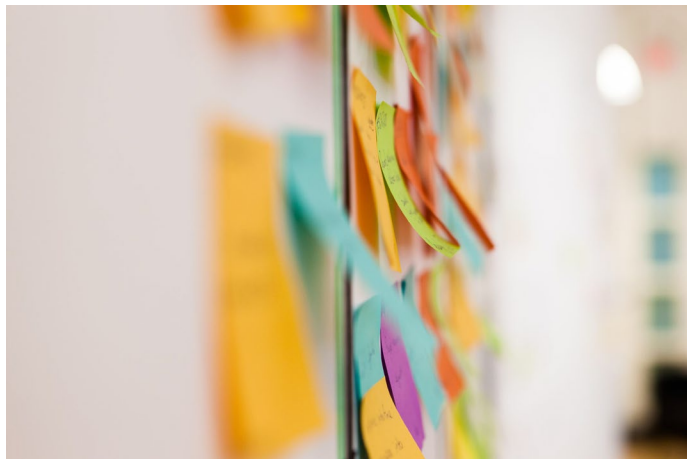


Summer Processes: Faculty and Adjuncts

April 8, 2025



Agenda



Summer Session
and Payroll Dates



Summer payroll
spreadsheet &
deadlines



Faculty tasks &
augmentations



Summer ePARS



Summer salary
calculations



Terminations/
retirements



Adjuncts &
graduate students



Process updates

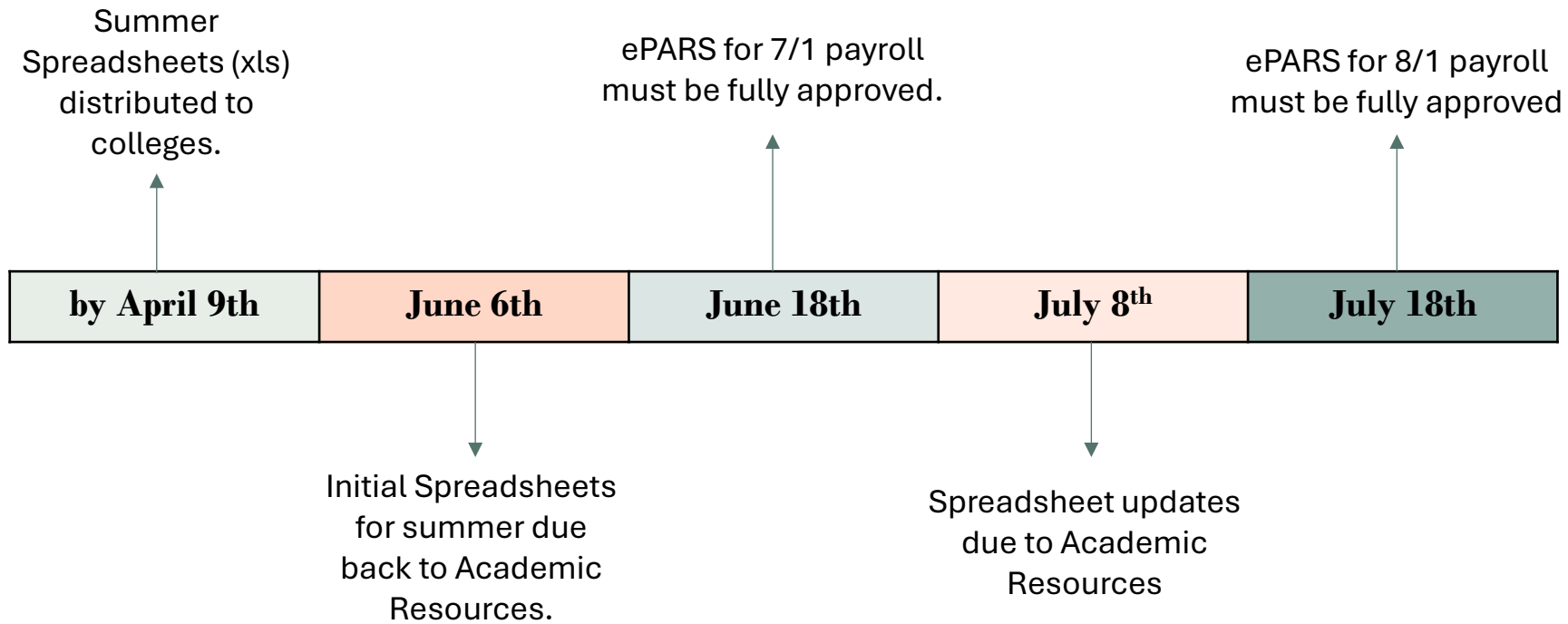


Contacts &
Resources

2025 summers session dates

Semester	Session Dates	ePAR Appointment Dates	FTE for 3 SCH
3W1 (Maymester)	5/12-5/30	6/01 - 7/15	50%
5W1	5/19-6/20	6/01 - 7/15	50%
10W	5/19-7/25	6/01 - 8/31	25%
8W	6/02-7/25	6/01- 7/15	50%
5W2	6/23-7/25	7/16 - 8/31	50%

HOLIDAYS (NO CLASSES): 5/26, 6/19, 7/4



Summer Payroll spreadsheets & ePAR deadlines

UNTS Payroll's deadline calendars can be found here: [Payroll Deadlines](#)

Faculty terminating or retiring

Faculty terminations

- Should never go through the HR off-boarding (online) process.
- Faculty terminating at end of spring or following summer semester may have ePAR submitted any time.
- Typically, the effective date will be 9/1/24 for faculty to maintain benefits and annualized compensation.
- If any issue, please contact AR. (Attach resignation letter to ePAR).

Retirements

- Faculty members retiring should have a confirmed retirement date from hrbenefits@untsystem.edu.
- Example: a 5/31 retirement will have a 6/1 effective date for retirement ePAR. For 8/31, 9/1; for 6/31, 7/1. Etc.
- 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.

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.



Faculty Summer Process



Summer job codes



Faculty Instruction 0200-0649 0702 (overload)

