

Employee Moving/Relocation Guidelines

The employee's offer letter will detail the amounts for the moving and/or relocation allowance. Moving and relocation expenses will be paid directly to the employee in the form of a moving allowance.

Tax Information

Please note Federal income, Social Security, and Medicare taxes will be deducted from your moving allowance. For additional tax questions please consult your tax professional.

All moving/relocation expenses incurred beyond the approved monetary amount included in the offer letter are the sole responsibility of the individual. Please note that house hunting costs are considered as moving/relocation expenses.

Department administrative personnel are responsible for the following processes:

- Processing an ePAR in HRIS to pay out the amount of the moving allowance to the new faculty/staff member.
 - The Provost will issue a memo ("allowance memo") to Deans indicating the maximum allowance that will be approved by faculty rank at the beginning of each fiscal year. Allowances that fall within the maximum do not require additional approval. Any exceptions must be approved in writing prior to any formal or informal negotiations.
 - When the hire ePAR is created, an additional pay line must be added with an effective start date of the date of hire and ending date of the last day of that month.
 - The earnings code will be "Relocation Payment."
 - Departments should use their chartstring for payment, and they will be funded from the VPAA. Departments should use fund 200-830001; transfers to a different fund will not be allowed.
 - Any moving/relocation funds offered by the college over the amount reimbursed by the VPAA will need to be paid through this same process. However, any allowances that are greater than that approved on the Provost allowance memo require pre-approval.
 - If the moving expense payment was not added to the original hire ePAR, an Employee Change ePAR will need to be done to add the additional pay line.
- Balance moving and relocation allowance amounts stated in the employees offer letter to the amount that posts to the payroll information in Cognos to insure no overpayment of funds.

No moving expenses or payments for moving should be made outside of this process. This includes any house hunting or related costs.

Moving/Relocation Funding

All moving and relocation funding will be funded at the beginning of the year for faculty with a 9/1 hire date. Hires made during the fiscal year will be funded within 10 business days of the faculty member hire date.

Questions regarding start-up can be directed to Charlotte.Cooke@unt.edu