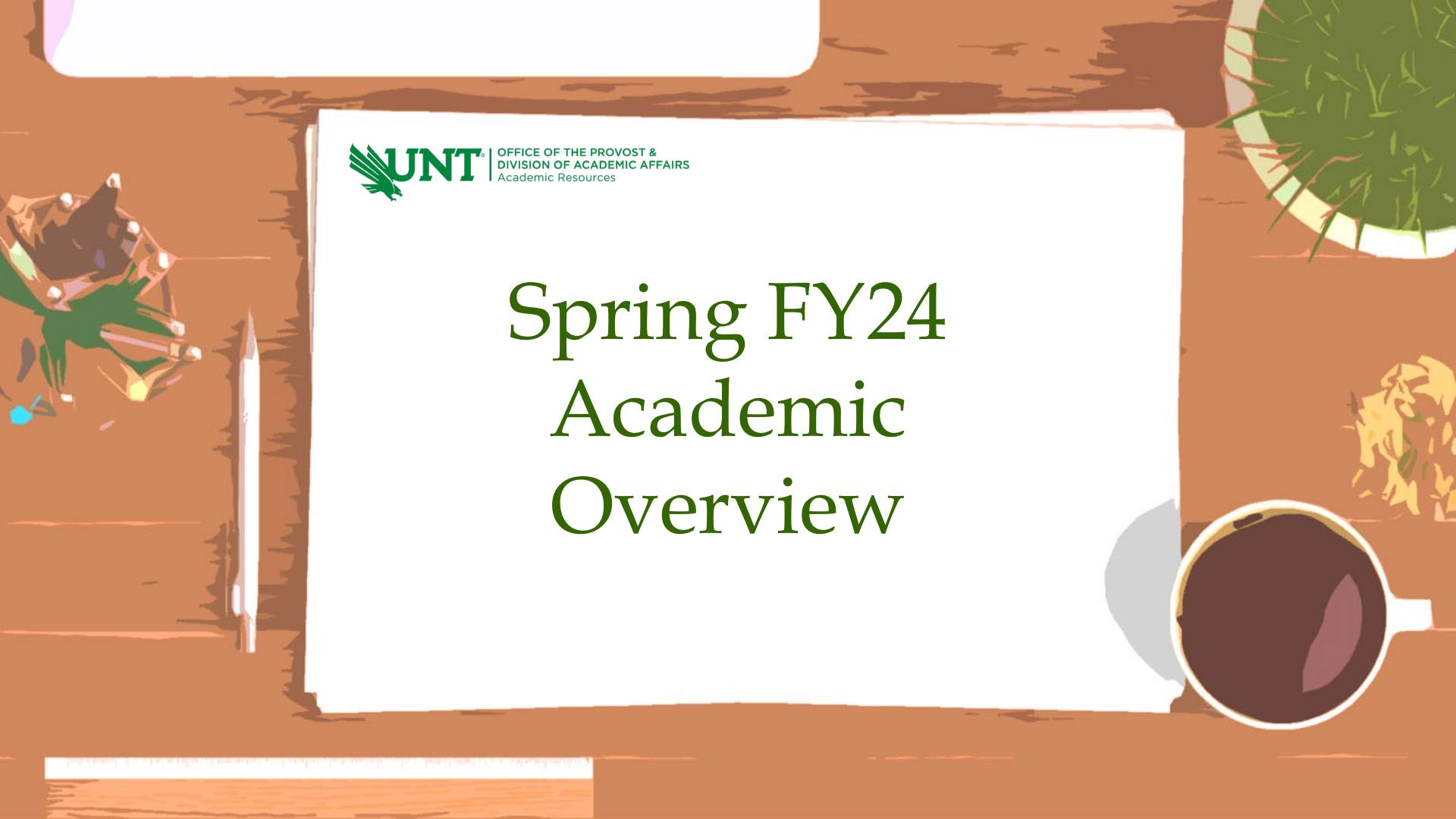


Spring FY24 Academic Overview



FY24 Session Information

Session	Session Dates	Census Date	Payroll Dates <i>ePAR dates</i>	FTE (for 3 SCH)
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	12/18 - 01/31	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%

Key Highlights

Academic Resources will be distributing spreadsheets for salaried graduate students and adjuncts to the Academic Financial Officers for reference purposes.