Use their 9-month job code.

Complete required fields on spreadsheet and include courses taught in ePAR comments



Faculty Research 1301

Provide description of work on spreadsheet/ in ePAR comments; attach supplemental compensation spreadsheet to ePAR.

Use Function 220 unless paid from “G” project.



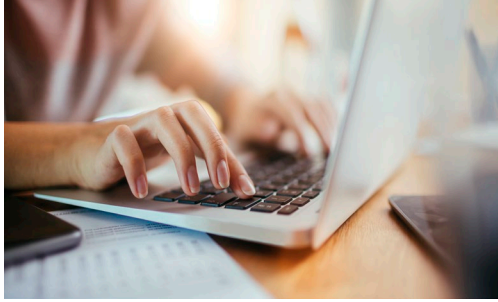
Faculty program/project coordination 1233

Provide description of work on spreadsheet & in the ePAR comments and attach the supplemental compensation spreadsheet to ePAR



Faculty task payment 1621

Supplemental compensation form must be preapproved before work begins. Attach signed supplemental form to the ePAR. Submit ePAR when the task is completed and add notes if completed earlier than original end date on form.



9-month department
chairs
010009

*Department Chairs may
receive approval from Academic
Resources to earn an overload
in the winter or summer



Adjunct & Adjunct Assistant
0700 & 0710

ePAR should include courses taught
or assisted in comments.



Salaried Graduate Students:
TF, TA, RA, GSA
0802-0853

ePAR should include courses taught
(TF) or assisted (TA) or description of
work (GSA or RA) in comments

Summer Job Codes, continued

How Faculty Summer payroll works



A separate job record must be used to pay for work performed in Summer sessions or Maymester, regardless if their salary is paid 9/9 or 9/12 months.



Reason: Faculty with annualized compensation must remain in their primary job record (employee record) for the summer months to pay out their summer reserve pay. (ITSS manages)



Reserve pay will show as “paid not earned” (PNE) on earnings statements.

