

# Academic Summer Processes

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April 13, 2026

Academic Resources | University of North Texas

[Academic.Resources@unt.edu](mailto:Academic.Resources@unt.edu)



# Agenda

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**Summer Session Dates & Key Deadlines**



**Entering Summer ePARs**



**Faculty Summer Process Overview**



**Adjuncts & Graduate Students**



**Summer Job Codes**



**Updates & Reminders**



**Compensation Guidelines & Calculations**



**Contacts & Resources**

# 2026 Summer Session Dates

Session	Session Dates	ePAR Appointment Dates	FTE for 3 SCH
3W1 (Maymester)	5/11 – 5/29	6/01 – 6/30	50%
5W1	5/18 – 6/19	6/01 – 7/15	50%
10W	5/18 – 7/24	6/01 – 8/31	25%
8W	6/01 – 7/24	6/01 – 7/31	50%
5W2	6/22 – 7/24	7/16 – 8/31	50%

⚠️ Holidays — No Classes: May 25 (Memorial Day) | June 19 (Juneteenth) | July 3 (Independence Day observed)

# Faculty Summer Process

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Job Codes · Compensation · ePAR Entry



# General Expectations for Summer Appointments

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- Summer compensation for 9-month faculty is distinct from the academic-year appointment. All summer activities should be preapproved and conducted within the university's established limits.
- **Compensation should align with the period in which the work is performed. Faculty cannot receive compensation in the summer for work performed during the 9-month contract period (September – May).**
- Take action on any changes to summer appointments, early terminations, or updates as early as possible to avoid overpayments or retroactive payments.

*Please also remind your faculty and supervisors!*



# General Limitations for Summer Appointments

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- Faculty on leave (paid or unpaid) are not eligible unless specifically authorized by the Provost.
- 12-month faculty are not eligible for summer supplemental compensation.
- Department Chairs may receive approval from Academic Resources to earn an overload in the summer terms.
- Any work completed remotely off-campus must be approved through the Flexible Remote Work Request Process.
- Total effort across all concurrent summer activities should not exceed 100% for any given period. Faculty with salary from multiple summer sources (e.g., teaching + research) must have combined FTE at or below 100%. We recognize this will not apply when payroll dates overlap vs working days.

# How Faculty Summer Payroll Works

## With Annualization

- Faculty opt to receive 9-month salary distributed over 12 equal paychecks.
- Summer reserve pay is built into those 12 paychecks — no summer ePAR is needed.
- Reserve pay appears as "Paid Not Earned" (PNE) on earnings statements — this is expected and correct.
- 9-month regular records will appear as active in the summer, but do not utilize or change this status.

## Without Annualization

- Faculty receive pay during summer ONLY if on a summer appointment.
- Benefits continue through summer — premiums are pro-rated across the 9 paychecks ("premium reserve").
- Faculty records enter short work break status on June 1. This is a system status only — no action needed by departments and benefits coverage continues uninterrupted.

**Key Action:** Faculty must elect or cancel annualized compensation before their first day of the academic year (by August 14). Faculty returning from administrative roles must re-elect at the start of the new academic year.

# Faculty Terminating or Retiring

## Faculty Terminations

- Do NOT use the HR online off-boarding process for faculty.
- Terminating faculty (*end of spring or after summer*) may have ePAR submitted any time.
- Effective date is typically 9/1/2026 to maintain benefits and annualized compensation.
- Attach resignation/ non-reappointment/ related documentation to the ePAR.

## Retirements

- Faculty should have a confirmed retirement date HR Benefits before ePAR is submitted.
- Modified service effective 9/1:
  - **TRS or ORP members retaining sick leave – use an effective date of 8/1 to ensure a 30-day break in service.**
  - All others can use an effective date of September 1<sup>st</sup>
  - Modified service must be approved PRIOR to retirement.

## Non-Returning Adjuncts & Grad Students

- The mass termination process runs in September for any non-returning adjuncts or salaried grad students.
- Termination ePARs are NOT required unless an employee separates mid-semester.
- If an adjunct or grad student leaves early, enter the ePAR immediately upon learning of the departure.

