

SUMMER 2024 – SUMMER PAYROLL PROCESSING INSTRUCTIONS

Applicability: Regular faculty (with budgeted positions during the fall/spring semesters), salaried graduate students, and adjuncts

ePAR Due Date: Please have ePARs for 7-1 payroll submitted to the Provost Office by 5pm on **Wednesday, June 11th**. Payrolls firm/final deadline is 5 pm on **Thursday, June 18th**. (June 19th is a university holiday).

Summer Faculty Spreadsheet Due Date: Please return the completed faculty spreadsheet(s) for Summer I, Maymester, 8 Week, 10 Week and Summer submitted to academic.resources@unt.edu no later than **June 6th**. We will not be able to approve faculty teaching ePARs until we receive the departmental or college spreadsheet. Summer II data can be submitted later in June/July but must be submitted no later than **July 8th**.

FACULTY INSTRUCTIONS

Summary of Summer Compensation Rules unless Documented Exception Granted by Provost

- **Rate factor = 2.77% per SCH (8.33% for 3 SCH)**
 - Minimum Salary = \$1,207.85 per SCH (\$3,623.55 for 3 SCH) If necessary, the minimum salary for faculty can be increased to match the salary paid to adjuncts in the department.
 - At the discretion of the college, and provided that the college has the ability to fund the additional expense without negatively impacting other course offerings, the college can permit a maximum salary up to the amount that would be calculated at 2.77% per SCH.
- **For faculty, the Supplemental Compensation Calculation spreadsheet should be attached to all ePAR's (with the exception of teaching epar), including those to pay augmentations and tasks. The spreadsheet is available at: <https://vpaa.unt.edu/resources/recruitment/compensation-summer>.**

The summer faculty spreadsheet is for reference and calculation only but **must be completed and returned to the Provost Office for use in verifying ePAR data**. We will not be able to approve faculty teaching ePARs until we receive the departmental or College spreadsheet.

1. All summer appointments **must be submitted via ePAR**. Please reference the instructions on the summer pay PowerPoint for step-by-step directions on ePAR entry and to locate information on FTE and semester dates.
2. To use the calculation formulas built into the spreadsheet, only fill in the blue columns. All other fieldswill calculate for you. Any errors found in the salaries should be referred to Patty Rodriguez.
3. **Please review salaries carefully to ensure there are no errors in a faculty members 9-month salary.**
4. The spreadsheet calculations should be used to calculate rates for **teaching appointments only**. Please note that Column "Monthly Salary" is the faculty member's regular monthly rate of pay. This figure should be used to calculate the FTE Faculty Research (Job Code 1301) and Faculty Program/Project Coordinator (Job Code 1233) appointments.

5. The spreadsheet is divided into five tabs this year. Each tab represents a different summer pay period or information for other additional pay. Please read the notes on the top of each tab to identify the pay period covered and/or the information requested on that tab. The GREEN Total section on each tab can be used for ePAR data entry. This area will calculate the monthly salary and FTE that should be entered for teaching during that particular pay period.
 - The first tab should be used for calculating teaching payments for Maymester, 5W1, and 8W sessions with an ePAR effective date of 06/01 and appointment end date of 07/15.
 - The second tab should be used for calculating teaching payments for 5W2, with ePAR effective date of 07/16 and appointment end date of 08/31.
 - The third tab should be used for calculating teaching payments for 10 Week session with an ePAR effective date of 06/01 and appointment end date of 08/31.
 - **The fourth tab is used to document non-instructional work performed by faculty.** Please complete this tab for documenting summer work performed by faculty on a 1233 job code paid from any funding source, or for work performed on a 1301 job code that is not paid from external project funding. If the faculty member has a written agreement for the summer appointment(s), please indicate that in the description column including the date of the agreement and the name of the individual who authorized the agreement in addition to providing a brief description of the work being performed. Please add additional columns if faculty have more than three appointments during the summer pay period. We will review and request additional information as needed.
This tab lists each faculty member in your college along with their current 9-month salary and monthly full-time equivalent salary. Please complete the following columns for each additional appointment:
 - Time Period for Appointment
 - FTE for Appointment
 - Total Amount to Pay for Appointment
 - Description of Work to be Performed for Appointment
 - How will completion of work be verified
 - The fifth tab is a summary tab of all noted summer work to assist in the verification of data and compliance with the 3/9th rule.

6. Please note that you will need to submit **separate** ePARs for appointments that have different start/end dates, different job code, different rates of pay, and/or different monthly payment amounts. For example, you can submit one ePAR for a faculty member teaching 1 Maymester course and 1 5W1 course. However, you would need to submit two separate ePARs for a faculty member teaching 5W1 and also serving in a 1301 research appointment. Similarly, you would need to submit two separate ePARs for a faculty member teaching 5W1 course and also teaching a 10 Week course.

