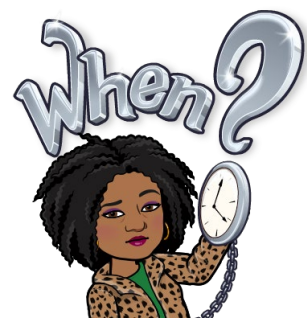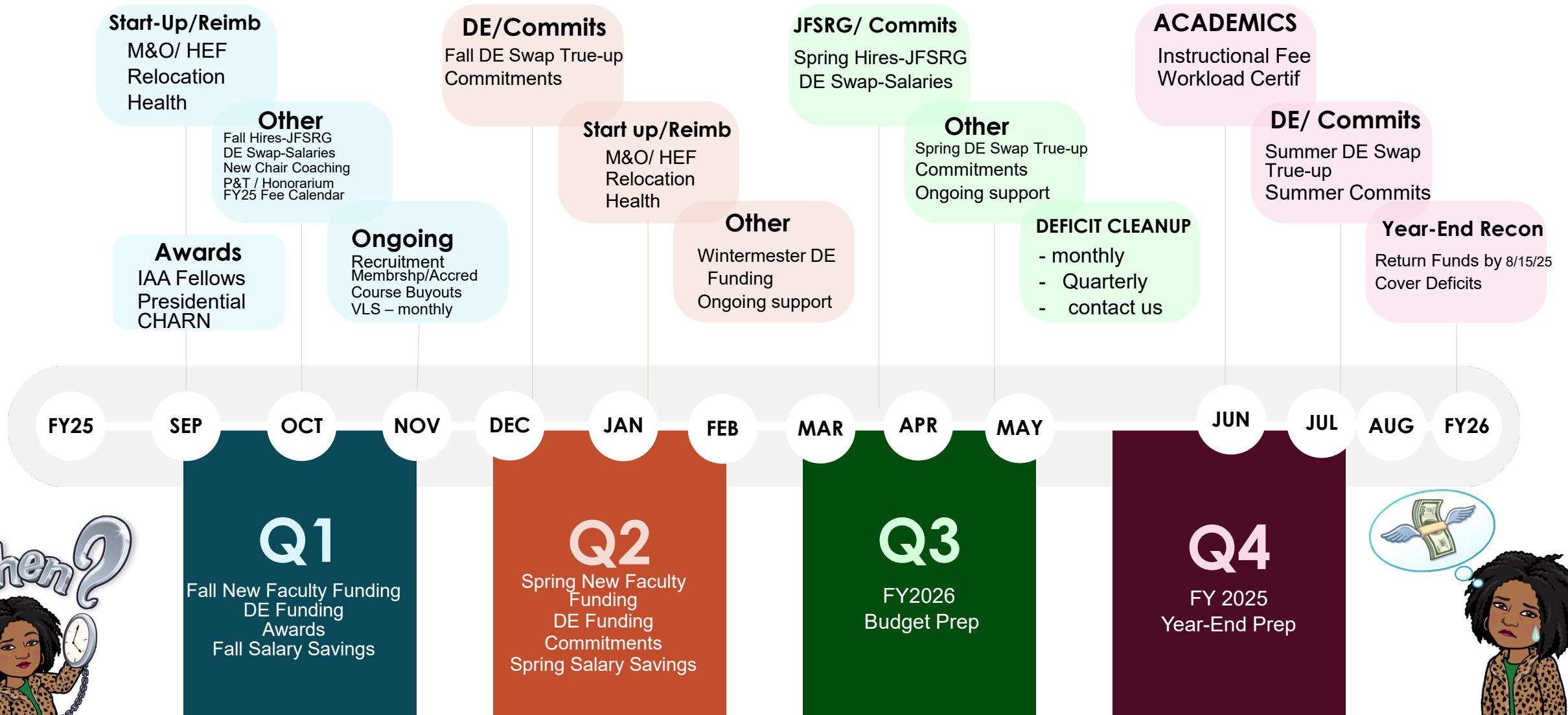# FY 2025 Academic Timelines & Funding Launch

Thursday, September 19, 2024
2:00PM – 3:30PM
via Teams

FY 2025 Academic Funding Timeline

UNT VPAA

Start-Up/Reimb
M&O/ HEF
Relocation
Health

Other
Fall Hires-JFSRG
DE Swap-Salaries
New Chair Coaching
P&T / Honorarium
FY25 Fee Calendar