Faculty Compensation during the Summer

- Faculty may choose to have their 9-month salary distributed over 12 months, receiving 12 equal paychecks.
 - **With Annualization:**
Faculty receive "**reserved**" **summer pay** from their 12-month paycheck distribution—no need for a summer appointment.
 - **Without Annualization:**
Faculty **do not receive pay during summer** unless on a summer appointment. However, they remain covered by their benefits. **Benefit premiums** are **pro-rated** and deducted from the 9 paychecks to cover summer coverage (called "**premium reserve**").
- **Key Dates & Actions:**
 - Faculty records go into **short work break** on **June 1**, but benefits continue.
 - Faculty must **elect or cancel annualized compensation** before their **first day of the academic year** (by **August 15**).
 - Faculty returning from administrative roles must **re-elect** this option at the start of the new academic year.

Compensation Guidelines during the Summer

Resources Forms and Templates Graduate Student Recruitment/Retention Recruitment and Compensation Staff Admin Toolkit Training

Home / Resources / Recruitment / SUMMER SCHOOL COMPENSATION

Summer School Compensation

RECRUITMENT

- Recruitment and Compensation
- Adjunct Recruitment Process
- Faculty Recruitment
- Summer School Compensation**
- Visiting Researchers
- Faculty Compensation Guide

The major priority in determining which courses to offer during the summer should be responding to student needs, while maximizing semester credit hours (SCHs). Because we wish to ensure that student needs are being met, we will hold funds beyond your initial budget allocations which will be made available if extra sections are needed to meet demand and you don't have adequate resources to address the needs. At the same time we are working to achieve robust enrollments, we must strive to offer courses at a reasonable cost.

Faculty Summer Compensation

- [Faculty Compensation Guide](#)
- [2024 Summer Session Dates](#)
- [Supplemental Compensation Calculator](#) (excel)
- [Faculty Supplemental Compensation Spreadsheet Overview](#) (pdf)
- [Summer 2024 Pay Presentation](#) (pdf)
- [Summer 2024 Payroll Instructions](#) (pdf)

- Faculty can earn up to **3/9 of their base salary** during the summer, regardless of the funding source.
- This cap applies to **all summer activities**—teaching, research, program coordination, supplemental pay, and overload assignments.
- The 3/9 limit ensures that maximum summer compensation is equivalent for teaching and research activity.
- Utilize the Supplemental Compensation Calculator (excel file) in ensure each faculty complies and attach to the ePAR.
- Refer to our Compensation Guidelines for additional information.
- [Additional information can be found on the VPAA website. Summer School Compensation](#)

Summer teaching salary calculations

- **Recommended** rate factor: 2.77% of 9-month budgeted salary per SCH (8.33% for 3 sch).

*note: automatic formulas are in spreadsheet at 2.77%

- **Minimum** \$1,207.85 per SCH (\$3,623.55 for 3 SCH)
- If the college can fund the additional expense without negatively impacting other course offerings, can determine an internal maximum for summer offerings.
- **Keep in mind the 3/9ths of IBS limitation.**
Salary payments for summer appointments for 9-month faculty may not exceed 3/9 of the institutional base salary (IBS) regardless of funding source.



Summer research & program coordination salary calculations

Faculty research (*job code 1301*) or program coordination (*job code 1233*)

- Salary is calculated based on regular 9-month rate.
- FTE should be calculated by dividing the monthly pay for the summer work by monthly salary at full-time equivalent (column J on spreadsheet).
- Example:
 - 9-month regular monthly rate is \$9,100 and \$2K to be paid in a summer month.
 - Calculates as $\$2,000/\$9,100 = .22$ FTE.
- Staff (Postdocs, Research Scientists) calculated on regular 9-month rate.



Sponsored Project Guidelines

Faculty can't receive more than 95% of monthly institutional base salary from federal awards during the three summer months.

Example: if 9-month salary is \$90,000 they can receive up to \$9,500/month from federal external awards during summer.

$$\$90,000/9 \text{ months} = \$10,000 \times .95 = \$9,500$$



ePAR Chart strings

Teaching ePARS

- All ePARS for faculty or TFs should include the summer purpose code **11611**.
- Adjuncts & Adjunct Assistants will use the purpose code **11656**.

Graduate Student ePARS

- All ePARS for salaried graduate students (except for TFs) should include the purpose code **11532**.
- If an RA is on a grant chart-string, please keep them on this for summer.

Faculty Supplemental Compensation

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

EPAR's for augmentations and tasks should have the supplemental compensation spreadsheet outlining the faculty members FY salary which documents that the transaction will not cause the faculty member to exceed this 20% maximum.