7. Department Chairs are listed on the spreadsheet as they may receive approval from Academic Resources to earn an overload in the winter or summer.

8. Modified faculty will not appear on the spreadsheet. If a modified faculty member is teaching during this session, please submit an ePAR.

9. Please coordinate total FTE for summer appointments for faculty who have joint appointments with

the employee's other college/department. Faculty with joint appointments will only appear on their "home" department spreadsheet. For teaching appointments, the hiring department should complete the ePAR and inform the home college/department of the appointment so they can confirm compliance with the faculty member's Supplemental Compensation Calculation. If you need salary data for someone with a joint appointment, please contact Patty Rodriguez.

10. Please use the comments section in ePAR to note the faculty member's regular 9-month salary. Additionally, for job code 1233 or job code 1301 (excluding any payments to faculty on external projectfunding) appointments please include a brief description of the work to be performed in the comments section or include an attachment describing the work.
11. Changes to data submitted must be made via ePAR. Additionally, terminations must be submitted via ePAR if the individual terminates the appointment prior to the appointment end date.

NOTE: Do not submit ePAR's dated 6/1 – 8/31 on a faculty member's regular 9-month job record. These will not be approved. If an urgent situation arises, contact Academic Resources for guidance.

SALARIED GRADUATE STUDENTS AND ADJUNCT INSTRUCTIONS

1. Summer appointments must be submitted via ePAR. Please reference the instructions on the summer pay PowerPoint for step-by-step directions on ePAR entry and to locate information on FTE and semester dates.
 - **Criminal History Checks (CHC) will need to be done prior to the submission of an ePAR** for those who have not previously had one done. Submit the offer letter via the Salaried Graduate Student Offer Letter Automated Form (Dynamic Form), found online at <https://vpaa.unt.edu/resources/retention>. The submission of the Dynamic form will initiate the signatures for the offer letter and CHC process.
 - **Work should NOT begin until the CHC has been fully completed and you have been informed by Academic Resources.**
2. Students may not change levels until September. Please use appropriate job codes that correspond with their current level.
3. Please note that you will need to submit **separate** ePARs for appointments that have different start/end dates, different job codes, different rates of pay, and/or different monthly payment amounts. You can only combine jobs onto one ePAR if all these factors are similar. For example, you can submit one ePAR for an adjunct for two classes that will be paid from the same funding source during the same time period. You would need to submit two separate ePARs if a grad student will be serving as a 25% TF and also as a 25% RA during the summer. Similarly, you would need to submit two separate ePARS if and adjunct is teaching one class in 5W1 and a second class for 10W because there are different appointment dates.
4. Changes to data submitted must be made via ePAR. Additionally, terminations must be submitted via ePAR if the individual terminates the appointment prior to the appointment end date.
5. **Please Note:** It is critical that departments not terminate spring appointments for employees if they

have worked the complete semester. Most salaried grad and adjunct employees are eligible for benefits continuation through the summer. We will leave the spring jobs in “work break” status through the end of August and then will programmatically remove any non-returning employees.

6. Salaried Graduate Student Offer Letters for Summer:

- Offer letters (processed via the [Dynamic Form](#)) are required for any:
 - New salaried graduate students
 - Student moving from an hourly job code to a salaried graduate student job code.
 - Break in service, meaning did not work a full long semester such as fall or spring.
 - Salaried graduate students who are changing job codes within the range of 0801-0833 with no break in service are not required to sign a new offer letter of employment or have a new CHC run. For example: A salaried graduate student who was hired as a TA in spring and will work as a TF in summer will not be required to submit a new offer letter.
 - **Please note that the use of the dynamic form will require the use of the students my.unt.edu email address.**

CREDENTIALING

1. Academic Resources is the repository for Faculty & Adjunct academic credentials.
2. Official transcripts & VPAA-132 for all faculty & adjuncts must be on file with Academic Resources (AR) per accreditation guidelines.
3. Transcripts and the VPAA 132 should be submitted with signed offer letters to academic.resources@unt.edu.
4. A new VPAA 132 should be submitted if there is a change in the courses that will be taught and were not originally on the VPAA 132.
5. Academic Resources will NOT approve ePARs without transcripts and VPAA-132 being on file. Future adjunct appointments could be impacted if not received.

SUMMER INSTRUCTIONAL EXPENSES

In order to track expenses related to summer instruction please utilize the following:

1. Purpose code 11611 on all ePARs for summer instruction, including TFs.
2. Purpose code 11532 for TA and GSA appointments.