



EIS Training

Office of the Provost

UNT[®]

UNIVERSITY
OF NORTH TEXAS[®]

EST. 1890

Tami Patterson

03/05/2019

- Job Data
- ePAR
- Position Data
- Position History
- Department Budget Table
- Additional Pay
- Time and Labor WorkCenter



Job Data

Main Menu > Workforce Administration > Job Information > Job Data

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Imaging

Last Name, First Name
Employee

Empl ID 11111111

Empl Record 1

Find First 1 of 1 Last

Go To Row

*Effective Date 02/01/2018

Effective Sequence 0

HR Status Active

Payroll Status Active

*Action Pay Rate Change

Reason Merit

*Job Indicator Primary Job

Current

Position Number 00010835

Sr Administrative Coordinator

Override Position Data

Position Entry Date 10/17/2016

Position Management Record

Regulatory Region USA

United States

Company UNT

Univ of North Texas - Denton

Business Unit NT752

Univ of North Texas - Denton

Department 110000

Provost-Gen

Department Entry Date 10/17/2016

Location ADMN

Hurley Administration Building

Establishment ID NT752

Univ of North Texas - Denton

Date Created 02/05/2018

Last Start Date 10/17/2016

Expected Job End Date

Job Data

Employment Data

Earnings Distribution

Benefits Program Participation

Save | Return to Search | Previous in List | Next in List | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History

Empl ID 11111111

Employee Last Name, First Name

Empl Record 1

Job Information Details ?

Find First 1 of 9 Last

Go To Row

Effective Date 02/01/2018

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Pay Rate Change

Reason Merit

Job Indicator Primary Job

Current

Job Code 50020

Sr Administrative Coordinator

Entry Date 10/17/2016

Supervisor Level

Supervisor ID

Reports To 00010439

Title of Supervisor 11111112 Supervisor Name

Regular/Temporary Regular

Full/Part Full-Time

Empl Class

*Officer Code Not Eligible for Salary Spr

Regular Shift Not Applicable

Shift Rate

Classified Ind Classified

Shift Factor

Standard Hours ?

Standard Hours 40.00

Work Period W Weekly

FTE 1.000000

As of Date 02/01/2018

Adds to FTE Actual Count?

Encumbrance Override

Combined Standard Hours 40.00 FTE 1.000000

Contract Number ?

Contract Number

Next Contract Number

Contract Type

USA

Job Data

Employment Data

Earnings Distribution

Benefits Program Participation

Last Name, First Name Empl ID 11111111
Employee Empl Record 1

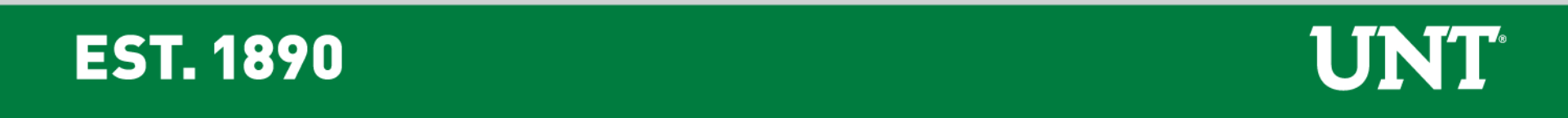
Payroll Information ? Find First 1 of 9 Last

Effective Date 02/01/2018
Effective Sequence 0 Action Pay Rate Change
HR Status Active Reason Merit
Payroll Status Active Job Indicator Primary Job
Current

Payroll System Payroll for North America

Payroll for North America ?

Pay Group NME UNT Monthly Exempt
Employee Type S Salaried
Tax Location Code DENTON Denton, TX
GL Pay Type
Combination Code
Holiday Schedule UNT UNT EE HOL
FICA Status Subject
Edit ChartFields



Empl ID 11111111

Employee Last Name, First Name

Empl Record 1

Salary Plan Details ?