A termination ePAR effective date is the day **AFTER** the last payable day. If not, it will short their pay.

Example:

5/31 → 6/1 effective

6/30 → 7/1 effective

8/31 → 9/1 effective

# Summer Job Codes — Faculty

0200–0649

0702  
(overload)

## Faculty Instruction

Use their regular 9-month job code. Complete required fields on spreadsheet; include courses taught in ePAR comments.

## Faculty Research - Sponsored

1301

This job code should be used to track summer research performed on **Sponsored Research**. Provide work description in spreadsheet and ePAR comments. Attach supplemental compensation spreadsheet to ePAR.

1233

## Program / Project Coordination

May include but are not limited to summer advising, directing a program, program coordination, and associate chair duties. Provide description of work on spreadsheet and in ePAR comments.

These are duties that do not begin prior to May 31<sup>st</sup> and conclude before the beginning of the Fall semester.

Attach the supplemental compensation spreadsheet to the ePAR.

## Faculty Research – Non-Sponsored

1302

This job code should be used to track summer research performed on **NON-Sponsored Research**. Provide work description in spreadsheet and ePAR comments. Attach supplemental compensation spreadsheet to ePAR.

Use Function 220 on the chartstring.

# Summer Job Codes — Adjuncts, Grads & Chairs

## Adjunct & Adjunct Assistant

0700 & 0710

ePAR should include courses taught or assisted in comments.

## Salaried Graduate Students (TF, TA, RA, GSA)

0802–0853

ePARs should include the following:

**Teaching Fellows & Teaching Assistant:** Include Assigned Course Information

**Research Assistant & Graduate Services Assistant:** Include description of work

## ⚠ Purpose Codes

Teaching faculty/TFs: 11611

Adjuncts & Adjunct Assistants: 11656

Salaried grad students (non-TF): 11532

RAs on grant chart-strings: keep on grant for summer.

# Compensation Guidelines During the Summer

3/9

Max of Institutional Base Salary  
per Summer

- Faculty can earn up to 3/9 of their Institutional Base Salary (IBS) across the entire summer, regardless of funding source.
- This cap applies to ALL summer activities: teaching, research, program coordination, supplemental pay, and overload assignments.
- Salary payments may not exceed 3/9 of IBS even if funded from multiple sources combined.
- Use the Supplemental Compensation Spreadsheet (*Excel file*) to confirm each faculty member's compliance before submitting an ePAR. Attach the completed spreadsheet to the ePAR. Do not attach as PDF or modify the form.
- Additional information: VPAA website → [Summer School Compensation](#).

## Sponsored Project Limit (Federal Awards)

- Faculty cannot receive more than 95% of their monthly IBS from federal awards during any of the three summer months.
- Example: \$90,000 9-month salary ÷ 9 months = \$10,000/month × 0.95 = \$9,500 maximum per month from federal awards.

# Summer Teaching Salary Calculations

Calculation Component	Detail
Recommended Rate Factor	2.77% of 9-month budgeted salary per SCH (8.33% for a 3 SCH course). Automatic formulas are in the spreadsheet at 2.77%.
Minimum Rate	\$1,207.85 per SCH — \$3,623.55 for a 3 SCH course
College Maximum	If the college can fund additional expense without impacting other offerings, it may set an internal maximum.
Summer Salary Cap	Total summer salary may NOT exceed 3/9 of Institutional Base Salary (IBS), regardless of funding source.

# Summer Research & Program Coordination Salary

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FTE is calculated by dividing the monthly payment for the summer work by the monthly salary at full-time equivalent.

Example: Regular monthly rate \$9,100 and \$2,000 to be paid →  $\$2,000 \div \$9,100 = 0.22$  FTE.

Staff (postdocs, research scientists) are calculated on their regular rate.

# Faculty Supplemental Compensation

- ✓ Additional pay (augmentations and tasks) is limited to 20% of a faculty member's 12-month annualized salary each academic year.
- ✓ Supplemental compensation must not cross fiscal years — separate forms are required if work spans fiscal years.

