FY21 Academic Rollover Overview
**Prorate FTE for courses that are larger or smaller than 3 semester credit hours**

**These dates are to be used when an individual will be teaching an AOP course in both 8 week 1 and 8 week 2 sessions and FTE should reflect the 25% FTE and 10 hours per week for each 3 SCH course taught (for example 50% FTE and 20 hours per week for someone teaching a course in each 8 week session). If an individual only teaches in one session, please contact Academic Resources for payroll dates.**

***Dates will vary from year to year. Watch for annual instructions from Academic Resources***

<table>
<thead>
<tr>
<th>Academic Session</th>
<th>Effective Payroll Dates</th>
<th>FTE (for 3 semester credit hours)*</th>
<th>Equivalent Hours per Week*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>09/01 - 1/15</td>
<td>25%</td>
<td>10</td>
</tr>
<tr>
<td>Fall 8W1 (8 week 1)**</td>
<td>09/01 - 1/15</td>
<td>25%**</td>
<td>10**</td>
</tr>
<tr>
<td>Fall 8W2 (8 week 2)**</td>
<td>09/01 - 1/15</td>
<td>25%**</td>
<td>10**</td>
</tr>
<tr>
<td>Winter Session</td>
<td>12/10 - 1/31***</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>Spring</td>
<td>1/16 - 5/31</td>
<td>25%</td>
<td>10</td>
</tr>
<tr>
<td>Spring 8W1 (8 week 1)**</td>
<td>1/16 - 5/31</td>
<td>25%**</td>
<td>10**</td>
</tr>
<tr>
<td>Spring 8W2 (8 week 2)**</td>
<td>1/16 - 5/31</td>
<td>25%**</td>
<td>10**</td>
</tr>
<tr>
<td>Summer 3W1 (3 week 1)</td>
<td>06/01 - 7/15</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>Summer 8W1 (8 week 1)</td>
<td>06/01 - 7/15</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>SUM (summer)</td>
<td>06/01 - 8/31</td>
<td>25%</td>
<td>10</td>
</tr>
<tr>
<td>Summer 5W1 (5 week 1)</td>
<td>06/1 - 7/15</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>Summer 10W (10 week)</td>
<td>6/1 - 8/31</td>
<td>25%</td>
<td>10</td>
</tr>
<tr>
<td>Summer 5W2 (5 week 2)</td>
<td>7/16 - 8/31</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>Summer 8W2 (8 week 2)</td>
<td>7/16 - 8/31</td>
<td>50%</td>
<td>20</td>
</tr>
</tbody>
</table>
Graduate Student Overview
Spreadsheet Load vs. ePAR Submission

**Spreadsheet:** Academic Resources will distribute spreadsheets to the College Budget Officers for use in loading fall payroll data for continuing salaried graduate students (*on positions only*). *additional restrictions apply see slide 20
DUE DATE: 5 pm, Friday, August 28th

**ePARs:** Departments will be required to prepare ePARS for all new employees, returning salaried graduate students not paid on positions and for any changes to data submitted on the spreadsheets.

To view payroll deadlines, visit [www.untsystem.edu/payroll-deadlines](http://www.untsystem.edu/payroll-deadlines)
Grad Offer letters and CHC

• Submit signed offer letters to Academic.resources@unt.edu for all new and returning salaried graduate students prior to submit ePARs
• Letters must be physically signed by graduate student or with a certified e-signature
• Visit https://vpaa.unt.edu/resources/retention for more information on salaried graduate students
Salaried Graduate Compensation Plan

- General information about salaried graduate compensation is available at: https://vpaa.unt.edu/resources/retention
- For salaried graduate students, please utilize the updated rates listed in the graduate compensation plan. Due to rounding, the compensation plan may differ from distributed spreadsheets. Please use rates on pay plan and not spreadsheets.
- Hires at or above midpoint continue to require the submission of a justification statement explaining why the higher rate is being requested.
- The rates in the pay schedule are determined based on two factors: 1) the academic progression level of the graduate student and 2) the academic department for which the student is employed or the academic department that closely aligns to a non-academic department for which the student is employed.
- You must pay at or above the entry rate listed in the plan and may not pay above the maximum rate listed.
Graduate Student Academic Progression

**Academic Progression Level 1:**
Masters or doctoral students without experience in a graduate degree program and with less than 18 credits toward a graduate degree.

