

Faculty Relocation Guidelines

A relocation allowance may be offered to a faculty member who reside outside of a 75-mile radius of the faculty member's UNT primary work location (e.g. Denton, Frisco, etc.) at the time a job offer is made. The faculty's offer letter will detail the amounts for the relocation allowance and will be paid directly to the faculty member. VPAA will provide amounts as detailed on the VPAA 131A/B form in accordance with the Overview of Faculty Recruitment & Hiring Expenses Reimbursement from VPAA table.

Units may fund and provide up to \$2,500 or up to 4% of the salary for continual professional track faculty, any additional amount requires approval from VPAA. Units can provide a maximum of \$1,000 for single year professional track faculty and visiting faculty appointments.

All relocation allowances are subject to repayment if a recipient voluntarily separates from employment. If the allowance is less than \$10K, there will be a minimum work clause of 39 weeks for 9-month appointments or 1 year for 12-month appointments. If over \$10K a minimum work clause of 78 weeks for 9-month appointments and 2 years for 12-month appointments.

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 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 relocation expenses.

Department administrative personnel are responsible for the following processes:

- Processing an ePAR in EIS 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 fund 200-830001 for moving allowances funded by VPAA; 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.
- Departments should monitor moving and relocation amounts stated in the employees offer letter to the amount that posts to the payroll information 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 fiscal year for faculty with a 9/1 hire date. Hires made during the fiscal year will be funded to the department within 10 business days of the faculty member hire date.

Questions regarding start-up can be directed to Academic Resources | academic.resources@unt.edu