Departments will be required to prepare ePARs for all spring hires, changes, or terminations.

Faculty or students SHOULD NOT begin any work until they have been cleared for hire and completed their background check and I9 verification even their start date has passed.

Note: In order to allow enough time for ePAR's to complete processing before the deadline for the February 1 payroll, please submit before noon on January 12th.

The 2/1 ePAR completion deadline is 5pm January 18th for all approvers.

***Please begin submitting documents to Academic Resources and ePARs as soon as possible.**

Fall Break for Grad Students

- Salaried Graduate Assistants (GSA) and Research Assistants (RAs) students are expected to work their normal schedule during the Fall Break. If they do not, dock time should be entered in EIS or they can make-up hours for time missed during regularly scheduled open days.
- Teaching Fellows and Teaching Assistants have a different expectation as courses are not scheduled this week but should confirm with their supervisor if there are any expectations.
- There is not an expectation for them to work or make-up time on days the University is closed.

Credentialing Instructors of Record

VPAA 132 form

- Ensure the form is filled out completely.
- Ensure you list the course number, title of course, and CIP.
- If you are credentialing an instructor with a master's degree, the CIP code of their degree and the courses they will be teaching should match. Otherwise, further justification is needed.
- Justification can be done by detailing their completed course work as it relates to each class they will be teaching.
- You can also detail other qualifications, such as licenses, or work experience which makes them qualified to teach such course.
- **When submitting the hire packet/offer letter you must attach the VPAA132 for faculty and adjuncts if new or if there has been any updates.**



Graduate Student Overview

Overview of Salaried Graduate 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 1/16

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 1/16

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.

ePAR dates more closely align with actual work dates.

Salaried Graduate roles can either be on a position (with a position number / A-Lines) or an appointment (no position number).

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.

Salaries Graduate Compensation Plan



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.



***Reminder: level changes for salaried graduate students may only occur in the fall (9/1) but salary may be increased in spring** if appropriate/with justification.
ePARs submitted for a level change will be denied.

Salaried Graduate Student Offer Letter

- > Use the dynamic form in routing offer letters for electronic signature.
- > Can list multiple GA job codes on one dynamic form.
 - It is important that both the Career Center and Academic Resources Offices receive letters early in the process to complete necessary CHC and onboarding process prior to payroll deadlines
- > Please utilize the **salaried graduate student offer letter [template from our webpage](#)** which includes:
 - Work should not begin until the CHC and I9 have been completed! Please work with your faculty members to gather the needed information early.

<https://vpaa.unt.edu/resources/retention>

Special Notes for Academic Departments

Please consult with your AFO to determine the appropriate chart string to use for different types of employees.

- That will be critical for funds to 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, CACS (etc.) to ensure 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 has been update beginning Spring 2024.

- **The minimum pay for a 3 SCH course is \$3,500.** Any offers that have already been signed at a lower rate; an addendum should be sent to the adjunct.
- The pay plan lists the minimum, median and maximum salary levels for a typical 3 SCH course (25% FTE) by department.
- Salaries below the minimum will not be approved; above the maximum will require that a **justification be attached to the ePAR.**

The Adjunct Pay Plan as of newly updated adjunct pay plan is located at:
https://vpaa.unt.edu/sites/default/files/documents/page/2019/adjunct_pay_plan.pdf

Adjunct Recruitment



Reminder – all Adjunct, Adjunct Assistant, and PhD Student Mentor jobs must be posted through Academic Resources. Posting is initiated via Dynamic Form.



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.



