ACADEMIC RESOURCES · DIVISION OF ACADEMIC AFFAIRS

2026–2027 Academic Year Rollover Process

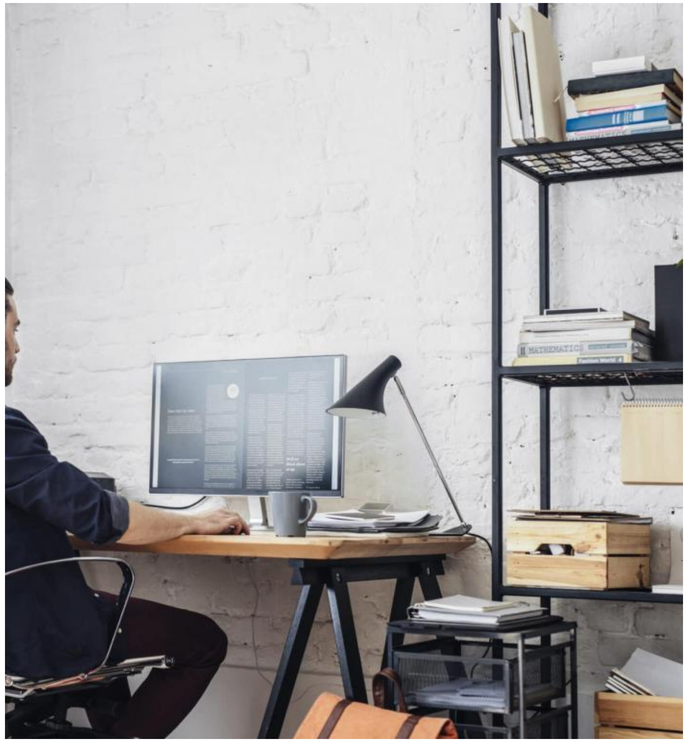
Training Session · July 13, 2026

General Information

- 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 fourth Tuesday of every month from 8:30am – 3:30pm CST. Confirm attendance with Academic Resources (Academic.Resources@unt.edu) and Human Resources (HRAdministration@untsystem.edu).
- **New Faculty Orientation**: Tuesday, August 4th
- **Adjunct Online Orientation**: Online in Bridge | Academic Resources will email information to adjuncts in August

Flexible Work Arrangement Policy

- Policy 05.022 Flexible Work Arrangements and is applicable to all employees.
- This should be completed for **any** working hours completed off campus as that is their designated place of employment.
- Exempt employees requesting to work outside the State of Texas require additional approval from Human Resources and the Chancellor/President, where appropriate.
- Non-exempt employees are prohibited from working outside the State of Texas.
- All Requests for Hybrid/Remote Requests and Alternate Work Schedules are to be submitted in EIS under the “My Flexible Work Requests” tile.
- Questions should be directed to your Human Resources Business Partner.

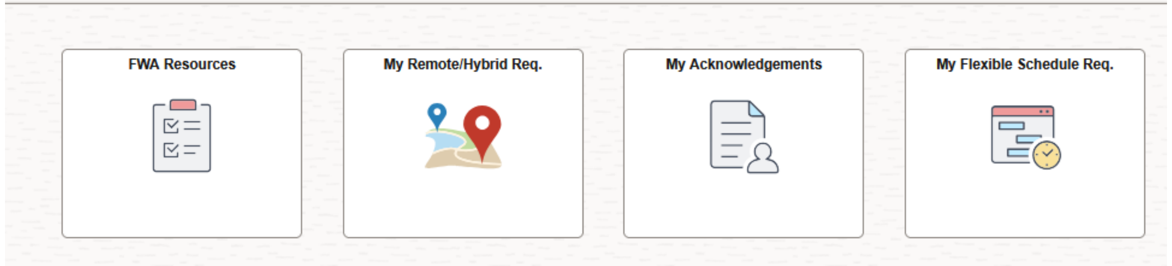


Remote / Hybrid Work Arrangements

All faculty, adjuncts, and salaried graduate students should complete the online process to request and document any remote or hybrid work arrangement off-campus.

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)*.