**Academic Progression Level 2:**
Students pursuing a master’s degree or seeking a doctoral degree with at least 18 credits toward a graduate degree. This is the entry level for doctoral students with an earned master’s degree.

**Academic Progression Level 3:**
Doctoral or MFA students who have completed all course work; have passed all their qualifying examinations; and be in good academic standing. Exceptions must be approved by the Graduate School.

For advancement to Pay Level 3, departments must fill out a brief form to certify results of qualifying examinations at: [https://tsqs.unt.edu/sites/default/files/u63/qualifying-examination-results.pdf](https://tsqs.unt.edu/sites/default/files/u63/qualifying-examination-results.pdf)
Level changes only occur in the fall semester only. The level that a student qualifies for on 9/1 is the level that they will remain in for the full academic year.

Information regarding the CLE (Course Load Exception) form and process please review the information provided at: https://tgs.unt.edu/course-load-exception-request

For information regarding the TBP (Tuition Benefit Program), please review the information provided at: https://tgs.unt.edu/new-current-students/tuition-benefit-program
Account Coding for TA, TF, RA and GSA’s

- 0801 – 0813 TA and TF jobs codes will post to Account 50127 (D5012)
- 0821 – 0823 Academic RA job codes will post to Account 50165 (D5016) and function 220 (unless paid from a “G” Project)
  - New 220 chart strings should be set up automatically through the end of year rollover, but if not accessible, submit ABA to create the chartstring
- 0831 – 0833 GSA job codes will post to Account 50167 (D5016)
Graduate Student Job Codes

- Job Codes for salaried teaching fellow and teaching assistant positions and appointments will post to your Salaries-Faculty/Acad-Part Time budget (D5012) (account 50127) in COGNOS.
- Generally these jobs will be paid under fund codes 105 or 200 and fund category 800001, 805001 or 830001 depending on the type of funding your college has for these types of jobs.
- TA appointments may also be paid from instructional fees or other funding sources, and the expense will post under D5012 in COGNOS.
  - Teaching Fellow 0801 - 0803
  - Teaching Assistant 0811 - 0813
Salaried Graduate Student Job Codes

- The following job codes for salaried graduate research and graduate services assistant positions and appointments employed in an academic department will post to Salaries – Student budget (D5016) in COGNOS.
  - Account 50165 for RA job codes
  - Account 50167 for GSA job codes

- Generally these jobs will be paid under fund codes 105 or 200 and fund category 800001, 805001 or 830001 depending on the type of funding your college has for these types of jobs

- Salaried Graduate Research Assistant (Use function 220 unless paid from a “G” project) – 0821 - 0823

- Graduate Services Assistant – 0831 - 0833
Special Notes for Academic Departments:

- **Please consult with your Academic Financial Officer to determine the appropriate chart string to use for different types of employees.** This will be critical so that funds can be transferred from the college to your department to cover your graduate and part-time teaching expenses.

- Consult with other departments as needed for academic assignments being funded by other units such as CLEAR, UNT-I, Frisco (etc.) to ensure that the appropriate chart string is being used.