Find First 1 of 9 Last

Effective Date 02/01/2018

Go To Row

Effective Sequence 0

Action Pay Rate Change

HR Status Active

Reason Merit

Payroll Status Active

Job Indicator Primary Job

Current 

Salary Admin Plan NCLA  UNT Classified Salary Plan

Grade 10  Grade 10

Grade Entry Date 10/17/2016 

Step 

Step Entry Date 

Includes Wage Progression Rule

Job Data

Employment Data

Earnings Distribution

Benefits Program Participation

Empl ID 11111111

Employee Last Name, First Name

Empl Record 1

Compensation Details ?

Find First 1 of 9 Last

Go To Row

Effective Date 02/01/2018

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Pay Rate Change

Reason Merit

Job Indicator Primary Job

Current

Compensation Rate

4,516.050000

*Frequency M Monthly

Comparative Information ?

Change Amount

99.380000

USD

Monthly

Change Percent

2.250

Compa-Ratio 1.10

Pay Rates ?

Annual

54,192.600000

USD

Daily

208.433077

USD

Monthly

4,516.050000

USD

Hourly

26.054135

USD

Default Pay Components

Pay Components ?

Personalize | Find | First 1 of 1 Last

Amounts | Controls | Changes | Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	4,516.050000	USD	M	

Calculate Compensation

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Employment Information

Imaging

Empl ID 111111111

Employee Last Name, First Name

Empl Record 1

Organizational Instance

Organizational Instance Rcd	1	Original Start Date	10/17/2016	<input type="checkbox"/> Override
Last Start Date	10/17/2016	First Start Date	10/17/2016	
Termination Date		Years	Months	Days
Org Instance Service Date	10/17/2016	<input type="checkbox"/> Override		1 3 23

Organizational Assignment Data

Instance Record

Last Assignment Start Date	10/17/2016	First Assignment Start	10/17/2016	
Assignment End Date				
Home/Host Classification	Home	Years	Months	Days
Company Seniority Date	10/17/2016	<input type="checkbox"/> Override		1 3 23
Benefits Service Date	01/21/2014	<input checked="" type="checkbox"/> Override		4 0 19
Seniority Pay Calc Date	10/17/2016	<input type="checkbox"/> Override		1 3 23
Probation Date	<input type="text"/>			
Professional Experience Date	<input type="text"/>	Last Verification Date	<input type="text"/>	
Business Title	Administrative Coordinator III	Position	Phone	