Awards
IAA Fellows
Presidential
CHARN

Ongoing
Recruitment
Membrshp/Accred
Course Buyouts
VLS – monthly

DE/Commits
Fall DE Swap True-up
Commitments

Start up/Reimb
M&O/ HEF
Relocation
Health

Other
Wintermester DE
Funding
Ongoing support

JFSRG/ Commits
Spring Hires-JFSRG
DE Swap-Salaries

Other
Spring DE Swap True-up
Commitments
Ongoing support

DEFICIT CLEANUP
- monthly
- Quarterly
- contact us

ACADEMICS
Instructional Fee
Workload Certif

DE/ Commits
Summer DE Swap
True-up
Summer Commits

Year-End Recon
Return Funds by 8/15/25
Cover Deficits

| FY25 | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | FY26 |

Q1
Fall New Faculty Funding
DE Funding
Awards
Fall Salary Savings

Q2
Spring New Faculty
Funding
DE Funding
Commitments
Spring Salary Savings

Q3
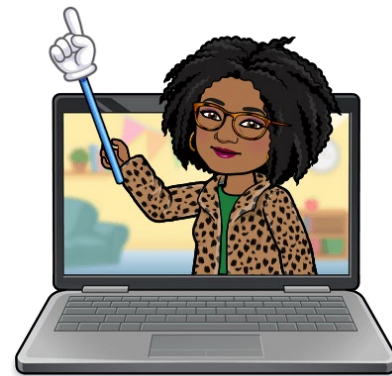FY2026
Budget Prep

Q4
FY 2025
Year-End Prep

New Faculty Funding

- Start Ups
- Relocation/Moving
- Health Reimbursement
- JFSRG (Junior Faculty Summer Research Grant)
- CREATE/ Conference Support

Academic.Resources@unt.edu

Start Ups

FALL 2023 FACULTY HIRES

Last Name	First Name	EmplID	College	Org Dept	Dept Name	Position	Job Title (Rank)	Hire Date	START UP/ EQUIPMENT		VPAA ONLY	830001/OTHER START UP			830001 ABA
									Start Up Amount	Funding Source	VPAA Funding	830001 Portion	830001 Chartstring (Purpose 13792-Startups)		
			CHPS	135360	Public Admin	14033	asst prof	9/1/2022	$ 2,000.00	VPAA	$ 2,000.00	$ 2,000.00	D5301.135100-200-830001-400.13792		26348
			CHPS	135350	RHS	416	Principal Lecturer	9/1/2022	$ 2,000.00	VPAA	$ 2,000.00	$ 2,000.00	D5301.135100-200-830001-400.13792		26348
			CHPS	135350	RHS	9553	Lecturer	9/1/2022	$ 1,000.00	VPAA	$ 1,000.00	$ 1,000.00	D5301.135100-200-830001-400.13792		26348
									$ 5,000.00		$ 5,000.00	$ 5,000.00			

If HEF funds:

FALL 2023 FACULTY HIRES

Last Name	First Name	EmplID	College	Org Dept	Dept Name	Position	Job Title (Rank)	Hire Date	START UP/ EQUIPMENT		VPAA ONLY	HEF START UP			830001/OTHER START UP		
									Start Up Amount	Funding Source	VPAA Funding	HEF Portion	HEF Chartstring funded to dept	HEF ABA	830001 Portion	830001 Chartstring	830001 ABA
			COI	133310	Information Science	13805	Asst professor	9/1/2022	$ 25,000.00	$20k-VPAA/HEF $5k- College	$ 20,000.00	$ 20,000.00	133310-105-805038-100	26510			
			COI	133310	Information Science	13810	Asst professor	9/1/2022	$ 10,000.00	$5k-VPAA/HEF; $5k-College	$ 5,000.00	$ 5,000.00	133310-105-805038-100	26510			
			COI	133310	Information Science	13733	Clinical Asst	6/1/2022	$ 2,000.00	$1k-VPAA; $1k-College	$ 1,000.00				$ 1,000.00	D5301: 133310-200-830001-100 Purp. 13792	26345
			COI	133310	Information Science	523	asst prof	9/1/2022	$ 10,000.00	$5k-VPAA; $5k-College	$ 5,000.00				$ 5,000.00	D5301: 133310-200-830001-100	26345
			COI	133310	Information Science	13801	Professor	9/1/2022	$ 25,000.00	$20k-VPAA/HEF; $5k-College	$ 20,000.00	$ 20,000.00	133310-105-805038-100	26510			
			COI	133300	Learning Tech	566	asst prof	9/1/2022	$ 10,000.00	$5k-VPAA; $5k-College	$ 5,000.00				$ 5,000.00	D5301: 133300-200-830001-100	26345
									$ 82,000.00		$ 56,000.00	$ 45,000.00			$ 11,000.00		

- Will notify AFOs by email with the list of new faculty start ups commitments by VPAA.

- Provide me a complete list with D-level account, chart string and purpose number. Inform me of changes such as missing faculty, no longer need, amounts or funded elsewhere different from the VPAA131B. -

- Funding from VPAA does not need to be kept separate from any other startup funds for the faculty member. – Purpose codes are up to the college's discretion.

- Will be notified via email of the ABA #, amount and funded date.

- Please remind faculty member of **what** they are allowed to use funds for and **when** it will expire.

Can I have some money

Relocation/Moving Allocation

	SpeedType Key	Spnsrd Project	Effective Date	End Date	Earnings Code	Addl Seq #	Amount to Pay	Total Amount to Pay	Pay Freq	Funding Position Number	Funding Deptid	Account	Fund Cat	Fund	Function	PC Bus Unit
1		☐	09/01/2023	09/30/2023	Relocation Payment	1	3000.00	3000.00	Once Monthly		110010	50411	200	830001	100	

- I will verify on ePAR the relocation fee was added using 830001 funds.