As a reminder, supplemental compensation should not cross fiscal years. Separate forms would be needed if crossing over.

Supplemental Compensation Form Required

- Must be fully approved prior to work beginning! Allow time for routing and processing.
- Send to academic.resources@unt.edu
- Supplemental compensation forms can be found here: [Forms and Templates](#) . The form is found under Faculty Tasks and Augmentation
- Attach approved Supplemental Compensation Form to ePAR.

Tasks

- Paid under completion of work (ePAR, job code 1621)
- Can include course development and advising.
- Paid once task is completed. **Submit ePAR timely after task completed.**
- Approval of the ePAR confirms, the task has been fully completed.

Augmentations

- Augmentations for faculty are set up for 9 months.
- If a faculty needs a summer augmentation, it must be approved via Supplemental compensation form beforehand.
- Department chairs receive a 12-month administrative supplement.

All Summer jobs for Faculty and Adjuncts are entered via ePAR.

- Spreadsheets including payroll data for faculty will be provided by Academic Resources. These spreadsheets are **for reference and calculations only** and will not be used to load data.
- New faculty working in summer will need to complete onboarding prior to submission of the summer ePAR.
- An additional ePAR for their fall appointment must be submitted to hire them into their regular 9-month faculty position.
- If you have any Chairs, Associate Deans, or Deans moving into or out of an administrative role in the summer, **please work with Academic Resources to determine best process and to assist with their “fall back” letter and ePAR.**



Entering Summer ePARS

Faculty, salaried grads, & adjunct who were on payroll in Spring

- Submit the ePAR for summer appointment as a HIRE with a HIRE SUMMER SALARIED APPOINTMENT reason.
- **Don't forget to attach the supplemental compensation spreadsheet to your ePARs for FT faculty.**

NEW Faculty, salaried grads, & adjuncts (starting summer)

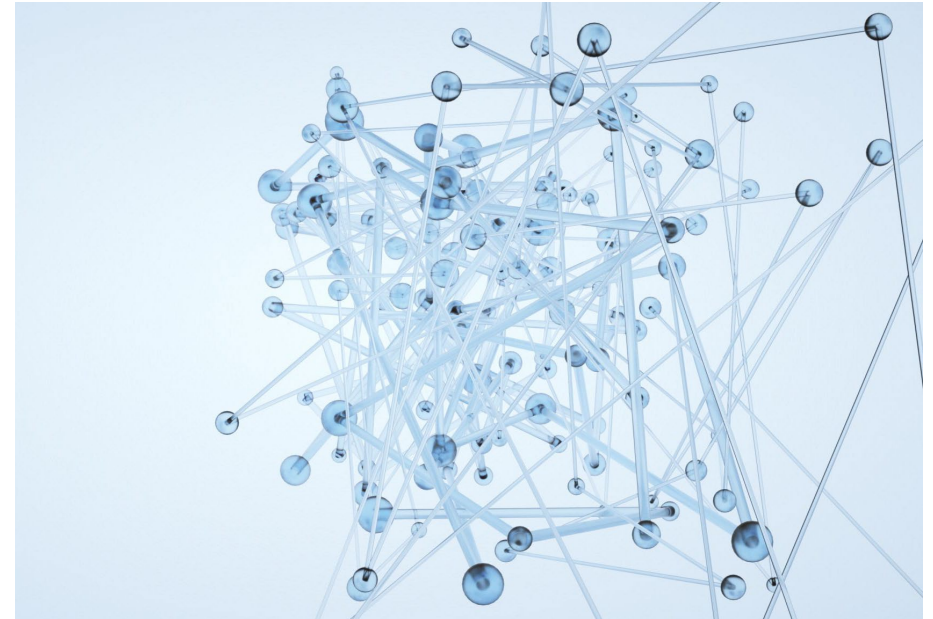
- Submit the ePAR as a HIRE with reason of HIRE SALARIED on any faculty job code.
- Applies to hourly employees changing to salaried jobs.
- Critical for initiation of benefits eligibility processes.