There is a required UNT Remote work training (found here in Bridge)



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.*

Search Committee Training

- Effective **July 15, 2026**, training completion is required before submitting **new job posting requests** and must be **renewed every two years** for staff postings.
- New training requirements apply to individuals involved in the staff recruitment process (*full-time salaried or part-time hourly non-student positions*).
- The **UNT Faculty Search Committee Training** remains the required training for anyone participating in faculty hiring and cannot be replaced by the UNT System Hiring and Search Committee Training.
- Faculty members who have already completed the **UNT Faculty Search Committee Training** are not required to complete the UNT System training.
- Both training programs require renewal every **two years**, as applicable.

2027 Academic Year Overview

Session	Session Dates	Census Date	Payroll Dates	FTE (for 3 semester credit hours)**
Fall	08/17 – 12/11	08/28	09/01 – 01/15	25%
Fall: 8 week 1 (8W1)	08/17 – 10/09	08/22	09/01 – 10/31	50%
Fall: 8 week 2 (8W2)	10/12 – 12/11	10/17	11/01 – 01/15	50%
Winter Session	12/14 – 01/08		TBD	50%
Spring	01/11 – 05/07		01/16 – 05/31	25%
Spring: 8 week 1 (8W1)	01/11 – 03/05		01/16 – 03/31	50%
Spring: 8 week 2 (8W2)	03/15 – 05/07		04/01 – 05/31	50%

Faculty

Overview

2026-2027 ePARs cannot be entered until the first week of classes. The exact date will be announced at a later date.

Departments will need to submit ePARs for the following situations:

- New Hires
- Terminations *(can be entered now)*
- Leaves
- Administrator Changes
- Additional Pay *(other than Chairs)*
- Funding Changes
- Faculty Overloads
- Modified Service

Academic Resources Will Complete the Following ePARs:

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- ✓ Faculty Promotions and Honorarium.
- ✓ Chair Administrative Supplements *(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 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.

Payroll for Faculty

- New Faculty - Please prioritize hiring of New Faculty over other 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, 9-1-26,

Otherwise, first date of employment

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

Faculty ePAR Submission: Hiring Faculty into a Position

- Type of ePAR: Employee Transaction
- Action: Hire
- Reason: Hire-Salaried/Task
- Enter the employee ID number
- Effective date: 9/1/XX
- Enter the Position Number (Click additional changes needed if information is not correct)
- Enter the Posting Number from Page Up as the requisition number

Things to note when entering the ePAR:

Verify Position & Salary Data

Confirm the position number is correct. If salary or title info appears wrong, contact Patty Rodriguez BEFORE submitting.

Select the Correct Action & Reason

New hire: Action = Hire, Reason = Hire Salaried. For *Returning* faculty: Action = Employee Change within Dept. Use correct Employee Status from the dropdown.

Enter the 9-Month Monthly Rate (New Faculty)

Formula: Annual Salary ÷ 9 = Monthly Rate. *Do NOT enter the annualized rate.* Academic Resources will handle annualization after ePAR approval.

Add Notes & Attach Supporting Documents

Describe the action taken in the Notes field. Include the 9-month salary for new hires. Attach required documents (offer letter, approval, resignation letter, etc.).

Submit and Monitor Approval

Submit the ePAR and track its status. **Wait for Academic Resources to fully process any AR-initiated ePARs before submitting change ePARs to avoid data overrides.**

Example Faculty ePAR

ePAR Header

Business Unit: NT752 Home Deptid: 121100 Biological Sciences
Last Update Date/Time: by:
Submitted Date/Time:
ePAR Help Resources
Next >>

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

Created by: McAlister,Nicole Paige npm0070
Phone:

Empl ID: 11027623 Empl Rcd: 0 Name: McAlister,Nicole Paige

Please enter effective date to populate current data
Effdt: 09/01/2025

Attachments

Expand/Collapse All

Job Data

	Current		New
Home Deptid:		Home Deptid:	121100 Biological Sciences
Position Number:		Position Number:	00000391 ☐ Additional Changes Needed
Employee Status:		Employee Status:	Active
Job Code:		Job Code:	0601 Lecturer (Continuing)
Location:		Location:	BIOL
Salary Grade:		Salary Grade:	F01
Std. Weekly Hours:		Std. Weekly Hours:	40.00
FTE:		FTE:	1.00
Annual Rate:		Annual Rate:	$60,000.00 (9)
Monthly Rate:		Monthly Rate:	$6,666.66
Reports to Supv ID:		Reports to Supv ID:	10615430 Jyoti Shah ☐ Webclock/Desk Punch

Requisition #:

If any of these fields are not accurate, STOP and contact Academic Resources to update.

