



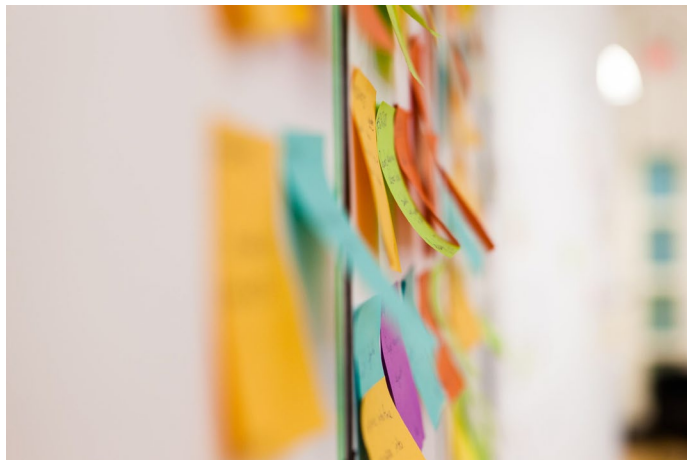
OFFICE OF THE PROVOST &
DIVISION OF ACADEMIC AFFAIRS
Academic Resources

Employment of Salaried Graduate Students

March 4, 2025



Agenda



Overview & Types of Salaried Graduate Positions



Rules and Limitations



Updated Classifications & Job Codes



Compensation Plan



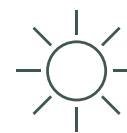
Payroll Updates for Salaried Graduate Students



Dynamic Form and Offer Process



Academic Year Rollover Process



Summer Payroll and Limitations

General Overview of Salaried Graduate Roles



Overview of Salaried Graduate Roles

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.

Credentialing of Teaching Fellows

Applicable Policy:
06.020 Recruitment & Selection of
Teaching Fellows & Teaching
Assistants

- TFs must have a CV and official transcript on file.
- Be supervised by an experienced faculty member.
- Participate in regular training and evaluations | *Policy 06.024, Evaluation of Part-Time Instructors.*

Instructing Undergraduate Courses: Need master's in the teaching discipline or at least 18 graduate semester hours in the teaching discipline which need to be documented.

Only formal coursework counts towards the required graduate hours. Thesis, dissertation, and similar credits do not count. Directed independent study courses can count if documented with a syllabus or final project critique. All documentation must be on file.

Other Considerations

Work Location:

- It is the expectation that all Salaried Graduate Students work within the DFW metroplex. Work outside of the metroplex is generally not permitted due to the nature and expectations of their role. All work should be conducted within the state.
 - If they are going to be working in Texas but outside of the metroplex please complete a Faculty FWA and submit to Academic Resources for approval. Do not use the Career Center form.

Periods of Leave:

- If a Salaried Graduate Student is expected to be out between 5-30 days, please submit an ePAR to place them in 'Short Work Break'. If longer than 30 days, terminate the record and rehire them if appropriate upon return. Document the reason and provide all supporting documentation on the ePAR!
 - They are not eligible for leave without pay or other forms of unpaid leave.



Positions and Appointments

Positions

Each College and school receives an allocation of centrally-funded, graduate student assistantship lines/positions. Colleges and schools shall allocate positions to the departments. Each position is .25 FTE. Each year the colleges and schools will have an opportunity to make changes to the positions allocated based on changed qualifications of the students, changing needs of their departments, and/or other relevant reasons.

Appointments

Graduate students paid from local/grant funds (not centrally-funded) will not be placed in lines/positions but will be paid on an appointment. Also, departments can use central funds, if available, to create appointments in excess of their allocated positions. Students supported from local/grant funds must be paid at the rates specified in the UNT Graduate Student Pay Schedule.

Graduate Student Classifications

- Appointments will be based on the student's current academic rank (either Masters or Doctoral) and job duties.
- The compensation pay plan is posted online 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 at the end of a long term, you may update their job code accordingly. Add notation to ePAR.
- In fall and spring, salaried graduate students are limited to a combined 50% FTE (20 hours/week).

