A top-down view of a wooden desk. In the center is a white sheet of paper with the text 'FY22 Academic Rollover Overview'. To the left is a pen holder with various pens and a single pen. To the right is a white coffee cup with dark coffee, a small potted plant, and a decorative object. At the bottom is a ruler.

FY22 Academic Rollover Overview

FY 22 Session Information

Session	Session Dates	Census Date		Payroll Dates	FTE (for 3 semester credit hours)**
Fall	8/23/21 - 12/10/21	9/4/21		09/01 - 1/15	25%
Fall 8W1 (8 week 1)	8/23/21 - 10/15/21	8/28/21		09/01-10/31	50%
Fall 8W2 (8 week 2)	10/18/21 - 12/10/21	10/23/2021		11/1-1/15	50%
Winter Session	12/13/21 - 1/14/22	12/14/21		TBD	50%
Spring	1/18/22 - 5/13/22	1/31/22		1/16-5/31	25%
Spring 8W1 (8 week 1)	1/18/22 - 3/11/22	1/24/22		1/16-3/31	50%
Spring 8W2(8 week 2)	3/21/22 - 5/13/22	3/26/22		4/1-5/31	50%

**Prorate courses that are larger or smaller than 3 semester credit hours

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

8 Week Course Assignments for Adjuncts and Graduate Students

- 8 week course assignments have a .5 FTE, similar to summer 8 week sessions.
- Due to FTE and ACA limitations, salaried graduate students should not be working in an overlapping 16 week and 8 week assignment.
- For salaried graduate student assignments involving an 8 week 1 **and** 8 week 2 assignment:
 - If funded on two positions, leave FTE at .25 and pay with regular fall/spring session dates. If assignment changes for second 8 week session, submit ePARs to change job code.
 - If funded on an appointment, submit one ePAR for .5 FTE with regular fall/spring session dates with epar comments noting work will be performed in concurrent 8 week sessions.
- Adjuncts teaching in 8 week sessions should utilize job code **0708 (Adjunct Faculty – 8 week)**
- **Offer letter should include both session and payroll dates for 8 week assignments.**

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 27th**

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.