Example Faculty ePAR

Department Budget Data

Current

1-1 of 1

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 Amt
09/01/2025		121100	50101	200	830001	100						1286	100.000	6666.66

New

			SpeedType Key	Spnsrd Project	Effective Date	Funding End Date	Funding Deptid *	Account *	Fund Cat *	Fund *	Function *	PC Bus Unit	Project	Activity	Program Code	Purpose
1	+	−		☐	09/01/2025		121100	50101	200	830001	100					

Update chartstring information if needed.

Additional Pay Data

Current

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	Prog Cod

New

			SpeedType Key	Spnsrd Project	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
1	+	−		☐	09/01/2025			1							

Relocation is paid over 1-month (9/1 – 9/30)

Additional pay items for 9-month faculty should have an end date of 5/31. 12-month faculty may have an end date of 8/31

Position Data

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.

Additional Pay Items

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

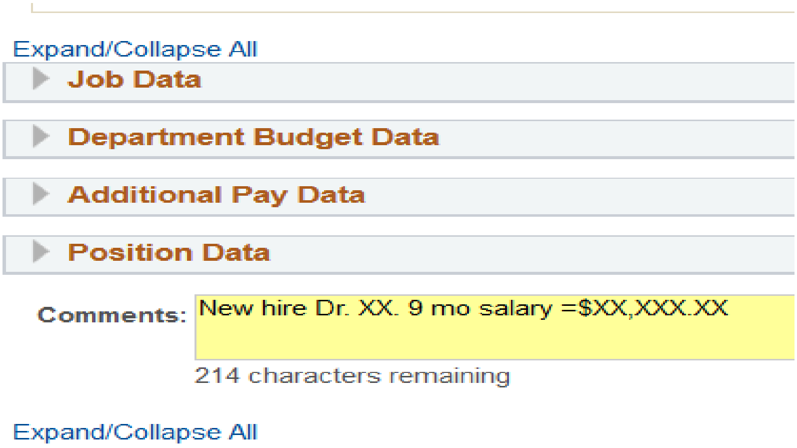
Utilize ePAR Notes!

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.

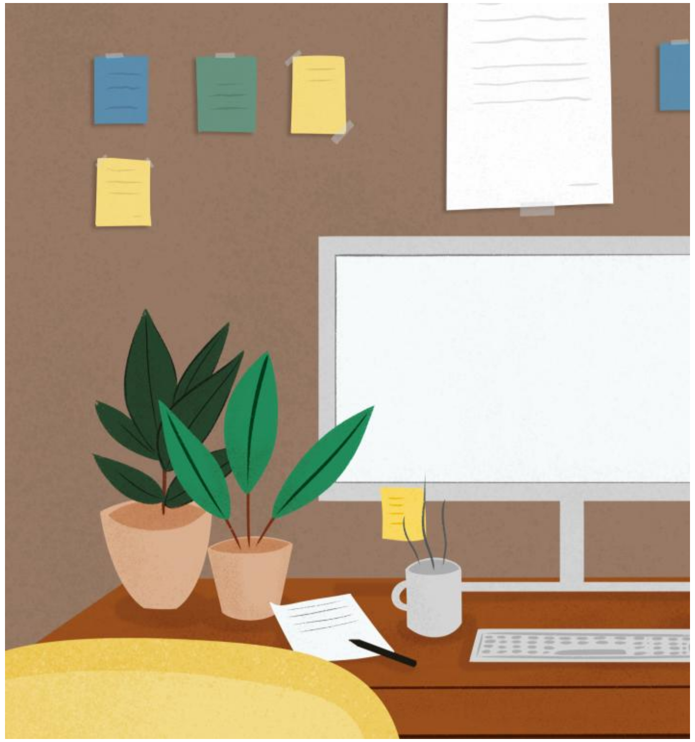
- For example, it is appropriate to enter an end date if you are submitting a buy-out for only the fall semester.
- If the faculty member will be on the same funding source for the entire year, please <u>do not enter</u> an end date.