Compensation Adjustments



- Compensation may only be adjusted at the beginning of a semester and before the first payroll deadline of the term.
- Pay rate adjustments should not happen mid-semester, even if due to funding changes. Only due to FTE change.
- We can not retroactively change compensation.
- A justification needs to be attached when monthly rate is changing from semesters. **Typically, cannot increase only for performance reasons.**

Other Limitations



- **In fall and spring, salaried graduate students are limited to a combined FTE of 50% FTE (20 hours/week) in salaried graduate roles to ensure compliance with the Affordable Care Act and UNT Policy.**
- TGS manages the CLE (Course Load Exception) form and process please review the information provided at: <https://tgs.unt.edu/reduced-course-load-request>
- **Salaried Graduate students in a salaried role at 50% FTE must be enrolled in a minimum of 9 semester credit hours (SCH) in the Fall and Spring semesters, in accordance with [UNT policy](#) and the Graduate Student Handbook.**

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.

Career Center Student Employment Team:

Associate Director of
Career Services



Nicholas Sisk

Student Employment
Coordinator



LeAndra DiNicola

Career Services
Coordinator



Karla Perez

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.

Summer 2025: Hiring Salaried Grads



Graduate students' workload in 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. The max FTE for salaried grads students is 73% at 29 hrs. a week for summer only. **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.

Summer Job Codes for Salaried Graduates

- These are the job codes that should be utilized in Summer.
- The 8W job codes should not be used in the Summer sessions.

Job Code	New Job Titles
0802	Teaching Fellow - Masters
0803	Teaching Fellow – Doctoral
0812	Teaching Assistant - Masters
0813	Teaching Assistant – Doctoral
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

Overview: Hiring Salaried Grads in Summer



- All summer salaried graduate jobs are entered via an ePAR.
- Students do not have to be enrolled in courses during the summer session to continue working in a salaried role.
- Any new salaried graduate students who did not work in the Spring semester will need a Dynamic Form.
- If they are returning to their same role from Spring semester, no Dynamic Form is needed.

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%

If session dates overlap, be mindful that total FTE for those periods cannot exceed 73% due to the total FTE.


In some cases, the ePAR dates may be different for GSAs and RAs as those ePARs could reflect actual days worked. If you are unsure, please reach out to Academic Resources!

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

Entering Summer ePARS for RETURNING Grads

- Salaried grads who were on payroll in the Spring
- Submit an ePAR as **HIRE** with **HIRE SUMMER SALARIED APPOINTMENT** as the reason.
- Do not return on any Spring records.

 ePAR Header


Business Unit:	NT752	Home Deptid:	110100	Last Update Date/Time:		by:		ePAR
PAR ID:	NEXT		Academic Resources-Gen	Submitted Date/Time:				
PAR Status:	Initiated			Created by:	McAlister,Nicole Paige		npm0070	
Type of ePAR:	Employee Transaction			Phone:				
Action:	Hire							
Reason:	Summer Salaried Appointment							
Empl ID:		Empl Rcd:	0	Name:	McAlister,Nicole Paige	Effdt:	<input type="text" value=""/>	Attachments

Entering Summer ePARS for NEW grads

- New Salaried Grads starting in the summer
- Submit an ePAR as **HIRE** with the reason **HIRE SALARIED**.
- This is crucial for initiation of benefits eligibility processes.

Select Action and Employee

ePAR Header

Business Unit:	NT752	Home Deptid:	110100	Last Update Date/Time:		by:	
PAR ID:	NEXT		Academic Resources-Gen	Submitted Date/Time:			
PAR Status:	Initiated			Created by:	McAlister,Nicole Paige		npm0070
Type of ePAR:	Employee Transaction			Phone:			
Action:	Hire						
Reason:	Hire - Salaried/Task						
Empl ID:		Empl Rcd:	0	Name:	McAlister,Nicole Paige	Effdt:	<input type="text" value=""/>

Please enter effective date to populate current data

[Attachments](#)

[Expand/Collapse All](#)

ePAR Chartstrings Summer 2025



Teaching ePARS

- All ePARs for TFs should include the summer purpose code of **11611**

Graduate Student ePARs (*non-TFs*)

- All ePARs for salaried graduate students (except for TFs) should include the purpose code **11532**

Fall 2025 Salaried Grad Hiring/Processes



2025-2026 Academic Year Overview

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

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.