- It may be necessary to submit an ABA to create a new budget line before an ePAR can be prepared if a new chart string is needed.
Adjunct Overview
Adjunct Pay Plan

• The adjunct pay plan is located at: https://vpaa.unt.edu/sites/default/files/documents/page/2019/adjunct_pay_plan.pdf
• The plan lists the minimum, median and maximum salary levels for a typical 3 SCH course (25% FTE) by department.
• Salaries below the minimum or above the maximum will require that a justification be attached to the ePAR.
Adjunct Recruitment

- Reminder – all adjunct and adjunct assistant jobs must be posted through Academic Resources.
- The hire ePAR can be submitted following receipt of “Cleared for Hire” message from Academic Resources and the adjunct’s completion of onboarding.
- Please utilize updated Adjunct Offer Letter template for any adjunct hires.
- For information on adjunct hiring go to:
  - https://vpaa.unt.edu/node/237/adjuncts
Adjunct Assistants

• Not instructors of record
• Follow same hiring process and procedures as regular adjunct
• FLSA requirements
  • Justification/epar comments of how position is in an instructional role
Payroll for Graduate Students and Adjuncts
Payroll for Adjuncts and Graduate student employees – Appointments – NEW HIRES

• If the adjunct or graduate student is being hired on an appointment (no position number), then submit via ePAR
  • Use the Action/Reason of Hire – Hire Salaried
  • Effective Date is generally 9-1-20, otherwise, first date of employment
  • Enter the Job Code
  • Appointment End Date is generally 1-15-21, otherwise last date of employment, but no later than 5-31.
  • Summer appointments must be submitted separately in Summer 2021 as Hire – Hire Summer Salaried Appointment.
  • Appointment End Date is a critical item. Appointment ePARS submitted without an appointment end date will be pushed back.
  • Enter all other necessary data (FTE, monthly rate, chart string, etc.)
Payroll for Adjuncts and Graduate student employees – Appointments – RETURNING

If the adjunct or graduate student is returning on an appointment (no position number), then submit via ePAR

- Action: Enter as “Employee Change within Department”
- Effective Date:
  - Generally 9-1-20,
  - Otherwise first date of employment
- Employee Status: Change employee status to “Return from Work Break”
- Appointment End Date:
  - Generally 1-15-20,
  - Otherwise last date of employment but no later than 5-31
  - ePARs submitted without an appointment end date will be pushed back

Enter all other necessary data (FTE, monthly rate, chart string, etc.)

Note – if a returning graduate student is moving to an adjunct role, or an adjunct is moving to a graduate student role, please submit their ePAR as a Hire – Hire Salaried.
Payroll for Graduate Student Employees - Positions

If the graduate student is being hired into a budgeted position (position number Axxxxxx), then submit via ePAR

**Action**
- Enter as “Hire-Hire Salaried”

**Effective Date**
- Generally 9-1-20

**Position**
- Enter the position number and verify that the populated data is correct

**Changes Needed**
- If changes are needed, click “Additional Changes Needed”
- Changes include updated chart string data if needed

**Appointment End Date**
- Budgeted positions will automatically have an end date of 5-31-21
- Do not enter an end date in the Department Budget section of the ePAR. These positions must be encumbered for 9 months.
If the graduate student is returning on a budgeted position (position number Axxxxxxx), utilize the spreadsheet to return them for the Fall

- Due to the account coding there are restrictions on the spreadsheet for the load to work correctly. – Information on Next slide

- If the graduate student is returning, but will be hired on an appointment, please follow the instructions on the previous slide.
SPREADSHEET RESTRICTIONS

- Due to account coding the spreadsheet load will only work if the job codes are in the same budget account. If a student cannot be returned on the spreadsheet, please submit an epar to make necessary changes to their records.
- TA and TF job codes post to account 50127 – If the Graduate student was a TA or TF and are continuing as a TA or TF they can be returned on the spreadsheet, if they are a TA or TF moving to a GSA or RA they cannot be returned on the spreadsheet.
- RA job codes post to account 50165 - If the Graduate student was an RA in the spring, they can only be returned as an RA on the spreadsheet.
- GSA job codes post to account 50167 - If the Graduate student was a GSA in the spring they can only be returned as a GSA on the spreadsheet.
Faculty Payroll
Departments will need to submit ePARs for the following situations:
Payroll for Faculty

New Faculty - Please prioritize hiring of new faculty over other ePAR transactions. New faculty hires need to be approved on or before 9-1-20 so that they can have the entire month of Sept. to elect benefit options.