## Tasks (Job Code 1621)

- Supplemental Compensation Form must be fully approved BEFORE work begins — allow time for routing.
- ePAR is submitted AFTER the task is completed. Be sure to attach completed form.
- Approval of ePAR confirms the task is fully complete.
- Add a note to the ePAR if completed earlier than the original end date on the form.

## Augmentations

- Faculty augmentations are set up for 9 months on their position.
- A summer augmentation requires a Supplemental Compensation Form approved in advance.
- If a form was approved for all 12-months at once, be sure to enter an ePAR for the summer.
- Department Chairs receive a 12-month administrative supplement.
- ePAR must include the supplemental compensation spreadsheet showing FY salary to document the 20% cap is not exceeded.

Process: Complete Form → Send to [academic.resources@unt.edu](mailto:academic.resources@unt.edu) → Receive Approval → Begin Work → Submit ePAR with Attached Approved Form

# Important Chartstring Information

## New Adjunct Recruitment Request Form


Departments now request new adjunct postings via the Adjunct Recruitment Request Dynamic Form. This replaces any prior process for requesting a posting.

The form initiates the full pipeline: posting → selection → offer → credentialing → clearance → hire ePAR.

## Salaried Grad Student Employment Offer — Dynamic Form

The offer for salaried graduate student employment is processed through a Dynamic Form.

Students will be prompted to list all countries where they have lived for 6+ months within the past 7 years. This allows UNT to conduct international background checks when necessary. This section is only visible to the student when signing.

 **Reminder:** The ePAR chart strings for all ePARs should include the appropriate summer purpose code. Verify before submitting.

Teaching faculty & TFs → 11611

Adjuncts & Adjunct Assistants → 11656

Salaried grad students (non-TF) → 11532

RAs on grant chart-strings: keep on grant chart-string for summer.

# Important Chartstring Information - Frisco

**For courses taught at Frisco please the following chartstring information:**

**110010-200-830001-100 site 1315**

Insert Ichha Bhandari (ib0005) as an approver into the epar approval workflow, this will allow her to see the funding chart string with site code and push back for any corrections if needed.

Contact Ichha Bhandari ([Ichha.bhandari@unt.edu](mailto:Ichha.bhandari@unt.edu)) with questions you might have.

# Entering Summer ePARs

## Returning Faculty, Grads & Adjuncts (Were on Payroll in Spring)

- Submit ePAR as a HIRE with reason: HIRE SUMMER SALARIED APPOINTMENT.
- Attach supplemental compensation spreadsheet for full-time faculty.
- Verify all required fields on the spreadsheet are complete.

### ▼ ePAR Header

<b>Business Unit:</b>	NT752	<b>Home Deptid:</b>	121100
<b>PAR ID:</b>	NEXT		Biological Sciences
<b>PAR Status:</b>	Initiated		
<b>Type of ePAR:</b>	Employee Transaction		
<b>Action:</b>	Hire ▼		
<b>Reason:</b>	Summer Salaried Appointment ▼		

# Entering Summer ePARs

## NEW Faculty, Grads & Adjuncts (Starting in Summer)

- Submit ePAR as a HIRE with reason: HIRE SALARIED on any faculty job code.
- Also applies to hourly employees converting to salaried positions.
- Critical: this action initiates the benefits eligibility process — do not delay.
- New faculty must complete onboarding BEFORE ePAR submission.
- New hires must be fully cleared by Academic Resources before work begins.

### ▼ ePAR Header

<b>Business Unit:</b>	NT752	<b>Home Deptid:</b>	121100
<b>PAR ID:</b>	NEXT		Biological Sciences
<b>PAR Status:</b>	Initiated		
<b>Type of ePAR:</b>	Employee Transaction		
<b>Action:</b>	Hire ▼		
<b>Reason:</b>	Hire - Salaried/Task ▼		

# Entering Summer ePARs

## Terminations & Corrections

- Enter termination ePAR as soon as you are aware of the separation.
- Effective date = the day AFTER the employee's last day on payroll.
- Corrections must be made via an ePAR. The effective date cannot be prior to the effective date of the initial ePAR.