Salaried Graduate Student Job Codes

These are all 9-month job codes and will go into work break on 6/1 each year.

Summer is processed separately.



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

Compensation Plan | Fall 2025

Key Notes:

- Units can determine the desired rate with the pay scale based on the role.
- If paying above midpoint, add a justification to the ePAR.

Graduate Student Pay Plan (effective Fall 2025)		Utilize pay plan for salaried graduate student classifications including Teaching Fellow (TF), Teaching Assistant (TA), Research Assistant (RA) and Graduate Services Assistant (GSA). RA classifications may utilize the median and maximum rates indicated in the yellow columns.									
Rates		Monthly Compensation @ 50% FTE									
COLL/SCH	DEPT	Master Min	Master Mid	Master RA Mid	Master Max	Master RA Max	Doctoral Min	Doctoral Mid	Doctoral RA Mid	Doctoral Max	Doctoral RA Max
CENG	Biomedical Engineering	\$2,058.77	\$2,581.87	\$2,718.49	\$3,104.98	\$3,378.22	\$2,725.89	\$3,418.50	\$3,599.39	\$4,111.11	\$4,472.89
CENG	Computer Science & Engineering	\$1,920.48	\$2,575.34	\$2,717.47	\$3,230.20	\$3,514.45	\$2,444.22	\$3,277.67	\$3,458.56	\$4,111.11	\$4,472.89
CENG	Electrical Engineering	\$1,920.32	\$2,670.85	\$2,821.39	\$3,421.38	\$3,722.46	\$2,307.44	\$3,209.28	\$3,390.17	\$4,111.11	\$4,472.89
CENG	Materials Science & Engineer	\$1,959.44	\$2,668.08	\$2,816.66	\$3,376.72	\$3,673.88	\$2,321.11	\$3,160.56	\$3,336.56	\$4,000.00	\$4,352.00
CENG	Mechanical & Energy Engineer	\$1,920.08	\$2,729.48	\$2,885.19	\$3,538.87	\$3,850.30	\$2,230.56	\$3,170.83	\$3,351.72	\$4,111.11	\$4,472.89
CHPS	Audiology & Speech - Lang Path	\$1,219.76	\$2,340.48	\$2,492.78	\$3,461.21	\$3,765.79	\$1,448.79	\$2,779.95	\$2,960.84	\$4,111.11	\$4,472.89
CHPS	Behavior Analysis	\$1,562.02	\$2,555.85	\$2,712.03	\$3,549.68	\$3,862.05	\$1,809.07	\$2,960.09	\$3,140.98	\$4,111.11	\$4,472.89
CHPS	Criminal Justice	\$1,658.99	\$2,082.07	\$2,192.29	\$2,505.15	\$2,725.60	\$1,839.53	\$2,308.65	\$2,430.88	\$2,777.78	\$3,022.22
CHPS	Emergency Mgmt & Disaster Sci	\$1,640.68	\$2,062.62	\$2,171.95	\$2,484.57	\$2,703.22	\$1,834.29	\$2,306.03	\$2,428.26	\$2,777.78	\$3,022.22
CHPS	Public Admin	\$1,658.43	\$2,216.37	\$2,338.44	\$2,774.30	\$3,018.44	\$1,955.95	\$2,613.97	\$2,757.94	\$3,272.00	\$3,559.94
CHPS	Rehabilitation and Health Serv	\$1,658.63	\$2,578.77	\$2,732.72	\$3,498.90	\$3,806.81	\$1,948.84	\$3,029.98	\$3,210.87	\$4,111.11	\$4,472.89
CHPS	Social Work	\$1,429.13	\$2,437.85	\$2,589.50	\$3,446.58	\$3,749.87	\$1,704.68	\$2,907.89	\$3,088.78	\$4,111.11	\$4,472.89