Terminations and Corrections

- Enter the ePAR when you are aware of the termination.
- Remember “effective date” for ePAR is the day **following the employee's last day on payroll.**
- Corrections should be made via a new ePAR. Effective date **can't be prior to the effective date of initial ePAR.**

Tips for Appointments during the Summer

- If working on more than one research project, it can be on one ePAR and the funding split.
- If an assignment is being extended or taking on additional works, submit a change ePAR.
- Example: completing research for month of June at 25% FTE, then it is extended or increased, submit a change ePAR to extend the time or increase FTE, and any funding rather than new record.





Adjuncts & Grads
Summer 2025

Summer Adjuncts

- Enter an ePAR for all summer jobs for Adjuncts
- Reference spreadsheets will be provided by Academic Resources
- New adjuncts must apply and be cleared for hire by Academic Resources prior to submission of ePAR. Work should not begin until they have been fully cleared even if course has begun. If you have any issues, contact Academic Resources first.
- Transcripts and faculty credentialing form must be on file with academic resources for all adjuncts.



Process for Hiring New Adjuncts

When a new adjunct is needed, the department will request a new posting be created via the Adjunct recruitment request form via Dynamic Form.

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

Adjunct initial 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.

[Adjunct Recruitment Process](#)

Reminders about Salaried Graduate Students

- It is expected that all work is completed within DFW, even in the summer.
- To ensure compliance with the Affordable Care Act (ACA), salaried graduate students will be limited to a combined FTE of .73% (29 hours/week) for summer.
- F1 and J1 international students are limited to on-campus employment of 20 hours per week or less if they are enrolled during the summer semester. This limit is dependent on which summer semester they are enrolled in. Always check with the international office if you have any questions about FTE for international students in the summer. If session dates overlap, be mindful that total FTE for those periods cannot exceed 73% due to the total FTE.
- Graduate students cannot be in an A-Position during the summer, only an appointment.
- Make a new record for their summer appointment. Keep it separate from their regular record.
- If a student is graduating and on an F1 Visa, please ensure to enter their termination record with last day worked as May 9th, effective date may be either May 10th or June 1st depending on their job code.
- If graduating and not on an F1 visa, no need to terminate the record, it will automatically do that for you in the fall.



Updates

New Adjunct Recruitment request form



Adjunct Instructor Recruitment Request Form

This form should be used for Adjuncts, Adjunct Assistants, Ph.D. Student Mentors roles.

Form Preparer: Email: Department ID: Department Name:

Page up Initiator if different than form preparer (Provide First and Last Name):

- Type of Position:
- Adjunct (Instructor of Record)
 - Adjunct Assistant (Supporting the Instructor of Record)
 - PhD Mentor
- Main Location of Role:
- Denton (or Discovery Park)
 - Frisco
 - All Available Locations
 - Online

Department Summary for Posting (please provide a general overview of the department):

Position Summary (please address general expectations and what courses will be taught if known and course level). Please provide at least 3 sentences.

Minimum Requirements (cannot be edited once the posting is approved in Page Up):

Preferred Qualifications (i.e. regarding areas of expertise, academic credentials, teaching experience, etc.):

Please note any special requirements or certifications:

Please list any Search Committee Members:

Please check any question(s) you would like to include:

- Describe your related teaching and/or research experience & expertise.
- Which semester(s) do you wish to be considered for? Fall, Spring, Summer, or Combination?
- What is your schedule availability? Day/Nights; Days of the week; Location (e.g. Frisco, Online Courses, etc.)

Please provide any additional comments or information for the Academic Resources Team:

Please update if needed to the appropriate department approver.

New Salaried Graduate Student Employment Offer Dynamic Form

Salaried Graduate Student Offer Details

Student Information

Student ID First Name Last Name Email Address

Summary of Salaried Graduate Student Role(s)

Department Number Department Name
Appointment Start Date Appointment End Date
Payroll Effective Start Date Payroll End Date

Role FTE Percentage Supervisor ID
Any Additional Role FTE Percentage Supervisor ID
Total Monthly Pay Rate Total Hours Per Week
Administrative Contact Name Administrative Contact Email

Offer Letter

It is my pleasure to offer you a Graduate Assistantship based on the terms detailed in this offer.

You will be paid in two equal installments on a semi-monthly basis. Your responsibilities are subject to change during the academic year. Your workload and monthly rate of pay for summer assignments may differ from your assignments during the fall and spring semesters.

