



OFFICE OF THE PROVOST &
DIVISION OF ACADEMIC AFFAIRS
Academic Resources

2023-2024 Academic Year Rollover Process

August 1, 2023

Agenda

- Introduction
- Salaried Graduate Students
- Adjuncts
- Faculty
- Deadlines
- Updates
- Q&A



Academic year overview

Session	Session Dates	Census Date	Payroll Dates	FTE (for 3 semester credit hours)**
Fall	08/21 – 12/15	09/01	09/01 – 01/15	25%
Fall: 8 week 1 (8W1)	08/21 – 10/13	08/26	09/01 – 10/31	50%
Fall: 8 week 2 (8W2)	10/16 – 12/15	10/21	11/01 – 01/15	50%
Winter Session	12/18 – 01/12	12/19	TBD	50%
Spring	01/16 – 05/10	01/29	01/16 – 05/31	25%
Spring: 8 week 1 (8W1)	01/16 – 03/09	01/22	01/16 – 03/31	50%
Spring: 8 week 2 (8W2)	03/18 – 05/10	03/23	04/01 – 05/31	50%

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



Salaried Graduate Students

Overview of Grad Roles

Teaching Fellows

- (Job Codes 0801, 0802, 0803)
- TF's primary responsibility for teaching a course for credit under the direct supervision of a faculty member or chair
- TF's listed as the instructor of record.
- ePAR start date should be 9/1 & actual work begins 8/21 (*classes start*). Typically, the assignment will end once grades are due (*Fall payroll through 1/15*).

Teaching Assistants

- (Job Codes 0811, 0812, 0813)
- TA's do not have primary responsibility for teaching a course for credit; perform under the instructor's direct supervision.
- Provide general assistance to the instructional process, such as grading, tutoring, etc.
- Teaching assistants may not be listed as instructor of record.
- ePAR start date should be 9/1 & actual work begins 8/21 (*classes start*). Typically, the assignment will end once grades are due (*Fall payroll through 1/15*).

Research Assistants

- (Job Codes 0821, 0822, 0823)
- Engaged in research activities under the direction and supervision of a principal investigator or faculty working on research.
- Fall work should **not** begin prior to 9/1 date, if it does it must be processed as a summer ePAR.
- ePAR dates more closely align with actual work dates.

Grad Service Assistants

- (Job Codes 0831, 0832, 0833)
- Responsibilities are administrative in nature or consist of other activities that do not generally fit within the TF, TA, or RA job responsibilities. Contribute to the overall academic progress or professional development of the student.
- Fall work should **not** begin prior to 9/1 date, if it does it must be processed as a summer ePAR.
- ePAR dates more closely align with actual work dates.

- **In fall and spring, salaried graduate students are limited to a combined FTE of .50 (20 hours/week) to ensure compliance with the Affordable Care Act and UNT Policy.**

Graduate Student 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.

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.
- *For advancement to Pay Level 3, departments must fill out a form to certify results of qualifying examinations at:*

<https://tgs.unt.edu/webform/ger-webform>







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.

- **Progression to the next level requires meeting the minimum qualifications of the higher level at the beginning of the Fall semester only.**
- TGS manages the CLE (Course Load Exception) form and process please review the information provided at:

<https://tgs.unt.edu/course-load-exception-request>

Salaried Grad Student Offer Process

-  Departments identify student and confirms appointment terms
-  Departments utilize offer letter template on VPAA website. If no new offer letter is needed, complete the dynamic form in order to confirm the student is returning to role.
-  Department completes the VPAA Dynamic Form.
-  Academic Resources will confirm if a CHC is needed or not. If so, it will be requested, and student will be sent email to complete it.
-  Once the dynamic form is completed, the student is cleared to hire. Once dynamic form is complete, the ePAR can be processed.
-  Students **cannot begin work until the CHC is cleared even if it is past the desired start date.**

Compensation for Salaried Grads



For salaried graduate students, please utilize the rates listed in the graduate compensation plan. You must pay at or above the entry rate listed in the plan.