CLASS	Anthropology	\$1,492.34	\$2,341.27	\$2,481.64	\$3,190.20	\$3,470.94	\$1,767.20	\$2,772.49	\$2,938.71	\$3,777.78	\$4,110.22
CLASS	Communication Studies	\$1,458.95	\$2,464.49	\$2,617.18	\$3,470.04	\$3,775.40	\$1,728.48	\$2,919.80	\$3,100.68	\$4,111.11	\$4,472.89
CLASS	Dance and Theater	\$1,217.37	\$2,055.57	\$2,182.90	\$2,893.77	\$3,148.42	\$1,507.46	\$2,545.40	\$2,703.06	\$3,583.33	\$3,898.67
CLASS	Economics	\$1,785.91	\$2,649.25	\$2,803.81	\$3,512.60	\$3,821.70	\$2,090.21	\$3,100.66	\$3,281.55	\$4,111.11	\$4,472.89
CLASS	English	\$1,672.65	\$2,735.50	\$2,902.63	\$3,798.35	\$4,132.60	\$1,810.38	\$2,960.74	\$3,141.63	\$4,111.11	\$4,472.89
CLASS	Geography	\$1,615.35	\$2,547.77	\$2,700.90	\$3,480.19	\$3,786.45	\$1,908.20	\$3,009.66	\$3,190.54	\$4,111.11	\$4,472.89
CLASS	History	\$1,541.44	\$2,541.25	\$2,697.06	\$3,541.05	\$3,852.67	\$1,789.59	\$2,950.35	\$3,131.24	\$4,111.11	\$4,472.89
CLASS	International Studies	\$1,530.42	\$1,968.39	\$2,074.27	\$2,406.37	\$2,618.13	\$1,670.24	\$2,148.23	\$2,263.79	\$2,626.22	\$2,857.33
CLASS	Media Arts	\$1,523.03	\$1,845.78	\$1,941.20	\$2,168.54	\$2,359.37	\$1,800.85	\$2,182.48	\$2,295.30	\$2,564.11	\$2,789.75
CLASS	Philosophy & Religion	\$1,583.97	\$2,484.60	\$2,633.55	\$3,385.22	\$3,683.12	\$1,801.76	\$2,826.21	\$2,995.64	\$3,850.67	\$4,189.53
CLASS	Political Science	\$1,670.89	\$2,735.44	\$2,902.64	\$3,799.99	\$4,134.39	\$1,807.69	\$2,959.40	\$3,140.29	\$4,111.11	\$4,472.89
CLASS	Psychology	\$1,646.83	\$2,499.41	\$2,646.90	\$3,352.00	\$3,646.97	\$2,019.78	\$3,065.44	\$3,246.33	\$4,111.11	\$4,472.89
CLASS	Sociology	\$1,664.46	\$2,580.80	\$2,734.67	\$3,497.13	\$3,804.88	\$1,849.22	\$2,867.28	\$3,038.23	\$3,885.33	\$4,227.24
CLASS	Spanish	\$1,482.27	\$2,286.34	\$2,422.32	\$3,090.41	\$3,362.37	\$1,732.87	\$2,672.88	\$2,831.85	\$3,612.89	\$3,930.82
CLASS	Technical Communication	\$1,454.51	\$2,288.94	\$2,426.37	\$3,123.37	\$3,398.23	\$1,914.49	\$3,012.80	\$3,193.69	\$4,111.11	\$4,472.89
CLASS	Women and Gender Studies	\$1,460.51	\$1,791.35	\$1,884.73	\$2,122.19	\$2,308.94	\$1,720.53	\$2,110.27	\$2,220.27	\$2,500.00	\$2,720.00
CLASS	World Lang. Lit. & Cultures	\$1,369.07	\$2,395.89	\$2,546.49	\$3,422.71	\$3,723.91	\$1,644.42	\$2,877.77	\$3,058.66	\$4,111.11	\$4,472.89
CMHT	Hospitality & Tourism	\$1,398.50	\$2,043.47	\$2,161.76	\$2,688.44	\$2,925.02	\$1,627.22	\$2,377.66	\$2,515.30	\$3,128.11	\$3,403.38
CMHT	Merch & Digital Retailing	\$1,308.50	\$2,037.45	\$2,155.71	\$2,676.40	\$2,911.07	\$1,634.53	\$2,381.37	\$2,518.06	\$3,128.11	\$3,403.38