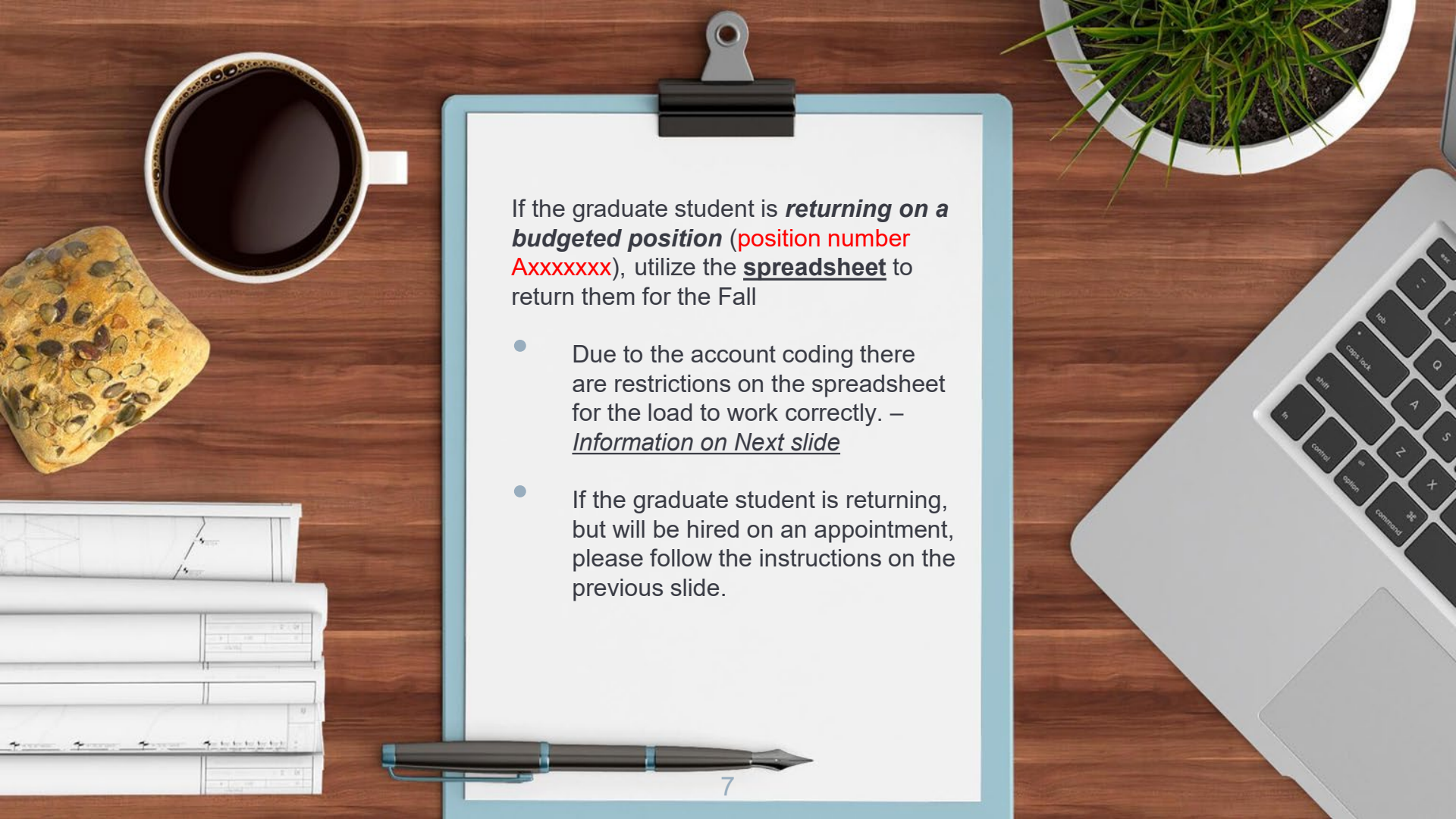
To view payroll deadlines, visit

www.untsystem.edu/payroll-deadlines



Grad Offer letters and CHC

- Submit signed offer letters through the use of the dynamic form process.
- Offer letters for returning students not required, however departments may still provide one if preferred. The dynamic form allows for communication of salary rates and job duties for returning students.
- Visit <https://vpaa.unt.edu/resources/retention> for more information on salaried graduate students

A top-down view of a wooden desk. In the center is a light blue clipboard with a black clip at the top, holding a white sheet of paper. To the left is a white coffee cup filled with dark coffee, a round loaf of bread with seeds, and a stack of papers. To the right is a small potted plant with green grass-like leaves and a silver laptop. At the bottom of the clipboard is a black fountain pen.

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.

Salaries 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 effective 9-1-2021.
- **Hires at or above midpoint continue to require the submission of a justification statement explaining why the higher rate is being requested**
- You must pay at or above the entry rate listed in the plan.

Presidential Graduate Student Lines

- New Purpose code for Presidential Lines:
 - **11016** – Presidentially Funded Items
 - ePARs will need to be submitted to add the purpose code to the funding chart string
 - Check with your College Financial Officer to determine which lines are considered Presidential lines

