid upon the completion of the task.
- Do not submit a task payment ePAR until the task is completed.
- The ePAR approval is the confirmation the task is fully completed.
- Task payments should be processed using a 1621 job code and paid over one-month (*i.e. 8/1 – 8/31*)
- If the task was completed earlier than the date on the approved add notes to the ePAR.

Annualized Compensation



- Annualized compensation forms due August 15th
- Needed for any new elections or current faculty changing their election
- Administrators going back to faculty **must** re-elect if desired
- Election and Cancellation forms can be found on our website here:
<https://vpaa.unt.edu/resources/forms.html>

*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: <https://vpaa.unt.edu/resources/forms.html>
- Overload assignments are set up similarly to adjunct appointments, using the job code of 0702, with a 9-1-25 start date and a 1-15-26 appointment end date for the fall.
- **Please note on the ePAR if the overload relates to an additional course or course headcount.**



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 2025:

To receive reimbursement for the salary expense

- **USE SITE CODE 1315** All Colleges: Please use this site code for Fall 25 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 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)
- 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.



Salaried Graduate Students

Graduate Student Classifications

- Job code are based on the student's current academic rank and job duties. (**Masters or Doctoral**)
- 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).

Job Codes & Description

Please work directly with the assigned supervisor to ensure the student is in the correct job code for their assigned duties.

Teaching Fellows

- TF's primary responsibility for teaching a course for credit under the direct supervision of a faculty member or chair
- TF's listed as the instructor of record.
- ePAR start date should be 9/1 & actual work begins 8/19 (classes start). Typically, the assignment will end once grades are due (Fall payroll through 1/15).

Teaching Assistants

- TA's do not have primary responsibility for teaching a course for credit; perform under the instructor's direct supervision.
- Provide general assistance to the instructional process, such as grading, tutoring, etc.
- Teaching assistants may not be listed as instructor of record.
- ePAR start date should be 9/1 & actual work begins 8/19 (classes start). Typically, the assignment will end once grades are due (Fall payroll through 1/15).

Research Assistants

- Engaged in research activities under the direction and supervision of a principal investigator or faculty working on research.
- Fall work should **not** begin prior to 9/1 date, if it does it must be processed as a summer ePAR.
- ePAR dates more closely align with actual work dates.

Graduate Services Assistants

- Responsibilities are administrative in nature or consist of other activities that do not generally fit within the TF, TA, or RA job responsibilities. Contribute to the overall academic progress or professional development of the student.
- Fall work should **not** begin prior to 9/1 date, if it does it must be processed as a summer ePAR.
- ePAR dates more closely align with actual work dates.

Summer Job Codes for Salaried Graduates

Job Code	New Job Titles
0802	Teaching Fellow - Masters
0803	Teaching Fellow – Doctoral
0807	Teaching Fellow Masters- 8 week
0808	Teaching Fellow Doctoral - 8 week
0812	Teaching Assistant - Masters
0813	Teaching Assistant – Doctoral
0817	Teaching Assistant - Masters - 8 week
0818	Teaching Assistant - Doctoral - 8 week
0822	Salaried Grad Research Asst- Masters
0823	Salaried Grad Research Ast - Doctoral
0832	Graduate Services Assistant - Masters
0833	Graduate Services Assistant - Doctoral
0842	Sal Grad Rsch Asst Non-Acad - Masters
0843	Sal Grad Rsch Asst Non-Acad - Doctoral
0852	Grad Svcs Asst Non-Acad - Masters
0853	Grad Svcs Asst Non-Acad - Doctoral

Payroll for Salaried Graduate Students

Sept/Oct 2025 Payroll Dates

Pay Day	ePAR Deadline
09/15	09/05
10/01	09/18
10/15	10/05
11/3	10/18

- Salaried Graduate Students are paid **semi-monthly**.
- 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: [Payroll Calendar Located Here](#)

Employment Effective Dates

- Fall Only: September 1st – January 15th
- Spring Only: January 16th – May 31st
- BOTH Fall and Spring: September 1st – May 31st
- Long semester appointments cannot begin prior to September 1st and must end on May 31st.
- For RAs and GSAs starting work prior to 9/1, will need a separate summer ePAR to cover work in August.