Once you have completed your adjunct hiring, please inform Academic Resources to close your posting so it ensures a better candidate experience. If it needs to be reopened or a new need arises, we can assist.

Adjunct Assistants

- Are not instructors of record
- Follow same hiring process and procedures as regular adjunct
- FLSA requires Justification/ePAR comments regarding how position is in an instructional role

Payroll for Graduate Students and Adjuncts



ePAR tips to minimize denials/pushback

Dates: standard Spring start date is 1/16/24 and standard end date is 5/31/24 (will display in EIS as short work break with date 6/1/24)

Level changes: may only occur in the Fall

Salaries: please use rates provided in the student/adjunct pay plans. **Rates below minimum or above maximum will be denied without justification.**

Hires at or above midpoint require the submission of a justification statement explaining why the higher rate is being requested.

Funding end date: in almost all cases, a funding end date is not needed. Only use one for sponsored projects or for funding changes that will occur prior to the appointment end date.

Payroll for Adjuncts & Salaried Graduate Students:

Please note, if a position number needs to be moved to a different department, submit the appropriate ePAR to facilitate the move.

New Hires

- Submit ePAR as “Hire-Hire Salaried”

Continuing (with no changes) and SWB 6/1/2024

- Salaried Graduate Student continuing in a job on a position number, in exact same capacity as the Fall semester, and their short work break date is listed as 6-1-24 on the appointment spreadsheet, no action is necessary.
- These specific appointments have been set up to pay through 5-31-24.

Continuing, with changes

- Submit ePAR as an Employee Change within Department and make any needed changes

Payroll Scenarios for Salaried Graduate Students:

Continuing, but moving from appointment to a position

- **FIRST**, submit a Hire ePAR for the position job –*this avoids onboarding and a new I9 form*, and
- Submit a Termination Epar for the appointment job
- Both actions should be effective 1-16-24

Terminating prior to 5/31/2024

- Submit ePAR as Termination
- Attach documentation (resignation email, etc.)
- Effective date is first business day not on payroll (example, last day 2/11 the effective date is 2/12)

ePAR Scenarios for Adjuncts and Salaried Graduate Students on Appointments (no position number)

Continuing but moving from an appointment to a position (or vice versa):

- Submit the Hire ePAR **first** for the new role—*this avoids onboarding and a new I9 form,*
- **Then submit** a Termination ePAR for the current job
- Both actions should have an effective date of 1-16-24.

Terminating prior to 5/31/2024:

- Submit ePAR as Termination
- Attach documentation (resignation email, etc.)

Terminating as of appointment end date (1/16/24):

- No action needed
- Mass termination process will run at end of January.
- Any employee who has not been returned via ePAR will be termed via the mass term process. (Depts will be sent info to verify first).

Adjuncts and Salaried Grad Students: Appointments - New Hire

For adjuncts or graduate students being *hired on an appointment* (no position number), then submit via ePAR.

Type of ePAR: Employee Transaction

Action/Reason of Hire: Hire Salaried

Effective Date: Generally, 1-16-24; otherwise, first date of employment

Enter the Job Code (do not enter a position number)

Appointment End Date is generally 5-31-24, otherwise last date of employment, but no later than **5-31**.

Summer appointments must be submitted separately in Summer 2024 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.) A funding end date is generally not necessary.

Funding end dates should only be used if the appointment is paid from a sponsored project, or if the funding source will change prior to the appointment end date.

Adjuncts and Salaried Grad Students: APPOINTMENTS - RETURNING

Adjuncts or graduate student *returning on an appointment* (no position number), then submit via ePAR

Action

- Type of ePAR – Employee Transaction
- Enter as “Employee Change within Department”

Effective
Date

- Generally, 1-16-24,
- Otherwise, first date of employment

Job Code

- Enter the Job Code (do not enter a position number)

End Date

- Generally, 5-31-24,
- 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 different position type, (such as a newly graduated salaried grad student moves into an adjunct role), please submit their ePAR as a Hire – Hire Salaried.