- Use the Action/Reason of Hire – Hire Salaried
- 9-1-20
- Enter the position number and verify that populated data is correct
New Faculty ePARs Continued

- If changes are needed click “Additional Changes Needed” and enter information into the yellow fields.

- Please verify title, rate of pay and source of funding

- Note: The monthly rate should equal the offered salary divided by 9 months. Academic Resources will submit changes for salary spread election if necessary.

- Relocation allowances should be added to the hire ePAR as an additional pay item, using an earnings code of REL, and a chart string on fund 830001.
Termination ePARs

1. Use the Action/Reason of Termination
2. Select appropriate reason
3. Use effective date 9-1-20
Faculty Leave ePARs

**Faculty leave** – unpaid or paid, *returning or leaving*

- Use Payroll Action: Employee Change within Dept
  - For these you will need to change the “Employee Status” drop down in ePAR
    - Leave with Pay – for Faculty Development Leave
    - Leave of Absence – for leave without pay
    - Return from Leave – for faculty returning from Leave with Pay or Leave without Pay
- Attach the VPAA-150 to the ePAR as appropriate
  - If the person is going on or returning from part-time leave (i.e. 50% Faculty Development Leave), then please also *adjust* the FTE and Monthly Rate accordingly
For all actions below use Payroll Action: **Employee Change within Dept:**

**Faculty to administrator (Dean, Assoc Dean, Chair) changes** (or vice versa)
- Verify that appropriate 12 month and 9 month rates have been calculated & that appointment letters are attached to the ePAR.
- Contact Brandi Everett to ensure appropriate position set-up

**Funding changes**
- If this is for a buy-out, attach the Faculty Course Buy-Out Request Form to the ePAR

**Additional Pay:** cell phone, internet, augmentations, etc.
- Attach necessary approval documents and/or justification
Modified Service ePARs

Positions are now established for Modified Service Faculty. Departments will need to submit ePARs for Modified Service faculty (job code 0650). Academic Resources will notify departments of the position number(s).

- First Year Modified Service faculty should be submitted as a Hire – Hire Salaried, using the new position number provided.
- Returning Modified Service faculty should be submitted as an employee change.
- Faculty ending Modified Service should be submitted as a Termination
- Contact Tami Patterson for any concerns about modified service processing
Academic Resources will initiate the ePARs for:

- Title changes and/or salary increases relating to promotion or faculty honorariums.
- Job Code changes for lecturer rank faculty moving to “continuing” status
- Chair augmentations (however, if additional changes occur during the year, the department should submit the ePAR)

Academic Resources will also manage all annualized compensation (Salary Spread) changes for faculty.

Spreadsheets containing information for faculty promotion, honorariums, modified service and faculty development leave will be sent to the College Budget Officer to use for validation of ePARs.
Faculty ePAR Notes

Unless the faculty job is being funded for a period of time less than their 9 month position, do not enter an end date in the Department Budget section of the ePAR.

• For example, it is appropriate to enter an end date if you are submitting a buy-out for only the fall semester.
• If the faculty member will be on the same funding source for the entire year, please do not enter an end date.
Remember - Comments Are Your Friend!!
Please describe the action(s) you are taking on the ePAR. It is also helpful to include the faculty member’s 9 month salary for new hires and other salary changes.
Additional Pay for Faculty

**Task Payments**
A task payment is additional compensation paid to an exempt employee for work based on completion of a task assignment. Task payments are restricted to one-time services, or projects with a specified duration. A task payment is compensation for performing a task assignment.