⚠ Tip: Multiple research projects can be combined on one ePAR with split funding.  
If an assignment is extended, submit a CHANGE ePAR rather than a new record.

▼ ePAR Header

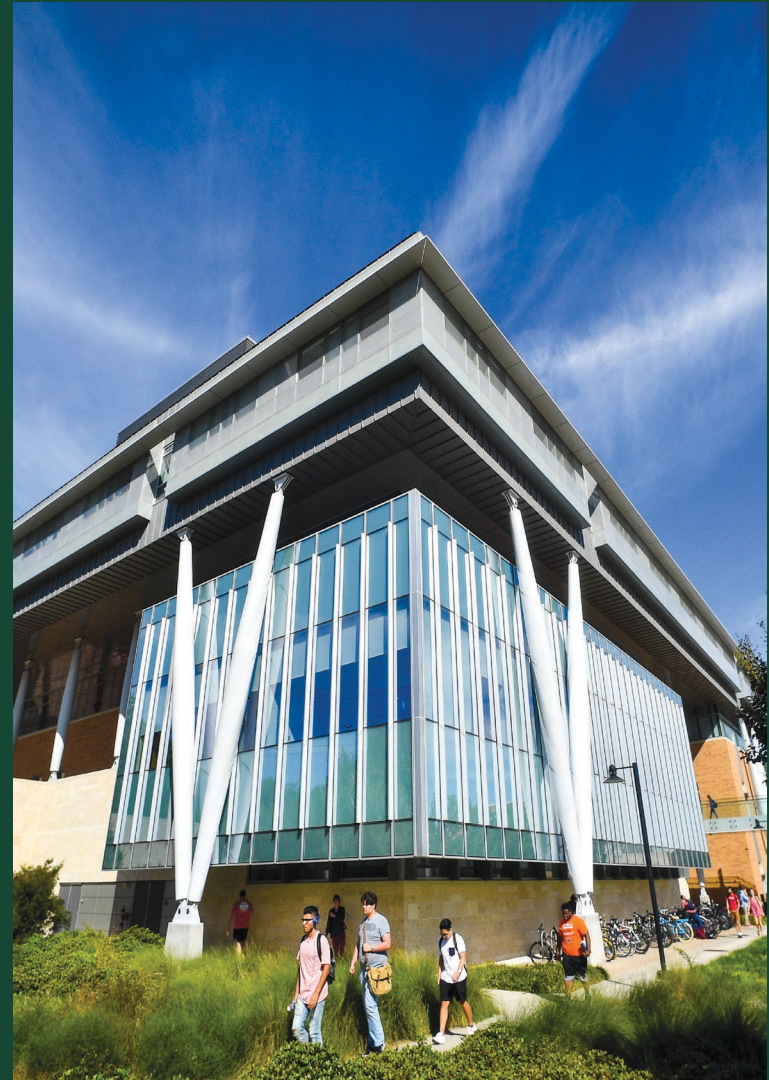
Business Unit:	NT752	Home Deptid:	134320	Last Update Date/Time:		by:	
PAR ID:	NEXT		Instrumental Studies	Submitted Date/Time:			
PAR Status:	Initiated			Created by:	Everett,Brandi Lynn		bif0004
Type of ePAR:	Employee Transaction			Phone:			
Action:	Termination						
Reason:	Resign: Retirement						

Please enter effective date to populate current data

Empl ID:	██████████	Empl Rcd:	0	Name:	██████████	Effdt:	09/01/2026
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# Adjuncts & Graduate Students — Summer 2026

Hiring · Clearance · ACA Compliance · International Students



# Summer Adjuncts

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- **Enter an ePAR for ALL summer appointments for adjuncts.**
- A spreadsheet will be provided by Academic Resources confirming all active Spring adjuncts who can receive an appointment without a new recruitment in Page Up.
- Departments may send Spring returning Adjuncts, their summer offer letter directly. Attach the signed letter to the ePAR.
- If an Adjunct worked in the Fall but not the Spring, they must be rehired through Page Up as they are terminated.
- Transcripts and a credentialing form must be on file with Academic Resources for ALL adjuncts before an ePAR can be approved. If unsure, contact [academic.resources@unt.edu](mailto:academic.resources@unt.edu)

# Adjunct Recruitment Process

## Adjunct Recruitment Process

1

### Request Posting

Department submits an Adjunct Recruitment Request via Dynamic Form.