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.



General information about salaried graduate compensation is available at: <https://vpaa.unt.edu/resources/retention>



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
- Salaried Graduate Research Assistant (Academic Departments – function 220) – 0821 - 0823
- Graduate Services Assistant – 0831 - 0833
- Salaried Graduate Research Assistant (Non-Academic Departments) – 0841 - 0843

Grad Position Rollover Process

ePAR Process

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

- If the graduate student is *returning on a budgeted position* (position number Axxxxxxx), utilize the **spreadsheet** to return them for the Fall.
- If the graduate student is returning, but will be hired on an appointment, please complete an ePAR.

Spreadsheet Load

Academic Resources will distribute spreadsheets to the Academic Financial Officers for use in loading fall payroll data for continuing salaried graduate students - **on positions only. DUE: 5 pm, Friday, August 18th**

SPREADSHEET RESTRICTIONS

- Due to account coding the spread sheet load will only work if the job codes are in the same chart string (account codes). 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.

Payroll for Graduate Student Employees – Positions (cont.)

Account Coding for Salaried Grad Lines

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**

0831 – 0833 GSA job codes will post to Account 50167 (D5016)

0841 – 0843 Non-Academic RA will post to Account 50165 (D5016)

New 220 chart strings should be created by submitting an ABA to create the chart string



Presidential Graduate Student Lines

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 if it is not already being used
- Check with your Academic Financial Officer to determine which lines are considered Presidential lines



Special Note for Academic Units

- 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.



Adjuncts

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 via PeopleAdmin and the adjunct’s completion of onboarding.



Please utilize the Adjunct Offer Letter template for adjunct hires.



Transcripts and VPAA 132 must be on file with Academic Resources. These should be submitted at time of hire.



For information on adjunct hiring go to:
<https://vpaa.unt.edu/node/237/adjuncts>

Please submit adjunct offers as soon as they are signed so Academic Resources can process in a timely manner.

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 Assistants

- Job code 0710 or 0718 for 8W courses
- 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

- 8-week course assignments have a .5 FTE, like 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)
 - **If the adjunct will be teaching an 8W1 and an 8W2 course at .50 FTE – utilize job code 700 as they will be able to receive benefits for continually working the 4.5 months.**
- **Offer letter should include both session and payroll dates for 8-week assignments.**

8 Week Course Assignments for Adjuncts and Graduate Students

Adjuncts Teaching Online

In partnership with Central Administration, we will be processing Distance Education Fee Swaps again for FY24.

- Please charge any adjunct instructor teaching an online course to the DE Fee (880057) on the hire epar in lieu of reallocation epar.
- Only courses that are online should be billed to the DE Fee.
- Fund swaps will occur for these expenditures after census date for the fall term and our office will work with your AFO to swap funds and cover deficits on departmental chart strings.





ePAR Process for Graduate Students & 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



Action

Use the Action/Reason of Hire – Hire Salaried



Effective Date

Generally, 9-1-23,
Otherwise, first date of employment



Job Information

Enter the Job Code

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



Appointment End Date

Generally, 1-15-24
Otherwise, last date of employment but no later than 5-31
Appointment End Date is a critical item. ePARs submitted without an appointment end date will be pushed back.
Summer appointments must be submitted separately.

Payroll for New Graduate Student Employees - Positions

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



Action

Enter as "Hire-Hire Salaried"



Effective Date

Generally, 9-1-23



Position

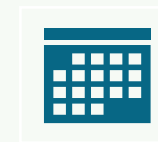
Enter the position number and verify that the populated data is correct.



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 5-31-24

Do not enter an end date in the Department Budget section of the ePAR. These positions must be encumbered for 9 months.

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, 9-1-23,
Otherwise, first date of employment



Employee Status

Change employee status to “Return from Work Break”



Appointment End Date

Generally, 1-15-24,
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.