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>

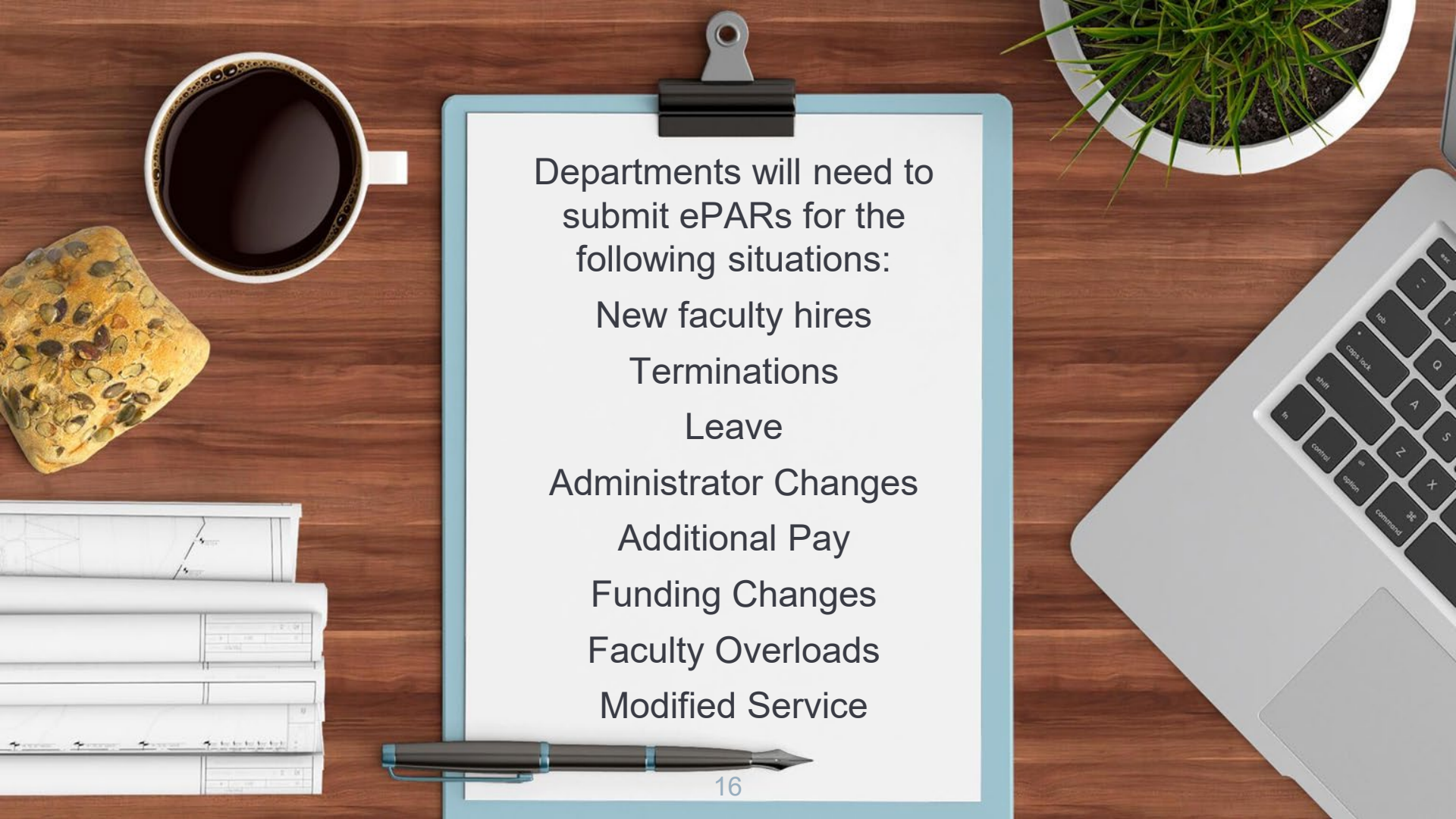
Adjunct Assistants

- 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.

Faculty Payroll



Departments will need to submit ePARs for the following situations:

New faculty hires

Terminations

Leave

Administrator Changes

Additional Pay

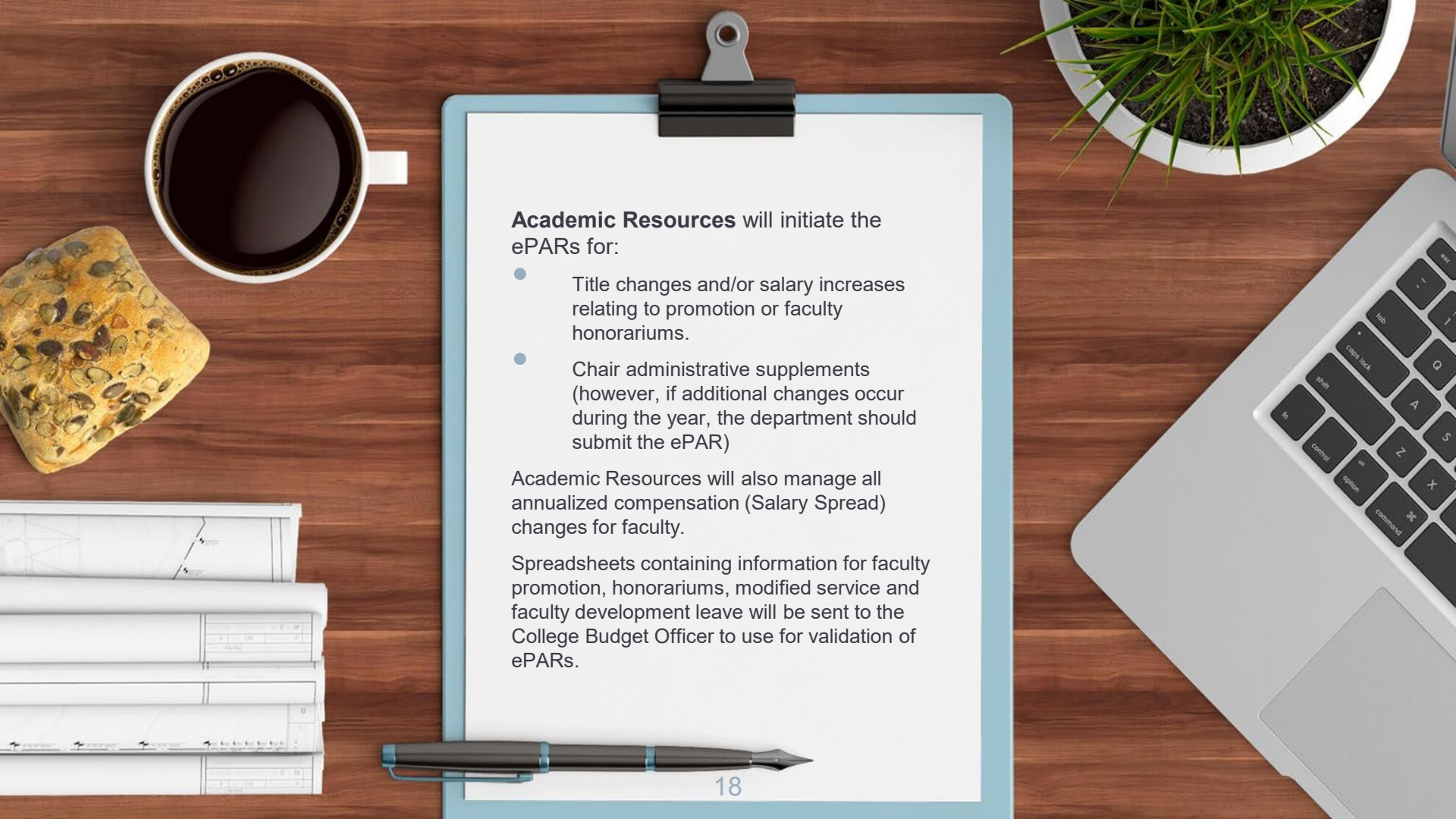
Funding Changes

Faculty Overloads

Modified Service

Termination ePARs

- Effective date is typically 9-1-21
- 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.
- Chair administrative supplements (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.



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

Administrative Supplement vs. Augmentation

- An Administrative Supplement is awarded to faculty who are regularly appointed as an associate/assistant dean, chair, institute/center director, or director of a school/college/campus or an academic unit.
- Augmentation pay is compensation that is in addition to and separate from an employee's base salary for a temporary assignment of additional duties (usually for duties that are at a higher level than the employee's regular assignment) that are integrated into the person's regular job and are performed during their regular work schedule. Examples of common augmentations are for serving as interim administrators such as interim department chair or interim. In some cases, assignment of leadership for graduate studies or other academic program can result in the payment of an augmentation.
- Augmentations are differentiated from Administrative Supplements by the permanency of the arrangement. While Administrative Supplements represent supplemental pay for ongoing leadership responsibilities, augmentations are temporary in nature

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:
<https://vpaa.unt.edu/sites/default/files/documents/page/2019/vpaa11b.pdf>
- 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.**
- Academic Resources will manage the administrative supplement process for Department Chairs that are active in the role on 9/1/21.

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.