**Augmentations**
Augmentation pay is compensation that is in addition to, separate from, and does not affect an employee’s base salary rate for performing a temporary assignment of duties usually assigned to a higher pay classification than the employee’s regular position.
Additional Pay for Faculty

- Pre-approval is required for any additional pay.
- Approval must be received **BEFORE** work begins.
- Please submit the VPAA-11b form for augmentations and task payments – available at: [http://vpaa.unt.edu/resources/form](http://vpaa.unt.edu/resources/form)
- Augmentations and Tasks may be submitted for the entire academic year (9-1 to 5-31), but will require Presidential approval because the duration exceeds 6 months.
- **Please submit VPAA-11b forms asap if the augmentation/task will begin on 9-1 and will last 6 months or longer.**
- Academic Resources will manage the augmentation process for Department Chairs who receive an augmentation.
Additional Pay for Faculty - Endowments

- Endowments – Some faculty receive additional pay for serving as an endowed chair or professor. The VPAA 11C form (available at: https://vpaa.unt.edu/sites/default/files/legacy/provost/VPAA11C%20%28002%29.pdf should be submitted for approval of this additional pay.
- These amounts may be submitted for the entire academic year (9-1 to 5-31), but will require Presidential approval because the duration exceeds 6 months.
- A copy of the MOU for the endowment must be attached to the form.
- When submitting these payments via ePAR, please use additional pay earnings code of Endowment.
Faculty Overloads

- A faculty overload occurs when a faculty member is assigned to teach a course that is beyond their regular faculty workload. Overloads are rare, and should only be approved after consultation with the Dean. Generally, faculty workload should be adjusted to accommodate for the need to teach additional courses.
- Job Code 0702 – Faculty Overload has been created specifically for these assignments
- Departments should prepare an offer letter to the faculty member detailing the terms of the overload assignment. The template for this letter can be found at: http://vpaa.unt.edu/faculty-resources/forms-and-templates
- Overload assignments are set up similarly to adjunct appointments, using the job code of 0702, with a 9-1-20 start date and a 1-15-21 appointment end date for the fall. Please see slide 18 for additional instructions for setting up an appointment ePAR.
New College at Frisco and CHEC

- Department will contact Courtney Graham to select days/times for courses and room assignments.
- Department fills out R-6 with Chair & Dean signatures
- Forward signed R-6 to Courtney Graham. Frisco will forward the R-6 to the registrar, after getting IA approval.
New College at Frisco and CHEC

Department completes hiring process
- For adjuncts, complete adjunct offer letter & ePAR
- For Fall and Spring FT Faculty teaching out-of-load, complete faculty overload offer letter & ePAR
- Offer letters are signed by the department in accordance with their respective policies.

To receive reimbursement for the salary expense
- Check with Arvind Mallik to ensure the proper chartstring is used on the epar.
  - Currently: Fund category 105, fund 800001, function 100 and site 1286
  - Insert Arvind Mallik (am1647) (Arvind.Mallik@unt.edu) as an approver into the epar approval workflow, this will allow him to see the funding chartstring and push back for any corrections if needed.
Payrates for Frisco and CHEC courses

For fall or spring FT out-of-load faculty: 10% of annual salary per class, up to $8,500

For summer FT faculty: calculated rate using the Academic Resources spreadsheet

Cost of Adjunct: at college-level or departmental rates

PLUS 5% of total disbursement to cover mileage and other costs (at colleges’ discretion)
New College and CHEC Reimbursements

- After census date, Frisco will do an ABA to reimburse at the College level based on the approved ePARs and Dean’s Office feedback on the reimbursement spreadsheet:
  - Individual Colleges are responsible for reimbursing individual departments
  - Frisco is currently using fund 800001, but will verify before the epars are submitted
  - College must provide the rest of the chartstring information to Arvind Mallik so that Frisco can prepare the ABA form.
Academic Resources Office Contacts

ePAR:
Faculty and Academic Administrators: Brandi Everett, ext. 3951
Academic Staff, FDL, Modified Service: Tami Patterson, ext. 3953
Salaried Grad Students: Davelyn McCartney, ext. 3512
Adjuncts: Chance McMillan, ext. 2138

Annualized Compensation:
Tami Patterson, ext. 3953
Brandi Everett, ext. 3951

Adjunct Offers:
Chance McMillan, ext. 2138

Faculty Onboarding:
Melissa Holland, ext. 2673