Adjuncts and Salaried Grad Students on Appointments – Ending Payroll

If an adjunct or graduate student employee was hired on an appointment with an appointment end date later than 1-15-24, and they will not be continuing in this role in the spring semester, then a termination must be entered to avoid an overpayment.

(Note, a termination ePAR is NOT needed if the appointment end date was submitted as 1-15-24. These jobs will be terminated through the mass termination process).

Action

- Type of ePAR - Employee Transaction
- Action/Reason of Termination/End of Job Assignment
- Enter the employee ID and select the appropriate employee record

Effective Date

- Generally, 1-16-24,
- Last Physical Date - 12/13/23 or other appropriate date

Notes

- Fill in “remove after XX hours” based on the employee’s FTE on this job (i.e. 50% would remove after 4 hours).

Payroll for Salaried Graduate Student on Positions

If a position number needs to be moved to a different Department, please submit appropriate ePAR to facilitate the move (see slide 23 for additional details).

New Hires

- Submit ePAR as “Hire-Hire Salaried”

Continuing – WITH NO CHANGES

- If a Salaried Graduate Student is continuing in a job on a position number, in exactly the same capacity as the Fall semester, no action is necessary. This positions have been set up to pay through 5/31/24.

Continuing – With Changes

- Submit ePAR as an Employee Change within Department

Continuing but moving from a position number to an appointment

- **First**, submit a Hire Epar effective 1/16/24 for the appointment job, *this avoids onboarding and a new I9 form*, and
- Next, submit Termination Epar for the position job, also effective 1/16/24.

Terminating prior to 5/31/24

- Submit ePAR as Termination

Payroll for Graduate Student on Positions: New Hire

Graduate student being *hired into a budgeted position*, (position number Axxxxxx), then submit via ePAR

Action

- Type of ePAR - Employee Transaction
- Action/Reason of Hire-Hire Salaried

Effective Date

- Generally, 1-16-24,
- Otherwise, first date of employment

Changes

- If changes are needed, click "Additional Changes Needed" and enter correct information in yellow fields

Appt End Date

- Budgeted positions will automatically have an end date of 5/31/24
- Do not enter a funding end date on salaried graduate position ePARs

Payroll for Salaried Grad Students on Positions – Continuing on Payroll

If the graduate student is *continuing on a budgeted position* (position number Axxxxxxx), and a change in job code (or other changes) is needed, then submit via ePAR.

Action	<ul style="list-style-type: none">• Type of ePAR – Employee Transaction• Action – Employee Change within Department• Enter employee ID and select the appropriate employee record
Effective Date	<ul style="list-style-type: none">• Generally, 1-16-24• Otherwise, first date of employment
Populate details	<ul style="list-style-type: none">• Enter correct information into the yellow fields
Appt End Date	<ul style="list-style-type: none">• Budgeted positions will automatically have an end date of 5/31/24.• Do not enter a funding end date on salaried graduate position ePARs.

Note – changes in graduate student level (i.e. TA Level 1 to TA Level 2) are not permitted mid-year. Level changes may only occur 9/1.

Payroll for Salaried Grad Students on Positions – Ending Payroll

All graduate students hired on a budgeted position in fall semester have an automatic end date of 5-31-24. If the student is being *terminated from a budgeted position* (position number Axxxxxxx) at the conclusion of the fall semester, then **submit an ePAR in order to avoid overpayment.**

Action

- Type of ePAR - Employee Transaction
- Action/Reason of Termination/End of Job Assignment
- Enter the employee ID and select the appropriate employee record

Effective Date

- Generally, 1-16-24
- Last Physical Date – 12/09/23 or other appropriate date

Notes

- Fill in “remove after XX hours” based on the employee’s FTE on this job (i.e. 50% would remove after 4 hours).
- **Do not** enter a funding end date on salaried graduate position ePARs