- VPAA will reimburse the amount according to their VPAA 131B form to the chart string listed from the ePAR. (D5040)

- I will transfer funds and notify you the ABA and details of the reimbursement.

- Please contact me if you feel that you are missing anyone, amount incorrect, etc. We can work together to resolve.

https://vpaa.unt.edu/file/58378 - Employee Moving Guidelines

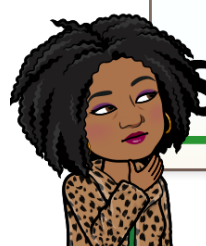# Health Insurance Reimbursement

Insurance Contribution Rates

The Texas Legislature requires the following contributions by the University toward the cost of employee insurance

Regular Faculty and Staff (100% FTE)

FY24 (9-1-23/8-31-24)	Employee Cost	State/Employer Contribution
Employee Only	$0.00	$622.60
Employee & Spouse	$358.00	$980.60
Employee & Child	$239.70	$862.30
Employee & Family	$597.70	$1220.30

Part-time Employees, Graduate Students/Teaching Assistants, Post-doctoral and Adjunct Faculty

FY23 (9-1-23/8-31-24)	Employee Cost	State/Employer Contribution
Employee Only	$311.30	$311.30
Employee & Spouse	$848.30	$490.30
Employee & Child	$670.85	$431.15
Employee & Family	$1207.85	$610.15

I SEE

How:
- Faculty submits expense report by Concur –department will reimburse. D5501/55051
- Department submits proof of expenses against their chart string to VPAA.

Does not cover:
- Dental or vision insurance premiums
- Medications
- Medical Services

Does cover:
Health/Medical premiums
- up to 60 days (2 mo.)
- Maximum **up to** $2,445.00
- Based on faculty enrolled at UNT

Reimbursement
Send documentation to
Charlotte.Cooke@unt.edu
- Faculty Name, position, EMPLID & proof
- D-level account & chart string to reimburse to
- Will be notified of ABA transfer for reimbursement

Health Insurance Reimbursement Example

From: Risdon, Wendy <Wendy.Risdon@unt.edu>
Sent: Monday, November 27, 2023 10:04 PM
To: Cooke, Charlotte <Charlotte.Cooke@unt.edu>
Cc: Fox, Brynn <Brynn.Fox@unt.edu>; Harvey, LaShonda <Lashonda.Harvey@unt.edu>
Subject: Insurance reimbursement - ▬▬▬▬▬▬

Charlotte,
Will you please reimburse Physics for the following cobra payment:

		Report Name	Submit Date	Employee Na...	Approval Status	Report Total	Receipt Status	Report Type	Cash Advanc...	Payment Status	*Department
💬	📎	COBRA Insurance Reimbursement	10/31/2023	▬▬▬	Approved	$1,961.20	Received / Not...	Expense Type		Payment Confirmed	(122300) Phys...

⚠️ Code: NOVID, Level: 1; ACTION REQUIRED: TO PREVENT ANY DELAY IN REIMBURSEMENT, PLEASE CONTACT supplier.management@untsystem.edu WITH YOUR Empl/Student ID TO VERIFY YOUR PAYMENT INFORMATION IS UP TO DATE.
⚠️ This report has one or more entry level exceptions.

Allocation Summary

Depart...	Project	Fund Cat	Fund	Function	Program	Purpose	Site	PC Busi...	Activity	Trip Type	Amount
(122300...	NONE	(200) De...	(830001...	(100) In...	NONE	NONE	NONE	NONE	NONE	(Non-Ov...	$1,961.20

⬅️ Will reimburse funds to D5501

Thank you,

Wendy Risdon, CPA
Assistant Dean for Finance and Admin
College of Science
University of North Texas
p: 940.369.8269
e: wendy.risdon@unt.edu

Connect via Microsoft Teams

JFSRG
Junior Faculty Summer Research Grant Funding

- If awarded JFSRG, VPAA will transfer funds for either salary or M&O (materials & operational) based off their election form submitted to Academic Resources.
  - Cannot change election per IRS regulations.
  - Automatically will go to salary, if no elections.

- I will email you the list of faculty awarded the $5k and their election so that you can provide chart string of where needed. Please note, since this is for research, they should end in function <u>220</u> and commonly used purpose codes #11552-Facutly Research Grants; #11574-Research; or #13792- Faculty Start Up

Please see below:

Last Name	First Name	EmplID	College	Org Dept	Dept Name	Position	Job Title (Rank)	Hire Date	JF Summer Research Grant	Summer Salary Amount	Summer Salary Chartstring (D5010.110050.105.800001.100)	M&O Amount	M&O Chartstring (D5301.110050.200.830001.400.11552)
■■	■■	■■	COS	121100	Biological Sciences	5877	Asst. Professor	1/16/2023	$ 5,000.00	$ 5,000.00	D5012.121100.105.800001.220.P13792		
■■	■■	■■	COS	122300	Physics	13974	Assistant Professor	1/16/2023	$ 5,000.00	$ 5,000.00	D5012.122300.105.800001.220.P13792		
■■	■■	■■	COS	122300	Physics	723	Assistant Professor	1/16/2023	$ 5,000.00			$ 5,000.00	D5301.122300.200.830001.220.P13792

- Please inform faculty:
  - If M&O, this will expire by 8/31/2024.
  - If salary, you will enter the summer ePAR for the faculty to be paid or split monthly during with their summer salary.