USA

Job Data

Employment Data

Earnings Distribution

Benefits Program Participation

Empl ID 11111111

Empl Record 1

Employee Last Name, First Name

Earnings Distribution Type

Find First 3 of 9 Last

Go To Row

Effective Date 09/01/2017

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Data Change

Reason Fiscal Year Reappointment

Job Indicator Primary Job

History

Compensation Rate 4,416.670000

Standard Hours 40.00

*Earnings Distribution Type None

Work Period Weekly

Compensation Frequency Monthly

Job Earnings Distribution

Find First 1 of 1 Last

Position Number

Department

Regular Shift

*Earnings Code REG Regular Earnings

Compensation Rate

Percent of Distribution 100.000

Business Unit

Job Code

General Ledger Pay Type

Standard Hours

Earnings Chartfields

Combination Code

Job Data

Employment Data

Earnings Distribution

Benefits Program Participation

Empl ID 111111111

Employee Last Name, First Name

Empl Record 1

Benefit Status

Find

First 1 of 9 Last

Benefit Record Number 0

Go To Row

Effective Date 02/01/2018

Effective Sequence 0

Action Pay Rate Change

HR Status Active

Reason Merit

Payroll Status Active

Job Indicator Primary Job

Current

*Benefits System Benefits Administration

Benefits Employee Status Active

Annual Benefits Base Rate 53240.040 USD

Benefits Administration Eligibility

BAS Group ID NSA

UNT Salaried BAS Group

Elig Fld 1 VAC ELIG

Elig Fld 2 SCK ELIG

Elig Fld 3 TRS ELIG

Elig Fld 4 INS ELIG

Elig Fld 5 PRS INELIG

Elig Fld 6

Elig Fld 7

Elig Fld 8

Elig Fld 9

an ePAR number can appear here if an ePAR created the row

Benefit Program Participation Details

Find | View All

First 1 of 1 Last

*Effective Date 01/21/2014

Currency Code USD

Benefit Program RET

Retirement Eligible Employees

Job Data

Employment Data

Earnings Distribution

Benefits Program Participation

ePAR

Main Menu > Campus Self Service > Add a new ePAR

Add a New ePAR

Add a New Value

Business Unit
Department
Type of ePAR
Payroll Action Request ID

Add

Business Unit

Department

Type of ePAR

Payroll Action Request ID

Employee Transaction
Overlap Authorization
Post a Job
Vacant Position (New/Chg/End)

Add

Action:

Reason:

Employee Change within Dept
Hire
Termination
Trnsfr Empl Only frm Dept/UNTS
Trnsfr Empl/Pos frm Dept/UNTS

Type of ePAR: Vacant Position (New/Chg/End)

Action:

Change Position Details
End Position (permanent)
New Position - Faculty/Grad
New Position - Staff
Trnsfr Position frm Dept/UNTS

Select Type of Job Postings

▼ ePAR Header

Business Unit: NT752

Home Deptid: 110000

Last Update Date/Time:

PAR ID: NEXT

Provost-Gen

Submitted Date/Time:

PAR Status: Initiated

Created by: Scott, Jessica Ivy

Type of ePAR: Post a Job

Phone:

Position (without changes) Non-Position Salaried Non-Position Hourly

ePAR Creation

Select Payroll Action and Employee

▼ ePAR Header

Business Unit: NT752	Department: 110100	Last Update Date/Time:	by:	ePAR Help Resources
PAR ID: NEXT	Academic Resources-Gen	Submitted Date/Time:		
Payroll Action: Employee Change within Dept		Submitted by: Scott, Jessica Ivy	jic0005	
		Phone:		
PAR Status: Initiated				
Action: Data Change				

EMPLID: <input type="text"/>	
First Name: <input type="text"/>	Last Name: <input type="text"/>

Department: 110100

Enter the emplid or any portion of the first and/or last name.

*Always check your dates when creating ePARs

This is used when the ePAR has already been started but has not been submitted yet.

Update/Submit an open ePAR

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Pay Group	begins with	<input type="text"/>	
Date driving 'processed' code	=	<input type="text"/>	
Business Unit	=	<input type="text"/>	
Department ID	begins with	<input type="text"/>	
Payroll Action	=	<input type="text"/>	
Payroll Action Request ID	begins with	<input type="text"/>	
Created By	begins with	<input type="text"/>	
Employee ID	begins with	<input type="text"/>	
Name	begins with	<input type="text"/>	

Case Sensitive

Limit the number of results to (up to 300):

Search

Clear

Basic Search





Save Search Criteria

Display a submitted ePAR

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Pay Group	begins with	<input type="text"/>
Date driving 'processed' code	=	<input type="text"/> 
Business Unit	=	<input type="text"/> 
Department	begins with	<input type="text"/>
Payroll Action	=	<input type="text"/>
Payroll Action Request ID	begins with	<input type="text"/> 
Payroll Action Request Status	=	<input type="text"/>
Paygroup Processing Status	=	<input type="text"/>
Position Nbr	begins with	<input type="text"/>
Job Code	begins with	<input type="text"/>
Employee ID	begins with	<input type="text"/> 
Name	begins with	<input type="text"/>
Created By	begins with	<input type="text"/>

Case Sensitive

Limit the number of results to (up to 300):

