FY21 Academic Rollover Overview
<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 5W 1 (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>

*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.
Payroll for Graduate Students and Adjuncts
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 submitting 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
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.
Payroll for Graduate Student Employees – Positions (cont.)

SPREADSHEET RESTRICTIONS

• Due to account coding the spread sheet 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.
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
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.
Departments will need to submit ePARs for the following situations:

- New faculty hires
- Terminations
- Leave
- Administrator Changes
- Additional Pay
- Funding Changes
- Faculty Overloads
- Modified Service
Termination ePARs

- Departments will submit the ePAR to terminate the primary job records for faculty participating in the voluntary separation program
  - Academic Resources will submit the VSP payout ePAR
- Effective date is typically 9-1-20
- Ensure that the job code is correct for the employee who is terminating
  - If it is not correct, contact Tami Patterson
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)
- Voluntary Separation Program ePARs

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.
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.
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