Faculty



Departments will need to submit ePARs for the following situations:

- New faculty hires
- Terminations
- Leave
- Administrator Changes
- Additional Pay (other than Chairs)
- Funding Changes
- Faculty Overloads
- Modified Service

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 9-1-23 so that they can have the entire month of September to elect benefit options.
- If for any reason the budget salary information or position title appear incorrect, please contact Patty Rodriguez to correct before submitting the ePAR.



Action

Use the Action/Reason of Hire –
Hire Salaried



Effective Date

Generally, 9-1-23,
Otherwise, first date of
employment



Position Number

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.
Attach signed offer letter.



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.

Terminations or Retirement

Faculty terminations

- Should never go through the HR off-boarding (online) process.
- Typically, the end date will be 9/1/23 for the faculty to maintain the benefits and to any annualized compensation. If any issue, please contact AR.
- Attach resignation letter or other supporting documentation to ePAR.

Retirements

- Faculty members retiring should have a confirmed retirement date from hrbenefits@untsystem.edu.
- Faculty retiring **and going on modified service 9/1** should use 7/31 retirement date **IF** they are a TRS or, if on ORP and want to retain their sick leave balance. Modified service must be approved prior to retirement.
- Attach retirement notice email/ documentation to ePAR.

Non-returning adjuncts & grad students:

- A mass termination process will run in September to term any non-returning adjuncts or salaried grad students.
- Term ePARs not required unless someone terms mid-semester.

Use the
Action/Reason
of Termination

Select
appropriate
reason

Use effective
date 9-1-23



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** – attach FDL approval letter to ePAR
 - **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*

Faculty ePARs

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 Patty Rodriguez 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: augmentations

Attach necessary approval documents and/or justification

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.

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.
- Also, add attachments to support the action.

[Expand/Collapse All](#)

▶ **Job Data**

▶ **Department Budget Data**

▶ **Additional Pay Data**

▶ **Position Data**

Comments: New hire Dr. XX. 9 mo salary =\$XX,XXX.XX

214 characters remaining

[Expand/Collapse All](#)

Modified Service ePARs

- Departments will need to submit ePARs for Modified Service faculty (job code 0650) utilizing a Modified Service Faculty position number. If a department is unaware of the position number, please contact Academic Resources.
 - 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 Hire-Hire Salaried and place the faculty member into the new position.
 - Faculty ending Modified Service should be submitted as a Termination
 - Contact Mary Atkins for any concerns about modified service processing



Academic Resources will initiate certain ePARs

- Title changes and/or salary increases relating to promotion or faculty honorariums.
- Chair administrative supplement (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 AFO to use for validation of ePARs.

Additional Pay for Faculty

Task payment

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.

Task completion form required to be attached to ePAR to verify work was completed per the approved VPAA 11B form.

Admin Supplement

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.

Augmentations are differentiated from Administrative Supplements by the permanency of the arrangement.

Augmentation

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: interim administrators such as interim department chair. In some cases, academic program coordinators can result in the payment of an augmentation.

Additional pay is limited to 20% of a faculty members 12-month annualized salary each academic year.

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>



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. AR will obtain the signature.



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 9/1/23.

Additional Pay for Faculty: Endowments



Some faculty receive additional pay for serving as an endowed chair or professor. The VPAA 11C form 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. AR will obtain the signature.



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**.

The VPAA 11C form (available at: <https://vpaa.unt.edu/sites/default/files/legacy/provost/VPAA11C%20%28002%29.pdf>)



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 9-1-23 start date and a 1-15-24 appointment end date for the fall.

UNT at Frisco/New College and CHEC FALL 2023

Department completes hiring process

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

FALL 2023 - To receive reimbursement for the salary expense

- **USE SITE CODE 1315** All Colleges: Please use this site code for Fall 23 sections; Fund category 105, fund 800001, function 100
- ***USE SITE CODE 1286:** Ichha Bhandari will contact colleges individually to use site code 1286 for sections at Inspire Park/CHEC; Fund category 105, fund 800001, function 100
- Insert Ichha Bhandari (ib0005) as an approver into the epar approval workflow, this will allow her to see the funding chart string with site code and push back for any corrections if needed.
- Contact Ichha Bhandari (Ichha.bhandari@unt.edu) with questions you might have.