Search

Clear

Basic Search 

Save Search Criteria

ePAR Search Results

Search Results

View All First 1-19 of 19 Last

Pay Group	Date driving 'processed' code	Business Unit	Department	Payroll Action	Payroll Action Request ID	Payroll Action Request Status	Paygroup Processing Status	Step Description	Position Nbr	Job Code	Employee ID	Empl_rcd#	character field	Name	Created By
NME	02/01/2018	NT752	138000	Empl Chg	0000186854	Approved	Finalized	(blank)	00001440	43220	11111111	1		Employee One	jic0005
NME	01/16/2018	NT752	110000	Empl Chg	0000185360	Approved	Finalized	(blank)	(blank)	1322	12222222	16		Employee Two	jic0005
NME	11/13/2017	NT752	124000	Hire	0000178773	Approved	Finalized	(blank)	00011373	43252	13333333	3		Employee Three	jic0005

Date Driving Processed Code
 Payroll Action
 Payroll Action Request Status
 Paygroup Processing Status
 Position Number
 Job Code
 Empl_rcd#
 Created by

Position Data




Add/Update Position Info

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search Criteria

Position Number	begins with	<input type="text"/>
Description	begins with	<input type="text"/>
Position Status	=	<input type="text"/>
Business Unit	begins with	<input type="text"/> 
Department	begins with	<input type="text"/> 
Job Code	begins with	<input type="text"/> 
Reports To Position Number	begins with	<input type="text"/>

Include History Case Sensitive

Limit the number of results to (up to 300):

Search

Clear

Basic Search 

Save Search Criteria

Find an Existing Value | Add a New Value

Position Information

Find | View All

First 1 of 2 Last

Position Number 00011477

Headcount Status Filled

Current Head Count 1 out of 1

*Effective Date 01/16/2018

*Status Active

Reason RPT

Change Reports To

Action Date 01/30/2018

*Position Status Approved

Status Date 12/01/2017

Key Position

Job Information

*Business Unit NT752 Univ of North Texas - Denton

Job Code 40124 Academic Counselor

*Reg/Temp Regular

*Full/Part Time Full-Time

*Regular Shift Not Applicable

Union Code

Title Academic Counselor

Short Title AcadCoun

Detailed Position Description

Work Location

*Reg Region USA United States

Department 135331 Applied Arts & Sciences

Company UNT Univ of North Texas - Denton

Location SAGE Sage Hall

Reports To 00001707 Asst Dir, Academic Advising

Dot-Line

Supervisor Lvl

Security Clearance

Salary Plan Information

Salary Admin Plan NCLA Grade 09A Step Standard Hours 40.00 Work Period W Weekly

Mon	Tue	Wed	Thu	Fri	Sat	Sun
8.00	8.00	8.00	8.00	8.00		

USA

Updated on 01/25/2018 4:15:35PM

Updated By clw0425

Watson, Cortney Lanae

Description

Specific Information

Budget and Incumbents

Imaging

Position Number 00011477

Headcount Status Filled

Current Head Count 1 out of 1

Specific Information

Find | View All First 2 of 2 Last

Effective Date 12/01/2017

Status Active

Max Head Count 1

Mail Drop ID HRM-4

Work Phone

Health Certificate

Signature Authority

Incumbents

- Update Incumbents
- Include Salary Plan/Grade
- Force Update for Title Changes

Budgeted Position

- Confidential Position
- Job Sharing Permitted
- Available for Telework

Education and Government

Position Pool ID

*Pre-Encumbrance Indicator Encumber Immediately

*Encumber Salary Option User Specified Amount

Encumber Salary Amount 45000.000

*Classified Indicator Classified

Calc Group (Flex Service)

Academic Rank

FTE 1.000000 Adds to FTE Actual Count

Save Return to Search Notify Previous tab Next tab

Add Update/Display Include History

Position Number 00011477

Headcount Status Filled

Current Head Count 1 out of 1

Current Budget

Earnings	Deductions	Tax	Cdn Tax	Total
0.000	0.000	0.000	0.000	0.00

Current Incumbents

Personalize | Find | | 1 of 1

Empl ID	Empl Record	Full/Part	Std Hrs/Wk	Name	Effective Date	Action	Action Reason	Override Position Data	Job Data
11111111	1	Full-Time	40.00	Employee Name	01/16/2018	Data Change	Benefits Eligibility Confg Chg	N	Job Data