Non-academic units, should align the payroll dates with working dates.



I-9 Information for Salaried Graduates

- Career Center I-9 drop-in hours are Monday-Friday from 11:00 AM to 4:00 PM
- All acceptable I-9 documents must be original.
- [A list of commonly acceptable documents can be found here.](#)



Students must complete their I-9 work authorization within 3 business days of their payroll start date to ensure federal law compliance! If they do not, they will be terminated and not allowed to continue to work that semester.



Allowing an employee to work outside of the 3-business day I-9 window without having completed it, represents a violation of policy, as well as employment laws, by the hiring manager. It is imperative to work with your students and faculty to ensure compliance.

Funding Impacts for Graduate Students

Receipt of Funding is Delayed:

- If you made an offer to a student and funding is delayed, you must still place them on payroll and pay the student.
- They should be placed on local funds, and then the funding can be changed once the grant is received. (*work with AFO*)
- Delaying payment, is not allowed. You should honor the contract with the student to the best of college's ability.

Funding Ends Earlier than Expected:

- If you offered an appointment to a grad student for the whole semester or year, and funding ends early – work with your AFO to place them on other funds or reassign them for the remainder of the contract or term.
- Students are often dependent on their position for the term/academic year. It is important to help ensure our students are supported and able to progress academically without undo hardship.

Spreadsheet Load for Positions | Grad Rollover Process

- Academic Resources will distribute spreadsheets to the Academic Financial Officers for use in loading fall payroll data for continuing salaried graduate students - **on positions only**.
- If the graduate student is ***returning on a budgeted position*** (position number Axxxxxxx), utilize the **spreadsheet** to return them for the Fall.
- If a student cannot be returned on the spreadsheet, please submit an ePAR to make necessary changes to their records.
- Due to account coding the spread sheet load will only work if the job codes are in the same chart string (account codes).
- TA and TF job codes post to account 50127 – If the Graduate student was a TA or TF and are continuing as a TA or TF they can be returned on the spreadsheet if they are a TA or TF moving to a GSA or RA they cannot be returned on the spreadsheet.
- RA job codes post to account 50165 - If the Graduate student was an RA in the spring, they can only be returned as an RA on the spreadsheet.
- GSA job codes post to account 50167 - If the Graduate student was a GSA in the spring they can only be returned as a GSA on the spreadsheet.

DUE: The first week of August 8th

When to Process an ePAR | Grad Rollover Process

- Departments will be required to prepare ePARs for:
 - All new employees
 - Returning salaried graduate students not paid on positions.
 - Any changes to data submitted on the rollover spreadsheets.
- They should be returned on their same Spring employment record whenever possible.
- If the graduate student is returning but will be hired on an appointment instead of a position, please complete an ePAR.
- You do not need to process termination ePARs for students who are not returning in the Fall. If no action is taken, they will automatically be terminated for you.



ePARs | New Salaried Graduate Students on Appointments



Action

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



Effective Date

Generally, 9-1-25,
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 5-31-26.

If semesterly based enter the end
date as 1-15-26.

All Grad records will go into short
work break effective 6-1-26.

**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: 13233C
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, 9-1-25



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 5-31-26

Do not enter an end date in the Department Budget section of the ePAR.

These positions must be encumbered for 9 months.

▼ ePAR Header

Business Unit: NT752 Home Deptid: 13233C
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

Submit on their same record from the spring semester – do not make a new record! This will help track the continuation with no break in service.



Action

Enter as “Employee Change within Department”



Effective Date

Generally, 9-1-25,
Otherwise, first date of
employment



Employee Status

Change employee status to
“Return from Work Break”



Appointment End Date

Generally, 1-15-26,
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.