JFSRG
Junior Faculty Summer Research Grant Funding

Facts

- The expectation is for these funds _to be applied to activities of their summer research_ that will assist the new junior faculty member in their scholarly efforts at the University.
  - One great question received: "Can a computer be purchased with JFRSRG?" Yes, if needed to purchase a special computer to do their research.

- If deferred, please notify as soon as I send out list to be funded. Must have reason and approval for deferment such as traveling to a conference next summer, etc.

- For salary, it could be a lump sum on ePAR or possibly split due to salary spread or workload. It is the department's decision on they want the salaried entered on the ePAR.

CREATE & Conference Support

The CREATE and Conference Support is handled through Provost Office of Faculty Success.

You may contact Faculty Success at 940-565-3987

Website : https://vpaa.unt.edu/create

- Faculty must apply for CREATE or Conference support during their application periods for the Fall and Spring before they plan to travel. It must be approved first by Faculty Success.
- When approved, Faculty Success will email the award letter, instructions and expense report form. VPAA is copied on it as well and the faculty's departmental admin.
- When completed, Faculty Success prefers the report required, expense form and receipts must be submitted within 4 weeks after the trip.
- Faculty Success will forward me their approval for your department to be reimbursed.
- When all has been received and approved, I will contact you of the ABA for reimbursement of using 830001 funds.
- Full instructions are listed from the Faculty Success website above and feel free to contact Jessica.Hulett@unt.edu.

Other VPAA Support

- Promotion & Tenures/ Honorariums

- Commitments

- New Chair Coaching

- DE Swaps (Distance Education)
  - Fall –none
  - Wintermester Purpose11625
  - Spring –none

- Updated Purpose Codes

New Dean/ Chair Coaching

- For new deans and chairs, Jessica Hulett of Faculty Success, should be copying you on emails regarding coaching.

- VPAA does not enter or pay for coaching sessions.

- New Chairs are allowed up to $3,600.00 each for coaching. VPAA will pay ½ of the cost of $1,800.00.

- You will need to provide faculty chair's name, D-line and chart string to transfer the $1800.00 to your department. Please provide proof of service.

- I will submit the ABA transfer and notify you the details.
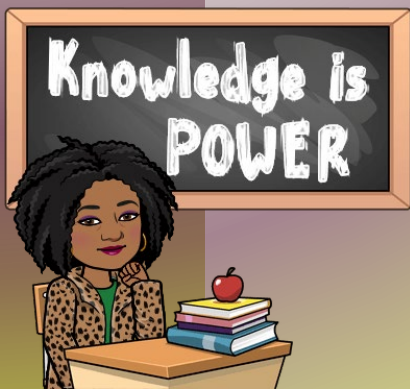
DE Swaps
(Distance Education)

- For instructors that taught on-line courses, you may have to complete an DE swap of funds from their normal funding to the DE Fund 880057. You will be notified prior, if a DE Swap are needed for academic semesters (Fall, Spring, & Summer).

- For Wintermester, you will enter ePARs for all instructors using the funding source of your DeptID xxxxx.200.880057.100 Purpose Code 11625.

  - Please set up a zero-dollar budget line for the chart string above.

  - VPAA will completely fund all Wintermester payroll costs. There is no swap and no need to budget it for this.

  - In January, VPAA will audit all Wintermester payroll costs, notify AFOs of the ABA transfers and amounts.

- To ensure that there are no deficits in DE, true-ups will be conducted at the end of each semester.

- If you have questions or need more information, please do not hesitate to contact our office at 940-565-2496 or reach out to Charlotte.Cooke@unt.edu.

Purpose Codes to Use

To ensure accurate reporting of payroll costs for Graduate Salaried Assistants (GSAs) and Adjuncts, specific purpose codes must be used in **all** funding - includes central, LSF, etc.

- Purpose 11532: Graduate Student Support   (includes all GSA-Other, RAs, TAs, and TFs)

- For Adjuncts:
    - Purpose 11655: Adjuncts (Fall/Spring)
    - Purpose 11656: Adjuncts (Summer Instruction)
- Summer
    - Purpose 11611: Summer Instruction (Teaching)
    - Purpose 11527: Summer Non-Instruction

- For DE Swap:
    - Purpose 11625: Wintermester

No need to resubmit ePARs to reflect the purpose codes. Please use these codes for any new ePARs.

Awards

- IAA – *September*

- CHARN – *Fall-October; Spring-April*

- Presidential - *September*

o Will be processed accordingly

o Confirm award winner and department chart string

o Relay to faculty of when award expires

o Return of Funds will be Friday, August 15, 2025.