2

### Offer Letter

After selection, department creates the offer letter using the AR template and sends it to Academic Resources.

**DO NOT SEND A NEW HIRE THE OFFER LETTER DIRECTLY!**

3

### PageUp Offer

Academic Resources sends the initial offer through PageUp to ensure credentialing, background check, and onboarding are initiated timely.

4

### Hire ePAR

Once the adjunct is fully cleared by AR, the department processes the hire ePAR. Work may not begin until clearance is complete.

⚠ Work may NOT begin until the adjunct has been fully cleared by Academic Resources — even if a course has already started. Contact AR immediately if issues arise.

If the department has a posting from AY26, you may continue to recruit and hire from it for summer needs. If it needs to be publicly posted again, please reach out to Academic Resources.

# Reminders: Salaried Graduate Students

- Graduate students cannot hold an A-Position during summer — only an appointment. Create a new, separate record for their summer appointment.
- Salaried graduate students are limited to a combined FTE of 73% (29 hours/week) for summer.

## F1 & J1 International Students

F1 and J1 students are limited to on-campus employment of 20 hours per week (or less) if enrolled during a summer semester. The limit depends on which summer session they are enrolled in.

Always check with the International Office before assigning FTE to international students in summer.

## Graduating Students & F1 Visa Holders

### **If graduating AND on an F1 Visa:**

Enter a termination record. Last day worked: **May 8<sup>th</sup>**.

**Termination effective date:** May 9<sup>th</sup> for RA and GSA or June 1st for TF and TA job codes.

### **If graduating and NOT on an F1 Visa:**

No termination ePAR needed — the system will automatically terminate the record in the fall.

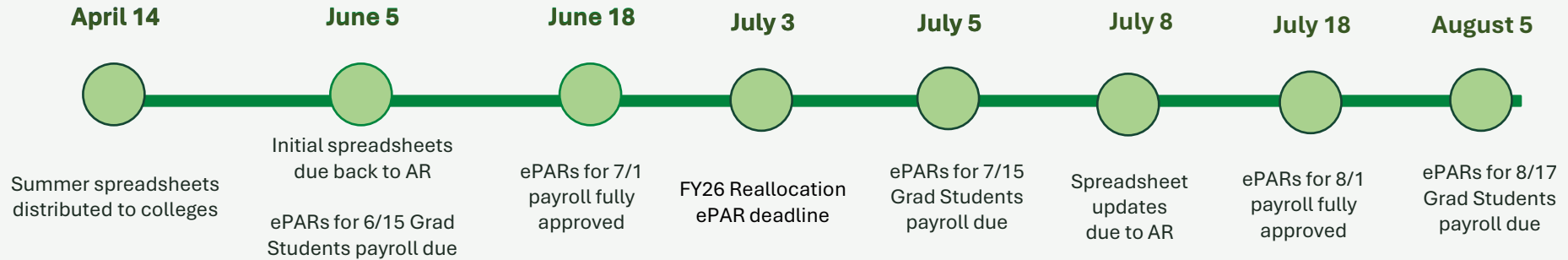
Students signing the Dynamic Form offer are required to list countries where they have lived for 6+ months within the past 7 years. This enables international background checks when necessary.

# Next Steps

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# Summer Payroll Spreadsheets & ePAR Deadlines



- **Spreadsheets are for reference and calculations — data is NOT loaded directly from them.**
- **UNTS Payroll deadline calendars:** visit the [Payroll Deadlines](#) page on the UNTS website.

# Contact the Academic Resources Team

[Academic.resources@unt.edu](mailto: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 · Summer Payroll Processing · Employment Verifications · 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

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

# Questions?

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[academic.resources@unt.edu](mailto:academic.resources@unt.edu)

[vpaa.unt.edu/resources](http://vpaa.unt.edu/resources)