New Fall 2025 | Recruitment Fellowship



- Starting Fall 2025, we will provide health insurance to **new** doctoral and MFA students hired into salaried graduate student roles.
- Students who meet the Tuition Benefit Program guidelines (.5 FTE salaried graduate appointment) are eligible. Eligible dependents (legal spouse and children under 26) may be voluntarily enrolled. Premiums for dependents are paid at the time of enrollment and are not part of the fellowship package.
- Funding will be provided for student health insurance premiums. These funds will be applied directly to the student's tuition and insurance bill.
- There is no opt-out option.
- Eligibility will be confirmed when the final count is taken on the 12th class day. **Timely ePAR submission and final approval will be critical!**
- Colleges will receive FAQs and spreadsheets to confirm eligibility soon.
- Student health insurance policy details: <https://unt.myahpcare.com/benefits>.

Insurance Coverage Period

- Coverage includes the fall, spring, and summer terms and runs from August 12, 2025, through August 11, 2026.
- The employment must span the entire semester and the deadline for student enrollment in insurance is the **12th class day of the term, September 2nd** . **Delays in onboarding and/or administrative delays in providing a list of eligible students for enrollment are not eligible for mid-semester enrollment.**
- One the 12th class day, September 2nd, a final report will be created to finalize eligibility, and premiums are due within 30 days by the university. Spring payments also include summer coverage.
- **Fall rates:** Domestic students - \$1,048.00 | International students - \$1,053.00
- **Spring/Summer rates:** Domestic students - \$1,556.00 | International students - \$1,561.00
- *If a student has a qualifying life event which impacts their eligibility, please contact Academic Resources for assistance. Information on qualifying life events may be found at <https://help.ahpcare.com/hc/en-us/articles/5121412897815-Am-I-Eligible-for-a-Qualifying-Event>.*

Insurance & Students Paid on Grants



- Faculty are encouraged to budget for the insurance premium in their grant proposals. If grants cannot cover it, central funding will be available for eligible new students.
- Charges will be posted as fees under expense account 54622. A new program code for PhD insurance is being developed.



Adjuncts

Overview of Adjunct Process

- 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.

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.

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.*

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.



ePARs | New Adjunct Appointments



Action

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



Effective Date

Generally, 9-1-25,
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 1-15-26

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: 132330
PAR ID: NEXT Teache
PAR Status: Initiated
Type of ePAR: Employee Transaction
Action: **Hire** ▼
Reason: **Hire - Salaried/Task** ▼



Adjunct Purpose Code

Purpose Code

11655 - Adjunct Instruction

**Allows for more accurate data
on adjunct budget and
expenses**

Contact the Academic Resources Team

academic.resources@unt.edu

Chance McMillan

College of Information
College of Visual Arts & Design
College of Health & Public Service
College of Applied and Collaborative studies
College of Merchandising, Hospitality & Tourism
Libraries
All Non-Academic Units
Visiting Scholars (All units)

Dan Adams

College of Liberal Arts & Social Sciences
College of Education
College of Science

Melinda Rule

College of Engineering
College of Music
G. Brint Ryan College of Business

Nicole McAlister

Supplemental Compensation & Endowments
Modified Service Requests
Annualized Compensation
Employment Verifications
Faculty Departures
Annual Faculty Salary Notifications
Faculty Overloads

Patty Rodriguez

Data Requests and Reporting
Faculty Credentialing
Administrative Appointments
Professional Track Faculty Reappointment Process
Faculty Search Waivers
Courtesy Affiliate, and Joint Appointments
Faculty Leaves
Retention, Merit, and Salary Evaluation Requests and Benchmarking /Research

Our Faculty Information Team assist with annual review, tenure and promotion, faculty development leave, Stop the Clock and other processes associated with FIS.
Contact them at facultyinfo@unt.edu



Questions?

Thank you!