Ongoing Funding Support

- Recruitment

- Memberships/ Accreditation

- Course Buyouts

- VLS/SPD – Vacation Lump Sum/ Sick Pay-Death Benefit

VPAA Recruit Funding Support

If your department is approved to search and fill a faculty vacancy, there are some funds available from Academic Resources to **assist** *(help-not fully cover)* with those expenses.

Here is the link providing recruitment or search process, plus "normal" start-up and moving funding allowed:
Faculty Recruitment and hiring Expenses Reimbursement

For auditing purposes and by state regulations, you **cannot co-mingle expenses** with other multiple searches nor with the department/college's funds. Each position's search will require a purpose code for funding.

Please use the *new* VPAA Recruitment Funding Support Request form available to download under the Forms/Templates or Faculty Recruitment Resources sections from the Office of the Provost website: https://vpaa.unt.edu.

If you have any unused/leftover money from a search that has been completed, then you'll return it back to VPAA by notifying Charlotte when the search is over.

You are not allowed to transfer or apply funds to anywhere else as stated about no co-mingling of funds for auditing purposes by state regulations. See the instructions tab from the VPAA Recruitment Funding Support Request Form on how to return the funds.

Since these funds do not carry over each fiscal year, you may reuse the purpose codes for the new faculty searches for the next school year.

If you have questions or need more information, please feel free to contact Charlotte Cooke via Teams, email or 940-565-2496.

VPAA Recruitment Funding Support Request Form

VPAA Recruitment Funding Support Request

FISCAL YEAR: 2024

REQUESTOR: Ruben Alvarado
DEPARTMENT: Psychology
COLLEGE: CLASS College of Lib Arts & Soc Sci

Optional if you would like to be used at the departmental or only at the college level.

Position No	New Page Up Pos. No	Rank / Position Title	Posting ID	Dept ID	Fund Cat & Fund	Function	Site	Purpose	D-Level	Amount	ABA #	Comments
14518	90	Asst. Professor-Clinical	F1264P	131200	200-830001	100		10022 Recruit-Faculty Search 2	D5501	$ 3,000.00		
14513	83	Asst. Professor-Counseling	F1234P	122000	200-830001	100		10022 Recruit-Faculty Search 2	D5101/D5251	$ 3,000.00		D5101-$1,000; D5251-$2000
647T	5	Assoc. Professor - Psych	F1357P	122500	200-830001	100		10021 Recruit-Faculty Search 1	D5301	$ 3,000.00		
14554	33	Asst. Professor-Clinical	F1358P	122500	200-830001	100		10021 Recruit-Faculty Search 1	D5301	$ 1,000.00		
15142	40	Asst Professor - Psych	F1452P	122500	200-830001	100		10023 Recruit-Faculty Search 3				
					200-830001							
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					200-830001							
					200-830001							
										TOTAL $ 10,000.00		

If position # is currently filled but wanting to recruit for the replacement, you must have a new position # with the new Page Up system. Please enter this, if applicable.

Remember, you can use the 1st purpose code for each separate Dept ID. However, if the Dept ID is used for multiple searches, you must use the next one in order.

If your department is approved to search and fill a faculty vacancy, there are some funds available from Academic Resources to assist *(help-not fully cover)* with those expenses.
Here is the link providing recruitment or search process, plus "normal" start-up and moving funding allowed: Faculty Recruitment and hiring Expenses Reimbursement
Each position's search will require a purpose code for funding. For auditing purposes and by state regulations, you cannot co-mingle expenses with other multiple searches nor with the department/college's funds.
Once the funding providing by Academic Resources has been fully expensed, the department/college are responsible for additional expenses. *Note: Academic Resources funds a position's search one-time only.*

VPAA Recruitment Request Form Instructions

If your department is approved to search and fill a faculty vacancy, there are some funds available from Academic Resources to **assist** *(help-not fully cover)* with those expenses.

Here is the link providing recruitment or search process, plus "normal" start-up and moving funding allowed: Faculty Recruitment and hiring Expenses Reimbursement   *(do not place recruitment expenses on the VPAA 131A form)*

Each position's search will require a purpose code for funding. For auditing purposes and by state regulations, you **cannot** co-mingle expenses with other multiple searches nor with the department/college's funds.

Once the funding providing by Academic Resources has been fully expensed, the department/college are responsible for additional expenses. *Note: Academic Resources funds a position's search one-time only.

INSTRUCTIONS:

1. Please fill out header information at the top with the following liste below:

      (a) Academic Year;

      (b) Name(s) requesting the funding Support;

      (c) Department(s);

      (d) Select from drop down the College.

2. Please fill out **all** columns for your each position above except for site (optional).

      (a) D-Level Account # (s) multiple allowed; but use comments for split values;

      (b) Use link above to determine amounts allowed.   →   Faculty Recruitment and hiring Expenses Reimbursement

      (c) Use drop down menus for your Department and Purpose Codes

  *Note: To avoid duplication of purpose codes from each Dept ID, this worksheet has been formatted to highlight in red for any duplication on the same chart string and purpose code.

      Please use the next recruitment purpose code available for that Dept ID. For multiple Department ID's, you may use the same first recruitment purpose code available for all.