New Fall 2025 | Recruitment Fellowship

Starting Fall 2025 we will provide health insurance to **new** doctoral students in all departments hired into salaried graduate student roles.

Funding will be provided for student health insurance premiums.

Student health insurance policy details:
<https://unt.myahpcare.com/benefits>.

Additional information will be provided to departments in the coming weeks.

Additional information will be provided to students closer to the start of the Fall semester.



Offer Process

✓ Departments identify student and confirms appointment terms.

✉ Department completes the VPAA Dynamic Form.

🗣 Academic Resources will confirm if a CHC is needed or not. If so, it will be requested, and student will be sent email to complete it.

📧 Department is notified when the dynamic form is completed from Academic Resources and Career Center.

✉ Students cannot begin work until the CHC is cleared even if it is past the desired start date. I-9 documentation needs to be verified within 3-business days to be in compliance of federal law.

📅 Department will enter ePAR to ensure student is paid on time.

✉ ***If at any point you become aware a student will no longer be coming to UNT or accepting their employment offer please inform Academic Resources! You can also pullback a dynamic form from processing if not fully completed.*

Updated Dynamic Form

1. One form is needed per academic year to confirm to the student and Academic Resources the terms of the appointment for the academic year.
2. Ensure all appointments within the college are on a single dynamic form. If the appointment period listed on the dynamic form is for the entire academic year, a new form is not needed for the Spring or Summer term for that year.
3. Choose the appropriate job code for the work being conducted.
4. The salary should be in accordance with the Salaried Graduate Student Compensation Plan.
5. The Offer Letter is now built into the Dynamic Form. If additional information is needed from department there is a space on the Dynamic Form for the department to fill out or upload.
6. Departments will be informed once Academic Resources reviews the form and orders the CHC if needed, and when the Career Center sends onboarding.
7. Once you receive confirmation of the completed form and the student has completed their I-9, you should proceed with the ePAR.
8. If a CHC was ordered, Academic Resources will send the completed notification separately to the administrative staff.
9. If the student changes from a Masters to a Doctoral student mid-year you do not need to do a dynamic form, submit an ePAR with comments noting the reason for the change.

Please have all Fall dynamic forms submitted by Friday, August 1st to ensure timely processing.

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

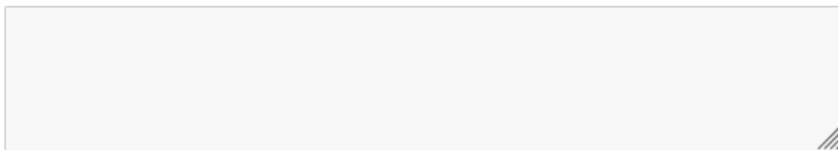
This appointment is contingent upon your receipt of proper authorizations to work in the United States as documented on the Form I-9. **You are responsible for providing the university verification that you are eligible to work in the U.S. no later than three days following your start date.** You will 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.

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 – final date TBD

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.



Account Coding for Salaried Graduate Lines

0802 – 0818 TA and TF jobs codes will post to Account 50127 (D5012)

0822 & 0823 Academic RA job codes will post to Account 50165 (D5016) and function 220

0832, 0833, 0852, & 0853 GSA job codes will post to Account 50167 (D5016)

0842 & 0843 Non-Academic RA will post to Account 50165 (D5016)

New 220 chart strings should be created by submitting an ABA to create the chart string





Questions

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