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



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 & select the appropriate reason code.
  - **Leave with Pay – Faculty Development Leave – attach FDL approval letter to ePAR**
  - **Leave of Absence – Leave without Pay**
  - **Return from Leave – 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 9/1/26 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 9-1-26

Common ePAR Mistakes to Avoid

⚠ Common Errors

- ✗ Entering the annualized rate instead of the 9-month monthly rate (salary ÷ 9)
- ✗ Submitting ePAR without an Appointment End Date (will be pushed back)
- ✗ Submitting change ePARs before AR-initiated ePARs are fully processed (causes data override)
- ✗ Routing faculty terminations through the HR online off-boarding process (use ePAR instead)
- ✗ Adding an end date in the Department Budget section when the faculty member is funded year-round
- ✗ Omitting ePAR notes or forgetting to attach supporting documents

✓ Best Practices

- ✓ Prioritize new faculty ePARs above all other transactions so the September 1st deadline is met
- ✓ Always write a clear description in the Notes field explaining what action is being taken and why
- ✓ Verify the effective date matches the actual first day of work or pay start date
- ✓ Monitor ePAR status regularly and respond to any push-back requests promptly
- ✓ When in doubt, contact Academic Resources before submitting rather than correcting after

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.

Administrative 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

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- 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 9/1/26.

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 anticipated end date on the approved form, then add notes to the ePAR.

Annualized Compensation

- Annualized compensation forms are due August 14th.
- A form is needed for any new elections or current faculty changing their election.
- Administrators going back to faculty roles would need to elect for salary spread, 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.

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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: Forms and Templates

- Overload assignments are set up similarly to adjunct appointments, using the job code of 0702, with a 9/1/26 start date and a 1/15/27 appointment end date for the fall.

- **Please note on the ePAR if the overload relates to an additional course or course headcount.**

Research & Course Buyouts

Overview

Purpose & UNT Process

What it is

Grant funds “buy” a faculty member’s released time from teaching or other duties so they can work on the funded project.

Why it matters

The department utilizes released funds to cover a replacement instructor or covering for the gap.

Funds & deadline

Returned M&O funds go to the PI/department/Dean and must be spent by Aug. 31 of the fiscal year received — they don’t carry forward without VP for Finance approval.

Research Buyouts

Departments must establish a Project ID chartsting for the buyout. Required due to funds expiring August 31 of the following fiscal year.

Department steps for a course buyout

1 Discuss with chair

Faculty member raises the buyout with their department chair as soon as external funding looks likely.

2 Complete the form

Fill out the VPAA Faculty Workload Buyout Form, listing courses/duties released and salary reassigned.

3 Chair approval

Chair reviews, approves, and notes any special conditions.

4 Dean approval

Submit the form with a copy of the grant proposal to the College Dean for approval.

5 VPAA sign-off & ePAR

Send the approved form to the VPAA Office, then process an ePAR to change funding, attaching the approved form.

VPAA Office

Verifies the approved form and ePAR, then processes the fund transfer (ABA) — typically within 5 business days.

Note: Buyouts cannot be funded from departmental discretionary accounts — only external grant funds qualify. Teaching & Research buyouts are only funded by 830001 – Designated Tuition.

UNT at Frisco Reimbursements

- For adjuncts, complete adjunct offer letter & ePAR.
- Full-time faculty overloads assigned to teach at Frisco, the home department should complete the faculty overload offer letter & ePAR.
- Offer letters are signed by the home department in accordance with their respective policies.
- VPAA will reimburse for adjuncts & overloads.

FALL 2026:

To receive reimbursement for the salary expense

- **USE SITE CODE 1315 and Program 1808**
  Fund category 105, fund 800001, function 100, site 1315, program 1808.
- You no longer need to insert Ichha Bhandari as an approver.
- Contact Charlotte Cooke (Charlotte.Cooke@unt.edu) for questions.