3. Email this completed form to Charlotte.Cooke@unt.edu.

      (a) She will verify that position's posting was approved and not previously funded;

      (b) She will verify that position's number from Peoplesoft and

      (c) She will submit funds & notify you by emailing back this form with ABA details.

4. Please use this form for the year by entering additional searches as needed by resubmitting the form.

      Follow the instructions above in the unused available slots. No need to remove previous searches sent; but submit all at once. There is room for 30 searches on this form.

      This is similar to the TBP form showing all history for recruitment.

  *Note: Since these funds do not carry over each fiscal year, you may reuse the purpose codes for the new faculty searches for the next academic year on a new form.

If you have any unsused/leftover funds from a search that has been completed, please return it back to Academic Resources by notifying Charlotte Cooke when the search is over.

You are **not** allowed to transfer or apply funds to anywhere else as stated above about no-comingling of funds.

In the 3rd week of August; you will be notified with the balance of any remaining searches listed on your form with funding available to return them back to Academic Resources or provide justification of use of funds before year-end.

To Return Unsused Funds:

      (1) You will submit an ABA returning to D5301.110050.200.830001.400 Purpose 10003;

      (2) In ABA justification,list position number for each of the amounts returned for that unique search;

      (3) Notify Charlotte Cooke of the ABA # by email or on this form in comments.

Questions regarding this funding can be directed to Charlotte Cooke at Charlotte.Cooke@unt.edu or 940-565-2496.

VPAA Recruitment Fund Support Process

for Searches

POSITION
Active + New
Approved
Funded

JOB POSTING
UNT Post # Assigned
Approved post for
3rd Party Advertising

CHECK
Funding allowed $$
Not funded before
Purpose Code

PROVIDE INFO
Pos. # (old & new)
Rank
D-Level & chart string
UNT Job Post #

VERIFY
UNT Job Post #
If funded before

VPAA

FUNDING
ABA Transfer
Notify transfer info
by email

TRACK
Expenses
Budget

OVERAGES
Department's
responsibility

NO CO-MINGLE
Other Search Funds
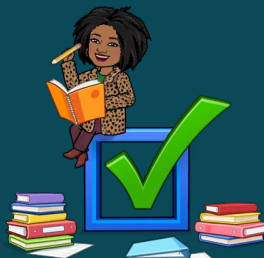Dept. Funds

RECONCILE
Expenses
Finalize

RETURN
Unused Funds to D5301
110050.200.830001.400
Purpose 10003

NOTIFY
Position Filled
ABA # of
returned funds

SEARCH

Start

Funding

Process

Finish

CHA-CHING!

YOU'RE HIRED

Accreditation and Membership Reimbursements

- VPAA will reimburse accreditation and membership fees by providing the invoice paid by your department **and** proof of the chart string expensed of the cost from your financials using 830001 funds. Please do not submit for reimbursement until it hits your chart string.

- After review to ensure compliance of

- On travel, we only reimburse the costs for the visiting evaluator(s) for the site visit.

- We do not reimburse for any expenses for UNT faculty and/ or students.

- However, it is ok to reimburse, if lunch is paid <u>with</u> the visiting evaluator(s) meeting with faculty, staff and/or students.

Course Buyouts

Funding Changes & Buyouts

For research and teaching buy-outs, attach fully approved Faculty Buy-Out form to ePAR.

*Budget Office will transfer funds for research buy-outs. Be sure to include the Project ID.

*Academic Resources will transfer funds for teaching buy-outs.

Level B Description	Purpose	Description
Admin - Institutional & Acad	10230	Faculty Buyout 1
Admin - Institutional & Acad	10231	Faculty Buyout 2
Admin - Institutional & Acad	10232	Faculty Buyout 3
Admin - Institutional & Acad	10233	Faculty Buyout 4
Admin - Institutional & Acad	10234	Faculty Buyout 5
Admin - Institutional & Acad	10235	Faculty Buyout 6
Admin - Institutional & Acad	10236	Faculty Buyout 7
Admin - Institutional & Acad	10237	Faculty Buyout 8
Admin - Institutional & Acad	10238	Faculty Buyout 9
Admin - Institutional & Acad	10239	Faculty Buyout 10
Admin - Institutional & Acad	10240	Faculty Buyout 11
Admin - Institutional & Acad	10241	Faculty Buyout 12
Admin - Institutional & Acad	10242	Faculty Buyout 13
Admin - Institutional & Acad	10243	Faculty Buyout 14
Admin - Institutional & Acad	10244	Faculty Buyout 15

It is encouraged to use a purpose code for any Faculty Buyout just like recruitment to keep track of the number of buyouts and decipher for each faculty member.