Position History

Main Menu > Organizational Development > Position Management > Review Position/Budget Info > Position History

Position History

Position Number 00002461 Custodian

Current Position Data

Data

Find | View All

First 1-2 of 4 Last

11111111

Last Name, First Name

Compensation Rate

Sal Plan Grade Step

Position Entry Date 10/01/2014

1,591.750000

USD Monthly

Components

NCLS C05

Position End Date

Components

Exit Reason

12222222

Last Name, First Name

Compensation Rate

Sal Plan Grade Step

Position Entry Date 08/06/2007

1,673.420000

USD Monthly

Components

NCLS C18

Position End Date 05/24/2014

Components

Exit Reason Termination

Return to Search

Notify

Department Budget Table

Department Budget Table USA

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Set ID =

Department begins with

Fiscal Year =

Budget Level =

Position Pool ID begins with

Job Code Set ID begins with

Job Code begins with

Position Number begins with

Empl ID begins with

Empl Record =

Include History Correct History

Limit the number of results to (up to 300):

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-8 of 8 Last

Set ID	Department	Fiscal Year	Budget Level	Position Pool ID	Job Code	Set ID	Job Code	Position Number	Empl ID	Empl Record
SHARE	163720	2018	Position	(blank)	(blank)	(blank)	(blank)	00002465	(blank)	0
SHARE	163720	2017	Position	(blank)	(blank)	(blank)	(blank)	00002465	(blank)	0
SHARE	163720	2016	Position	(blank)	(blank)	(blank)	(blank)	00002465	(blank)	0
SHARE	N55500	2016	Position	(blank)	(blank)	(blank)	(blank)	00002465	(blank)	0
SHARE	N55500	2015	Position	(blank)	(blank)	(blank)	(blank)	00002465	(blank)	0
SHARE	N55500	2014	Position	(blank)	(blank)	(blank)	(blank)	00002465	(blank)	0
SHARE	N55500	2013	Position	(blank)	(blank)	(blank)	(blank)	00002465	(blank)	0
SHARE	N55500	2012	Position	(blank)	(blank)	(blank)	(blank)	00002465	(blank)	0

Find an Existing Value | Add a New Value

Dept Budget Date

Dept Budget Defaults

Dept Budget Earnings

Dept Budget Deductions

Dept Budget Taxes

Set ID SHARE

Department 135331

Applied Arts & Sciences

Fiscal Year 2018

Budget Begin Date 09/01/2017

Offset Group OFFST

Budget Cap

Per Budget Level

Per Earn/Tax/Ded

Budget End Date 08/31/2018

Default Funding Source Option Distrib over Actual Earnings

Level

Find | View All

First

1 of 1

Last

Department

Position Pool

Jobcode

Position

Appointment



Position Number 00011477

Academic Counselor

Effective Date 12/01/2017

Eff Seq 0

Status Active

Date Entered 11/15/2017

Budget Level Cap 0.00

Currency USD

Earnings Distribution

Personalize | Find | |

First

1 of 1

Last

Combination Code

Distributed

Earning Code Description

Combination Code Description

Exclusion Fringe Group

Redirect Combo Code



Earnings Code	Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	1	000921809			100.000



Save



Return to Search



Notify



Add



Update/Display



Include History



Correct History

Earnings Distribution

Personalize | Find |  |  First  1 of 1  Last

<u>C</u> ombination Code	<u>D</u> istributed	<u>E</u> arning Code Description	Combination Code Description	<u>E</u> xclusion Fringe <u>G</u> roup	<u>R</u> edirect Combo Code 
					ChartField Details
1		1	000921809	Salaries-Staff	ChartField Details

ChartField Details

Combination Code 000921809

Search Options

Combination Codes

Speed Types

ChartField Detail													
Account	Alternate Account	Department	Fund Category	Fund	Function	PC Business Unit	Project	Activity	Program Code	Purpose	Site	Affiliate	Fund Affiliate
50143	7015	135331	200	830001	100								