UNT at Frisco 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, VPAA 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
- <u>Expenses not on the 1808 program code will not be reimbursed.</u>

Professional Research Staff Contract Terms and Renewals

- When recruiting for these roles, specifically address if the position is funded through a specific date in the offer letter.
- Academic Resources can assist in providing a letter at the end of the contract for renewal purposes.
- If the position end date is clearly specified, work with Academic Resources to create a formal notice to the employee and submit the termination in a timely manner.
- If no term date is addressed in the offer and you need to terminate you should consult with Academic Resources as a RIF may be required.
- If for other reasons, work with Academic Resources to ensure proper steps.
- If increases are built into grant funding, you must still submit a formal request via the Professional Research Staff and Faculty Adjustment Request Form. Submit timely, as it cannot be retroactive and the start can be no later than the first day of the month in which final approval was received.
- Typically, cannot increase due only for performance reasons.

Salaried Graduate Students

Job Codes & Description

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

Research Assistant (RA)

- Engaged in research under a PI or faculty member's direction/supervision.
- Fall work cannot begin before 9/1 — earlier work must be processed as a summer ePAR.
- ePAR dates should closely align with actual work dates.

- Fall work should **not** begin prior to 9/1 date, if it does it must be processed as a summer ePAR

Grad Services Assistant (GSA)

- Administrative or other duties outside TF/TA/RA responsibilities; supports academic progress or professional development.
- Fall work cannot begin before 9/1 — earlier work must be processed as a summer ePAR.
- **ePAR dates should closely align with actual work dates.**

- Fall work should **not** begin prior to 9/1 date, if it does it must be processed as a summer ePAR

Teaching Assistant (TA)

- No primary responsibility for teaching a course for credit; works under the instructor's direct supervision (grading, tutoring, etc.).
- May not be listed as instructor of record.
- ePAR start date 9/1; actual work begins 8/19 (classes start); ends when grades are due (fall payroll through 1/15).

Teaching Fellow (TF)

- Primary responsibility for teaching a credit course under a faculty member or chair's supervision.
- Listed as instructor of record.
- ePAR start date 9/1; actual work begins 8/19 (classes start); ends when grades are due (fall payroll through 1/15).

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

Important Factors to Consider When Hiring Graduate Students

It is recommended to document in your graduate handbook or another accessible resource how graduate assistantships are awarded, including the qualifications and evaluation criteria used to assess applicants within equal opportunity guidelines.

Once an appointment is awarded, ensure the appropriate department staff is made aware so that the official offer can be completed.

Students **cannot** begin work until cleared to hire by Academic Resources, which includes completion of their background check. They must also complete their I-9 within 3 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.

The ePAR must be fully processed and approved by the Payroll deadline!

DO NOT DELAY!

Do not make conditional offers to students without proper notification or approval from unit administrators.

Knowingly allowing an employee to work outside of the 3-day I-9 window represents a violation of policy, as well as employment laws, by the hiring manager. It is imperative we work together to ensure compliance.

Payroll for Salaried Graduate Students

Sept/Oct 2026 Payroll Dates

Pay Day	ePAR Deadline
09/15	09/05
10/01	09/18
10/15	10/05
11/2	10/18

- Salaried Graduate Students are paid **semi-monthly**.
- Utilize the Graduate Student Pay Plan.
- 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]
- Compensation changes due to updated academic status (qualifying exams or ABD), are allowed only at the beginning of a term.

- Typically, cannot increase for performance reasons alone.
- Compensation adjustments should be fair and equitable.
- Any offer or update above mid-point requires justification.
- Salary cannot be changed retroactively — ensure requests are communicated & documented in a timely manner.

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, they will need a separate summer ePAR to cover work in August.

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

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 undue hardship.

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; copies of IDs will not be accepted.
- 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.

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 or on the appointment load spreadsheet, please submit an ePAR.
- 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 10th

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

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Academic Resources

Action

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

▼ 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		

Effective Date

Generally, 9-1-26,

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 5-31-27.