- If there is no need to fund swap for different funding by VPAA, you may complete the ABA; however, **you must attach the approved buyout to that ABA**.
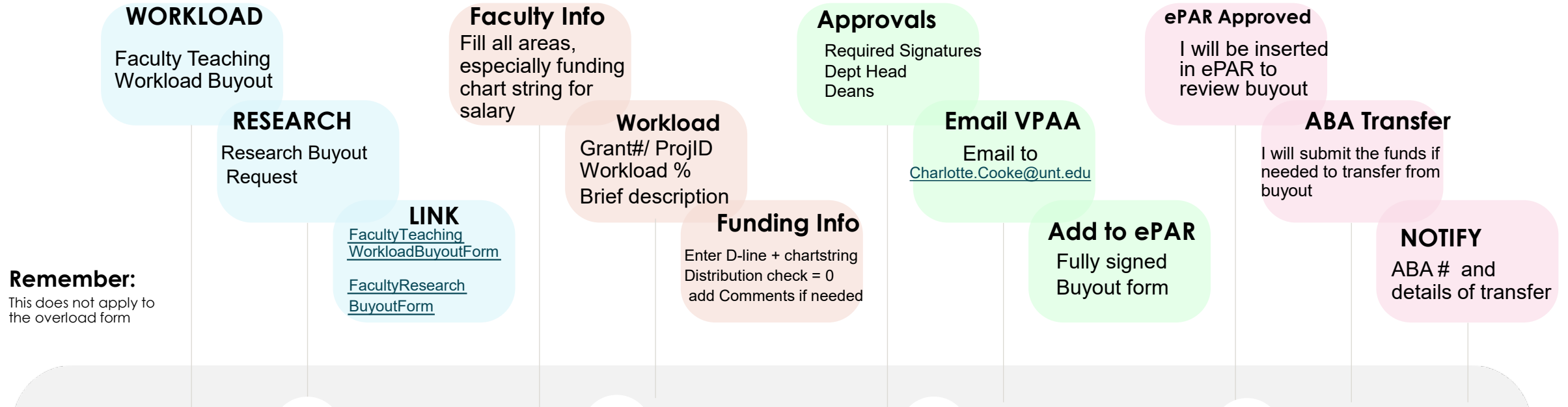
Research Buyouts

- Funding is allocated by the UBO (University Budget Office).

- For them to process the funding, you are required **to provide the position # and ProjID** for the faculty member, this is not the Grant # .

- It is the department's responsibility to Set up a Proj ID chart string for this faculty if one not already exist. Funds will be sent to *A5000* account.

- Please ensure all information is filled out completely and email to Charlotte.Cooke@unt.edu before adding it to the ePAR.

- I will send you back the final approved form to you and so that you may add to the ePAR.

- Once ePAR has been fully approved, I will forward these with the normal processing for funding to UBO and copy you as well.
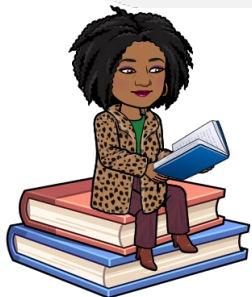
Faculty Course Buyouts

Process

WORKLOAD

Faculty Teaching Workload Buyout

RESEARCH

Research Buyout Request

LINK

FacultyTeaching WorkloadBuyoutForm

FacultyResearch BuyoutForm

Remember:
This does not apply to the overload form

Faculty Info

Fill all areas, especially funding chart string for salary

Workload

Grant#/ ProjID
Workload %
Brief description

Funding Info

Enter D-line + chartstring
Distribution check = 0
 add Comments if needed

Approvals

Required Signatures
Dept Head
Deans

Email VPAA

Email to
Charlotte.Cooke@unt.edu

Add to ePAR

Fully signed
Buyout form

ePAR Approved

I will be inserted in ePAR to review buyout

ABA Transfer

I will submit the funds if needed to transfer from buyout

NOTIFY

ABA # and details of transfer

Forms

https://vpaa.unt.edu /resources/forms

Overloads and Course Buyouts

Filling Form

Submitting Form

Funding

VLS/SPD – Vacation Lump Sum/ Sick Pay-Death Benefit Reimbursement

- Reimbursements for VLS/SPD payouts are processed monthly around the 1st or 2nd week of each month. This depends upon completion of payroll processing for the previous month by HR .

- Reimbursements are only for those paid out with central funds from 800001, 805001, and 830001; D-level 5040.

- VPAA processes the ABAs no later than the 15th of each month. However, the funds are from the Finance Dept and could be delayed for approvals. ABAs should all be approved before month's end or sooner.

- Contact the UNT System HR Payroll Department at 940-369-55000, Option #2-Payroll, if your faculty member has not received their payout from employment.