Requirements and Responsibilities

Your department and supervisor may have other requirements and responsibilities related to your status as a graduate student and as a graduate student employee. You should check with them to make sure that you are aware of all of your obligations.

- You may be required to attend your department or college/school graduate student employment orientation.
- You should familiarize yourself with ongoing eligibility requirements for in-state tuition, the tuition benefit program, and other programs that may impact individual situations. Information may be found at <https://tgs.unt.edu/new-current-students/tuition-benefit-program>.
- All Teaching Fellows and Teaching Assistants whose first language is not English must provide verification from IELI (Intensive English Language Institute), confirming completion of English proficiency testing, as required by state law. Contact [IELI](mailto:IELI@unt.edu) at 940-565-2003 immediately upon your arrival to schedule your appointment for testing and provide your departmental contact the final test results to begin the hiring process.
- Your assignment requires you to be enrolled as a UNT graduate student. If your assignment requires you to be a full-time student, you must take a minimum of three graduate courses per semester (nine semester credit hours).
- Full-time students normally have 20 hours per week of instructional duties, which may include a combination of assisting with laboratory instruction, grading, and other course-related tasks.
- You should make satisfactory progress towards completing your degree.
- Contact your department regarding your detailed work schedule. Acceptance of this offer indicates that you agree to be available to

Onboarding Requirements

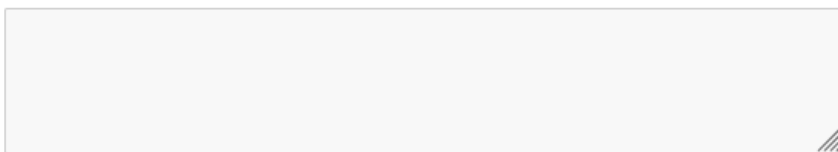
This appointment is contingent upon your receipt of proper authorizations to work in the United States as documented on the Form I-9. **You are responsible for providing the university verification that you are eligible to work in the U.S. no later than three days following your start date.** You will not be permitted to begin working without proper authorization. Should you become ineligible or unavailable to continue your role at any time because of your immigration status, your employment is subject to immediate termination, in accordance with federal immigration laws and university policy.

Employment at UNT is also contingent upon a satisfactory criminal history check, which must be completed prior to your first day of employment. If the criminal history check returns an adverse report, you will be notified, and this offer may be withdrawn.

If you have any questions, contact your department chair or department administrative staff.

To accept this offer, please digitally sign this form and submit within five (5) days.

Please contact your department for any additional information that is required by your college/school such as required documents, forms, handbooks, etc. and instructions of where and when to return those documents.
(please see any additional information below)



Please view and download any attached documentation from the department:

 Attach File

Please list countries that you have lived in longer than six months within the past seven years.

UNT will utilize this information to conduct the required Criminal History Check. You CANNOT begin working until this is completed.

*

I accept the offer as described in this letter. I agree to abide by the terms, as well as by all rules and regulations applicable to graduate students at the University of North Texas.

Department Administrator Signature *

Date

Graduate Student Signature *

Date

Academic Resources Signature *

Date

Career Center Signature *

Date

Update:

Students will now be required to list the countries they have lived in for longer than 6 months within the past 7 years when signing the offer. This information will allow us to conduct international background checks if necessary. This section will only appear when the student signs the dynamic form.

Remote Work

- Faculty and Adjuncts working remotely must receive approval **before** beginning work.
- You can submit a Faculty Flexible Work Arrangement (FWA) form, available on our website: <https://vpaa.unt.edu/resources/forms.html>
- The form is titled **Faculty Flexible Work Arrangement**.
- We are unable to hire new individuals in the following restricted states: **California, Colorado, Connecticut, District of Columbia, Illinois, Maine, Massachusetts, Minnesota, New York, Oregon, Pennsylvania, Rhode Island, Hawaii, and Washington.**

Contact the Academic Resources Team

Chance McMillan

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

Dan Adams

College of Liberal Arts & Social Sciences
Mayborn School of Journalism
College of Education
College of Science
Texas Academy of Mathematics & Science

Melinda Rule

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

Nicole McAlister

VPAA 11Bs & VPAA 11Cs
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