If semesterly based enter the end date as 1-15-27.

All Grad records will go into short work break effective 6-1-27.

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

Summer appointments must be submitted separately.

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, 9-1-26

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 5-31-27

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:	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

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, 9-1-26,

Otherwise, first date of employment

Employee Status

Change employee status to "Return from Work Break"

Appointment End Date

Generally, 1-15-27,

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.

OFFICE OF THE PROVOST & DIVISION OF ACADEMIC AFFAIRS
Academic Resources

Graduate Student Recruitment Fellowship

- Health insurance coverage will be provided to doctoral and MFA students hired into salaried graduate student roles.
- Student Accounting will manage the process similar to how they manage TBP.
- OPT out wavier must be completed each fall semester.
- 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.
- These funds will be applied directly to the student's tuition and insurance bill.
- Eligibility will be confirmed when the final count is taken on the 12th class day. **Timely ePAR submission and final approval will be critical!**
- 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.
- Student health insurance policy details: https://unt.myahpcare.com/benefits.

Insurance Coverage Period

- Coverage includes the fall, spring, and summer terms.
- The employment must span the entire semester and the deadline for student enrollment in insurance is the **12th class day of the term**. **Delays in onboarding and/or administrative delays in providing a list of eligible students for enrollment are not eligible for mid-semester enrollment.**
- On 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 - $1,208.00 | International students - $1,213.00
- **Spring/Summer rates:** Domestic students - $1,790.00 | International students - $1,795.00
- *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*.

Adjuncts

Current Active Adjuncts

If adjunct worked in the SPRING semester in the department and their record has not been terminated, 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.**
- Ensure compensation is within the Adjunct Pay Plan.
- 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. This includes pervious regular faculty.
- 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.
- Do this as timely as possible to ensure efficient processing. If courses change before classes begin, you can send an updated letter to the adjunct.
- Once cleared to hire, the department will process the hire ePAR.

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, 9-1-26,

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 1-15-27

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		

Adjunct Purpose Code

Purpose Code	**11655 - Adjunct Instruction**	**Allows for more accurate data on adjunct budget and expenses**

Appointment Rollover Process

- Process will run in the Fall and Spring semesters to reduce ePAR volume for those returning to their same adjunct and salaried graduate appointment.

Process Overview:

- Includes Adjuncts (0700), Adjunct Faculty Assistants (0710), ESL Adjuncts (0770), PhD Student Mentors (0703), and all salaried graduate student jobs, excluding all 8W appointment job codes.
- Does not include any 8-Week job codes. Best not to utilize rollover process for adjunct who are teaching both 8W courses in case there are last minute course adjustments.
- In the rollover you can only change FTE and Salary ONLY! We will provide supervisor information, make note of any change. Confirmation will be provide once all updates are made for you to confirm all loaded correctly.
- Departments will enter compensation rate and FTE for those returning to same role. **ONLY enter information on one row per employee record.**
- At this time, you cannot include job code or chartstring changes.
- *Once complete you will NOT see an ePAR record for this reappointment – it will appear in Job Data only.*
- Spreadsheets will be provided to colleges to review and return by Monday, August 10th.

Contact the Academic Resources Team

Academic.resources@unt.edu

Patty Rodriguez

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

Nicole McAlister

Modified Service Requests · Annualized Compensation · Payroll Processing · Faculty Departures · Annual Faculty Salary Notifications

Chance McMillan

College of Liberal Arts & Social Sciences · College of Education · College of Information · College of Visual Arts & Design · College of Health & Public Service · College of Applied & Collaborative Studies · College of Merchandising, Hospitality & Tourism · Libraries · All Non-Academic Units

Grayson Pleasant

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

Melinda Rule

Recruitment and Support for Research Faculty & Postdoctoral Researchers (all units) · Visiting Scholars (all units) · Supplemental Compensation Requests · Affiliated & Courtesy Faculty · Overloads · Employment Verifications

Faculty Information Team (FIS — annual review, T&P, faculty development leave, Stop the Clock): facultyinfo@unt.edu

Questions?

Thank you!

academic.resources@unt.edu