- Contact me directly, if you still show in deficit for your department under D5040 to investigate and resolve.
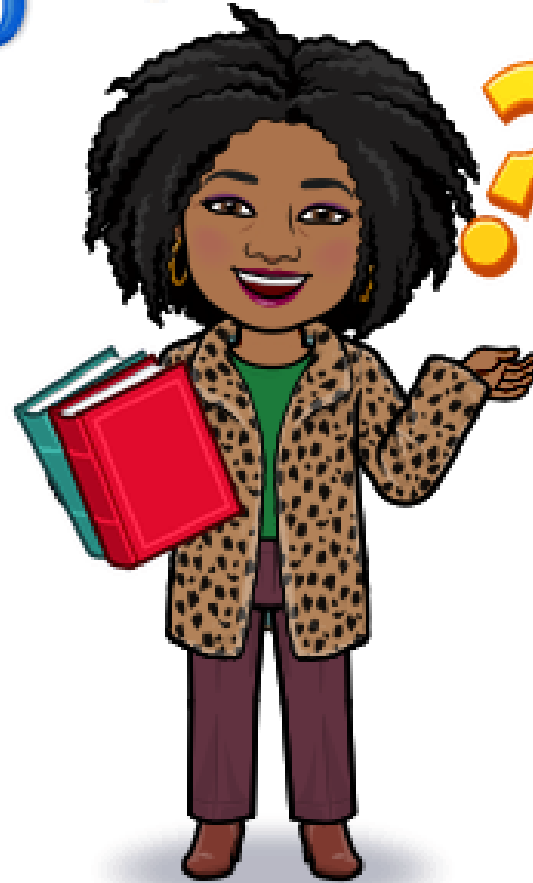
Helpful Info:

Academic.Resources@unt.edu

940-565-2550 | 940-565-2496

Hurley Administration Bldg., Suite 360

Brandi Everett – Vice Provost, Academic Resources

Patty Rodriguez – Dir, Academic Personnel

Adriana Martin – Dir, Division of Budget and Operations

Rebecca How - Asst. Dir, Faculty Information System

Nicole McAlister – Asst. Dir, Academic Personnel

Charlotte Cooke – Budget Officer

Ruben Alvarado – Administrative Coordinator

UNT | OFFICE OF THE PROVOST & DIVISION OF ACADEMIC AFFAIRS
Academic Resources

Academic Resources Team

Chance McMillan

Academic Resources Coordinator

chance.mcmillan@unt.edu x2138

- College of Information
- College of Visual Arts & Design
- College of Health & Public Service
- College of Applied and Collaborative Studies *(Frisco)*
- Toulouse Graduate School
- VP Enrollment
- College of Merchandising, Hospitality & Tourism
- Libraries
- All Non-Academic Units
- Visiting Scholars *(all units)*

Dan Adams

Academic Resources Coordinator

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- College of Liberal Arts & Social Sciences
- Mayborn School of Journalism
- College of Education
- College of Science
- Texas Academy of Mathematics & Science

Melinda Rule

Sr. Academic Resources Coordinator

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- College of Engineering
- College of Music
- G. Brint Ryan College of Business

Nicole McAlister

Assistant Director

nicole.mcalister @unt.edu x3512

- VPAA 11Bs and VPAA 11Cs
- Tenure Stop-the-Clock Requests
- Faculty Overloads
- Modified Service Requests
- Annualized Compensation
- Employment Verifications
- Faculty Departures
- Annual Faculty Salary Notifications

Patty Rodriguez

Director

patricia.rodriguez2@unt.edu x3953

- Data Requests and Reporting
- Faculty Credentialing
- Administrative Appointments
- Professional Track Faculty Reappointment Process
- Faculty Search Waivers
- Courtesy Affiliate, and Joint Appointments
- Faculty Leaves
- Faculty Page Up Training
- Retention, Merit, and Salary Evaluation Requests and Benchmarking/Research

FIS: Faculty Information System

UNT's faculty information system (FIS) is a web-based faculty productivity tool powered by Digital Measures that is used to collect, manage, and report faculty teaching, research, and service activities, along with other professional accomplishments. All UNT instructors of record have an FIS profile. FIS is used to:

1. provide data for the tenure and promotion and annual review processes;

2. generate internal and external reports for accrediting bodies, state, and federal agencies;

3. meet legislative mandates such as HB 2504

faculty.info@unt.edu

940-369-6108

Rebecca How – Asst. Dir, Faculty Information

Nicky Shrestha – Application Support Manager

Davelyn McCartney – Sen. Administrative Coordinator

Tsubasa Tajima – Data Analyst

OFFICE OF THE PROVOST &
DIVISION OF ACADEMIC AFFAIRS
Academic Resources

Reminders

OPEN HOUSE & LAB WITH ACADEMIC RESOURCES

Come by the Office of Academic Resources for in-person sessions to assist and ask questions as it relates to ePARs, new hires, Faculty Information System, Page Up & budgeting and financial support.

Come by to meet our team or with specific questions.
Our team looks forward to supporting you!

Dates:
Friday, August 23rd | 10 - 11:30 a.m.
Thursday, August 29th | 3 - 4:30 p.m.
Wednesday, September 11th | 10 - 11:30 a.m.
Wednesday, September 25th | 1 - 2:30 p.m.
Thursday, October 10th | 10 - 11:30 a.m.

Location: Hurley Administration Building 360

Who should attend? Any staff or faculty with questions!

Materials needed: Laptop is optional if you'd like to complete any work while we assist.

PROBLEM SOLVED

We can't do it without you!

Many Thanks!

THANKS

Many Thanks

GRATEFUL

HIGH FIVE!

THANKS!

YAY!

UNT OFFICE OF THE PROVOST & DIVISION OF ACADEMIC AFFAIRS
Academic Resources

Together this office runs on hard work, laughter, popcorn and a lot of coffee.

Courageous Integrity

Be Curious

We Care

Better Together

Show Your Fire