Transferring Graduate A-Positions between depts/colleges

Departments will need to submit an ePAR to transfer a salaried graduate student position (beginning with “A”) between departments or colleges. **Note: receiving department will need to initiate the ePAR.**

Action

- Type of ePAR – Vacant Position/New/Chg/End
- Action/Reason – Transfer Position from Dept/UNTS
- Enter the position number
- Enter the Transfer **From** Department

Effective Date

- 1-16-24 (or other appropriate effective date)

Notes

- Enter “reports to” position number of new direct supervisor
- Annual Salary should be the 9- month salary
- Do NOT Click on the “Post Job upon Final Approval” box

Graduating Students on an F1 Visa

F1 International Students who are no longer required to enroll after the Fall 2023 semester, do not have automatic work authorization beyond **December 15, 2023** without additional approval (i.e. OPT). A list of names have been provided to AFOs.

GSAs and RAs: Termination ePAR should have an **effective date of 12/16/2023, last day worked 12/15/2023 with a comment that they are a graduating F1 student.**

TFs and TAs: The work required to receive full-semester compensation will be completed on the last class day, however, they **should remain on payroll through 01/16/2024** to receive their full payment for the work. The **ePAR should have a termination effective date of 01/16/2024, last day worked 12/15/2023.**

If they do have continuing work eligibility, contact HR to provide the necessary documentation to update the individual's I-9 form.

The students have also been informed of this information directly from the International Office but please communicate with them to ensure that work concludes as required so they remain in compliance with their visa.



Faculty Payroll

Payroll for Faculty

New Faculty beginning employment in the Spring semester

Please prioritize hiring of new faculty over other ePAR transactions, these can be entered once you have been informed they are cleared to hire.

**Action/
Reason**

- Use the Action/Reason of Hire - Hire Salaried

Effective Date

- 1-16-24

**Position
Number**

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

Notes

- Be sure to include any relocation payments on the hire ePAR.

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. On the ePAR ensure the month rate is correct, even if the monthly rate calculates differently.

- 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

Use the
Action/Reason
of Termination

Select
appropriate
reason

Enter
appropriate
effective date
- Generally
1-16-24

Attach
resignation
letter

Midsemester Payout for Retiring Faculty

When 9-month faculty retire with an effective date of January 1, there is a requirement to pay them for the portion of the Fall semester that would have been paid from January 1 through January 15.

To do so, the department will typically need to submit an additional pay ePAR to process this payment **prior to** submitting the Retirement ePAR.

Departments who have faculty retiring at end of fall semester should contact HRBenefits@untsystem.edu to confirm retirement date.

Academic Resources will work with the department to determine the payout/assist with calculations and regarding how the ePARs will need to be submitted.

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: use for Faculty Development Leave

Leave of Absence: use for leave without pay

Return from Leave: for faculty returning from Leave with Pay or Leave without Pay. For employees returning from part-time leave (example, FDL at .50 FTE) adjust the FTE and Salary accordingly for their Return from Leave

Attach the VPAA-150 to the ePAR as appropriate

Faculty ePARs

For all actions below, use payroll action Employee Change within Dept

Administrator Changes (Dean, Chair)

Verify appropriate 12-month and 9-month rates have been calculated and that appointment letters are attached to ePAR.

Contact Patty Rodriguez to ensure appropriate position set-up.

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.

Additional Pay (tasks, augmentations, etc.)

Attach approved request (VPAA11b or VPAA11c + MOU, as applicable)

For tasks, attach signed Task Completion Form

Modified Service ePARs

Positions are used for Modified Service Faculty.

- Modified Service faculty should be hired into a position # by entering ePAR as a Hire – Hire Salaried.
- Use job code 0650 – Modified Service.
- Faculty ending Modified Service should be submitted as a Termination.
- AFO's will receive information about their Modified Service appointees for spring, with instructions.
- For questions/concerns about modified service processing, contact Mary.Atkins@unt.edu

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 spring semester**.
- If the faculty member will be on the **same funding source for the entire year**, please do not enter an end date.