Additional Pay

Main Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

Create Additional Pay

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID	begins with	<input type="text"/>
Empl Record	=	<input type="text"/>
Name	begins with	<input type="text"/>
Last Name	begins with	<input type="text"/>
Second Last Name	begins with	<input type="text"/>
Alternate Character Name	begins with	<input type="text"/>
Middle Name	begins with	<input type="text"/>

Include History Correct History Case Sensitive

Limit the number of results to (up to 300):

Search

Clear

Basic Search



Save Search Criteria

Create Additional Pay

Last Name, First Name Employee

Empl ID 111111111

Empl Record 1

Additional Pay

Find | View All

First 1 of 2 Last

*Earnings Code AUG Augmentation

Effective Date

Find | View All

First 1 of 1 Last

Effective Date 10/01/2017

Payment Details

Find | View All

First 1 of 1 Last

*Addl Seq Nbr 1

Rate Code

Earnings \$1,387.00

Hours

Goal Amount \$1,387.00

Sep Check Nbr

OK to Pay

End Date 10/31/2017

Reason Not Specified

Hourly Rate

Goal Balance

Disable Direct Deposit

Prorate Additional Pay

Applies To Pay Periods

First

Second

Third

Fourth

Fifth

Job Information

Tax Information

▼ Job Information





Employee Type Salaried
Compensation Rate \$6,933.340000

Standard Hours 40.00
Frequency Monthly

Default Job Data

Position 00003092
Business Unit SY769 UNT System Administration
Department 928000 Budget & Planning
Job Code 43252 Senior Reporting Analyst
Combination Code
GL Pay Type
Shift Not Applicable

Job Data Override

Position 
Business Unit 
Department  Budget & Planning
Job Code  Funding Job
Combination Code [Edit ChartFields](#)
GL Pay Type
*Addl Shift ▼

Time and Labor WorkCenter

Main Menu > Manager Self Service > Time Management > Time and Labor WorkCenter

Self Service – Look at Your timesheet, Manage Your delegations, look at your leave requests and request leave

Time and Labor Processing –
Navigation to other pages that can affect time reporting/payroll
Display a Submitted ePAR
Job Data
Modify a Person
Review Paycheck

Time and Labor WorkCenter

Approvals/Alerts **Navigation Links** Reports/Queries

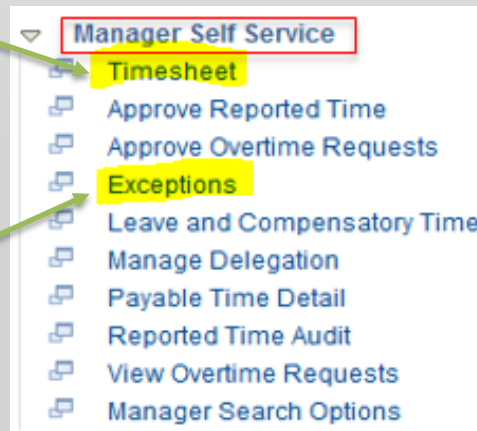
Links

- Self Service
 - My Timesheet
 - Desk Punch
 - My Overtime Requests
 - Manage Delegation
 - Request Leave
 - Display Submitted Leave
- Manager Self Service
 - Timesheet
 - Approve Reported Time
 - Approve Overtime Requests
 - Exceptions
 - Leave and Compensatory Time
 - Manage Delegation
 - Payable Time Detail
 - Reported Time Audit
 - View Overtime Requests
 - Manager Search Options
- Time and Labor Processing
 - Comp Plan Enrollment
 - Create Additional Pay
 - Display a submitted ePAR
 - Job Data
 - Maintain Time Reporter Data
 - Modify a Person
 - Review Paycheck
 - Time Reporter Status

Manager Self-Service
Look at other employees timesheets.
Run exception reports for employee timesheet.
Approve Reported time

Time and Labor WorkCenter Cont.

Navigate to individual employee timesheets.



Review timesheet exceptions by individual or by department.



Thank You.

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EST. 1890

Academic Resources
940-565-2496