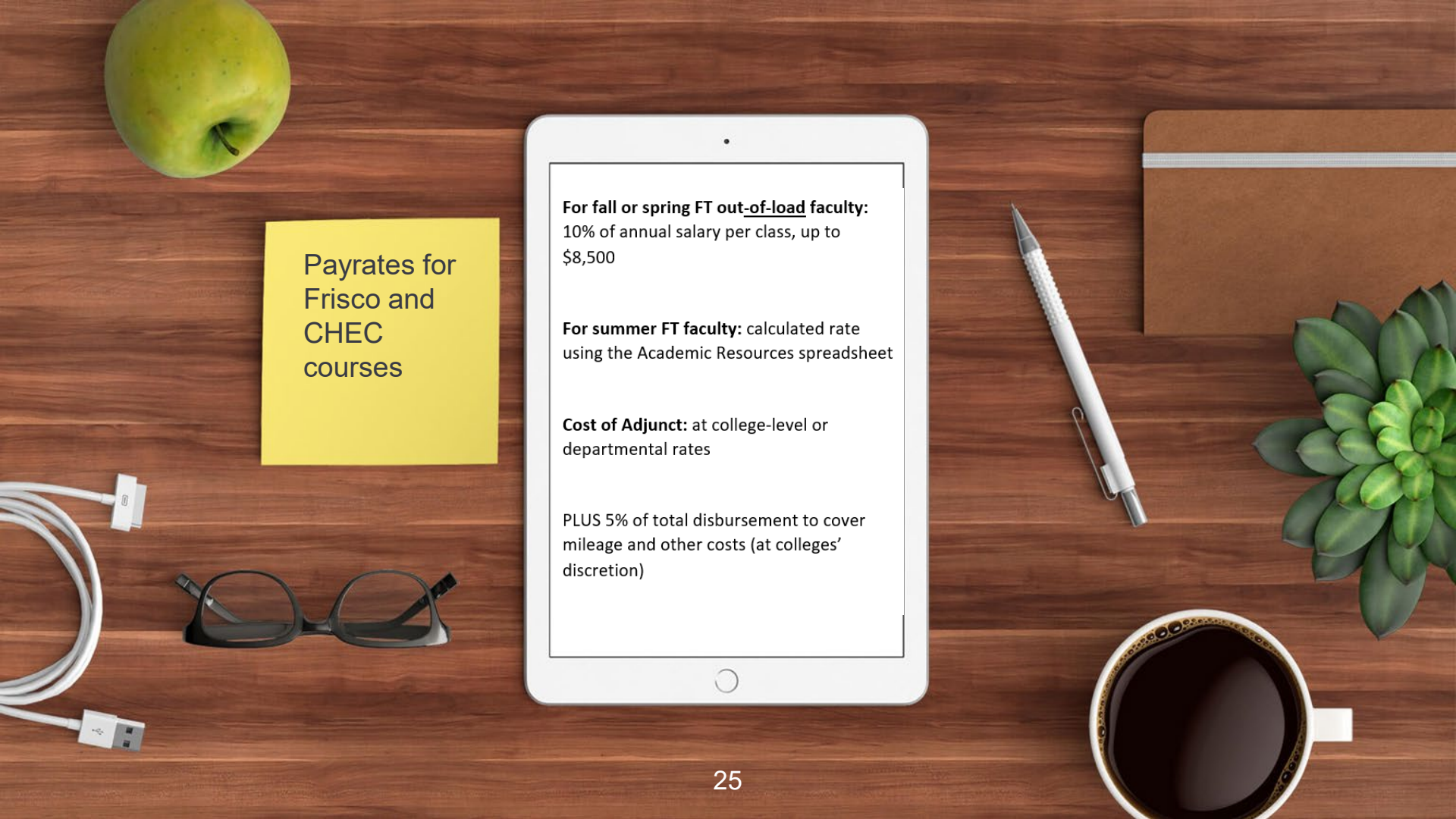
New College at Frisco and CHEC

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 Ichha Bhandari to ensure the proper chartstring is used on the epar.
- Currently: Fund category 105, fund 800001, function 100 and site 1286
- Insert Ichha Bhandari (ib005) (Ichha.Bhandari@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:
Academic.Resources@unt.edu

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