Pay rates for Frisco and CHEC courses

- **For fall or spring FT out-of-load faculty:** 10% of annual salary per class, up to \$8,500
- **Cost of Adjunct:** at college-level or departmental rates
- **Mileage:** 5% of total disbursement to cover mileage and other costs (at colleges' discretion)

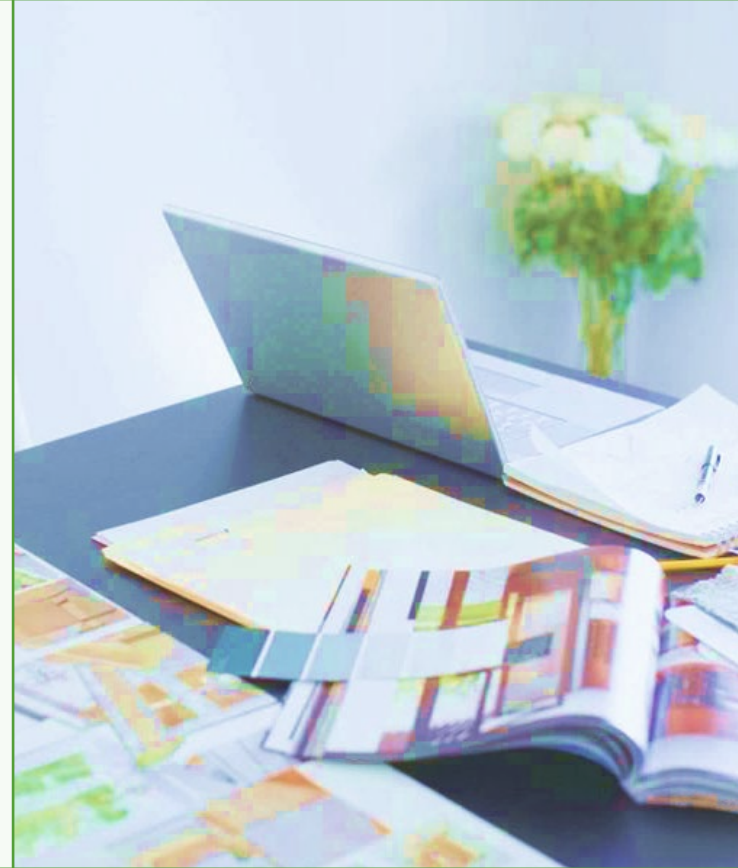


New College and CHEC Reimbursements

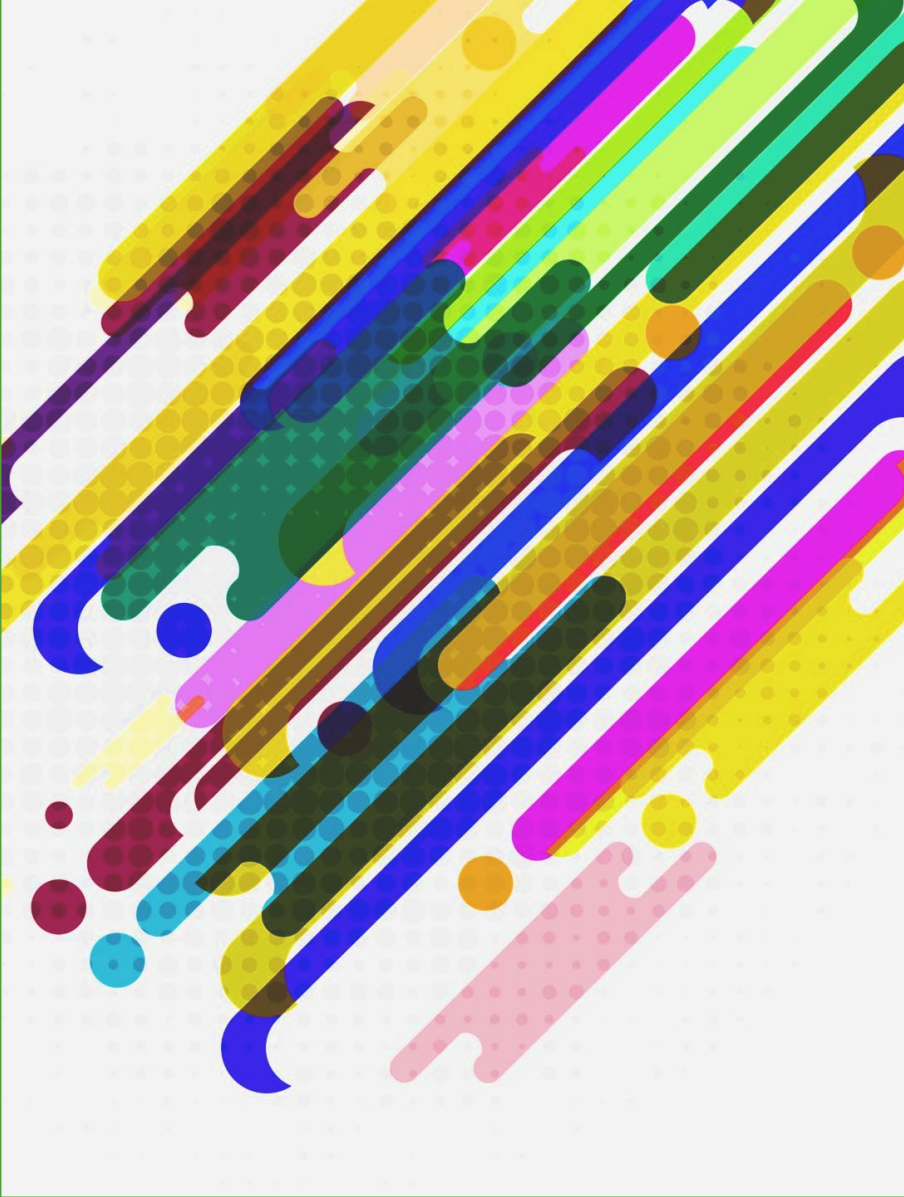
- After census date, Frisco will do an ABA to reimburse at the College level based on the approved ePARs and Dean's Office feedback on the reimbursement spreadsheet
- Individual Colleges are responsible for reimbursing individual departments
- College must provide the rest of the chart string information to Ichha Bhandari so that Frisco can prepare the ABA form.

Other important reminders

- Annualized compensation forms due August 18th
 - Needed for any new elections
 - Current faculty changing election
 - Administrators going back to faculty **must** re-elect if desired



Academic Resources Team Updates



Academic Resources Team

Chance

- College of Liberal Arts & Social Sciences
- Mayborn School Journalism
- College of Applied and Collaborative Studies (*New College*)
- College of Education
- International Affairs
- VP Enrollment
- Housing & Residence Life
- Auxiliary Services Administration
- VP Student Affairs
- Student Affairs – Wellness

Nicole

- College of Science
- Texas Academy of Mathematics & Science
- College of Information
- Toulouse Graduate School
- College of Health & Public Service
- College of Merchandising, Hospitality & Tourism
- Libraries
- VP Research and Innovation
- VP Digital Strategy and Innovation

Melinda

- College of Engineering
- College of Music
- G. Brint Ryan College of Business
- College of Visual Arts & Design
- Academic Technologies
- Athletics
- VP Finance & Administration
- VP Inclusion, Diversity, Equity and Access

Mary

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

Patty

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

q&a

2024 ACADEMIC ROLLOVER

Contact us at academic.resources@unt.edu