Remember – ePAR 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.

[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](#)

Job vs Position Data on ePAR Submissions

Job Data	
Current	New
Home Deptid: [REDACTED]	Home Deptid: [REDACTED]
Position Number: [REDACTED]	Position Number: [REDACTED]
Employee Status: Active	Employee Status: Active
Job Code: [REDACTED]	Job Code: [REDACTED]
Location: [REDACTED]	Location: DENTON
Salary Grade: 06	Salary Grade: 09A
Std. Weekly Hours: 40.00	Std. Weekly Hours: 40.00
FTE: 1.00	FTE: 1.00
Annual Rate: \$25,800.00	Annual Rate: \$48,000.00 (12)
Monthly Rate: \$2,150.00	Monthly Rate: \$4,000.00
Reports to Supv ID: [REDACTED]	Reports to Supv ID: [REDACTED]

If under Position Data the budgeted salary is missing or differs from what was entered in the job data section, you will need to pull back and resubmit the ePAR.

Position Data	
Current	New
Position Number: [REDACTED]	Position Number: [REDACTED]
Effective Date: 09/01/2020	
Job Code: [REDACTED]	Job Code: [REDACTED]
Description: [REDACTED]	Description: [REDACTED]
Standard Hours: 40.00	Standard Hours: 40.00
Budgeted Salary Amt: \$63,021.85	Budgeted Salary Amt: \$63,021.85
FLSA Status: Exempt	FLSA Status: Exempt
Academic Rank: [REDACTED]	Academic Rank: [REDACTED]
Reports To: [REDACTED]	Reports To: [REDACTED]

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 1/16.



Prior to payment of a task, the task augmentation certification form must be completed and attached to the ePAR.

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.



Endowment pay previously set up to continue into the spring semester will continue without submission of additional forms. Presidential approval required if 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.

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. This should be done as soon as possible. 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 1-16-24 start date and a 5-31-24 appointment end date for the spring.

CACS and CHEC SPRING 2024

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.

SPRING 2024 - To receive reimbursement for the salary expense

- USE SITE CODE 1315 All Colleges:
Please use this site code for Spring 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 and 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 chartstring with site code and push back for any corrections if needed.
- Contact Ichha Bhandari (Ichha.bhandari@unt.edu) with questions you might have.

Payrates for CACS 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)



CACS and CHEC Reimbursements

- After census date, CACS 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 chartstring information to Ichha Bhandari so that CACS can prepare the ABA form.



Academic Resources Team

Chance	Nicole	Melinda	Mary	Patty
College of Liberal Arts & Social Sciences	College of Science	College of Engineering	Faculty Development Leave	Data Requests and Reporting
Mayborn School of Journalism	Texas Academy of Mathematics & Science	College of Music	VPAA 11Bs & VPAA 11Cs	Faculty Credentialing
College of Applied and Collaborative Studies	College of Information	G. Brint Ryan College of Business	Tenure Stop-the-Clock Requests	Administrative Appointments
College of Education	Toulouse Graduate School	College of Visual Arts & Design	Modified Service Requests	Professional Track Faculty Reappointment Process
International Affairs	College of Health & Public Service	Academic Technologies	Annualized Compensation	Faculty Search Waivers
VP Enrollment	College of Merchandising, Hospitality & Tourism	Athletics	Employment Verifications	Courtesy Affiliate, and Joint Appointments
Housing & Residence Life	Libraries	VP Finance & Administration	Faculty Departures	Faculty Leaves
Auxiliary Services Administration	VP Research and Innovation		Annual Faculty Salary Notifications	Retention, Merit, and Salary Evaluation Requests and Benchmarking /Research
VP Student Affairs	VP Digital Strategy and Innovation			
Student Affairs - Wellness				

Spring FY24 Academic Overview

