• Job Data
• ePAR
• Position Data
• Position History
• Department Budget Table
• Additional Pay
• Time and Labor WorkCenter
### Job Data

**Work Location Details**

- **Last Name, First Name**: Employee
- **Empl ID**: 11111111
- **Empl Record**: 1

**Work Location Details**

- **Effective Date**: 02/01/2018
- **Effective Sequence**: 0
- **HR Status**: Active
- **Payroll Status**: Active

**Position Number**: 00018335

- **Position Entry Date**: 10/17/2015
- **Regulatory Region**: USA
- **Company**: NT752
- **Business Unit**: 110000
- **Department**: Provost-Gen
- **Establishment ID**: NT752
- **Location**: Hurley Administration Building
- **Univ of North Texas - Denton**
- **Date Created**: 02/05/2018
- **Last Start Date**: 10/17/2015

**Job Data**

- **Expected Job End Date**: 

- **Include History**

---

**UNT**

EST. 1890
### Benefit Program Participation

<table>
<thead>
<tr>
<th>Employee Last Name, First Name</th>
<th>Empl ID</th>
<th>Empl Record</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11111111</td>
<td>1</td>
</tr>
</tbody>
</table>

**Benefit Status**

- **Benefit Record Number:** 0
- **Effective Date:** 02/01/2018
- **Effective Sequence:** 0
- **HR Status:** Active
- **Payroll Status:** Active
- **Reason:** Merit
- **Job Indicator:** Primary Job

**Benefits Administration Eligibility**

- **BAS Group ID:**
  - Elig Fld 1: VAC ELIG
  - Elig Fld 2: SCK ELIG
  - Elig Fld 3: TRS ELIG
  - Elig Fld 4: INS ELIG
  - Elig Fld 5: PRS INELIG
  - Elig Fld 6: 
  - Elig Fld 7: 
  - Elig Fld 8: 
  - Elig Fld 9: 

**Benefits System:** Benefits Administration

**Annual Benefits Base Rate:** 53240.040 USD

**Benefits Employee Status:** Active

### Benefit Program Participation Details

- **Effective Date:** 01/21/2014
- **Currency Code:** USD
- **Benefit Program:** RET

**Job Data**

**Employment Data**

**Earnings Distribution**

**Benefits Program Participation**

---

*an ePAR number can appear here if an ePAR created the row*
ePAR

Add a New ePAR

Business Unit: NT752
Department: 110000
Type of ePAR: Vacant Position (New/Chg/End)
Payroll Action Request ID:

Action: Employee Change within Dept
Reason: Hire, Termination, Tnsfr Empl Only frm Dept/UNTS, Tnsfr Empl/Pos frm Dept/UNTS

Select Type of Job Positing

Select Position: Position (without changes), Non-Position Salaried, Non-Position Hourly

UNIVERSITY OF NORTH TEXAS
EST. 1890
ePAR Creation

*Always check your dates when creating ePARs
This is used when the ePAR has already been started but has not been submitted yet.
Display a submitted ePAR

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

**Search Criteria**

- Pay Group
- Date driving 'processed' code
- Business Unit
- Department
- Payroll Action
- Payroll Action Request ID
- Payroll Action Request Status
- Paygroup Processing Status
- Position Nbr
- Job Code
- Employee ID
- Name
- Created By

- [ ] Case Sensitive
- Limit the number of results to (up to 300): **300**

[Search]  [Clear]  [Basic Search]  [Save Search Criteria]
<table>
<thead>
<tr>
<th>Pay Group</th>
<th>Date Driving</th>
<th>Processed Code</th>
<th>Business Unit</th>
<th>Department</th>
<th>Payroll Action</th>
<th>Payroll Action Request ID</th>
<th>Payroll Action Request Status</th>
<th>Paygroup Processing Status</th>
<th>Step Description</th>
<th>Position Mbr</th>
<th>Job Code</th>
<th>Employee ID</th>
<th>Empl_rcd#</th>
<th>Created By</th>
</tr>
</thead>
<tbody>
<tr>
<td>NME</td>
<td>02/01/2018</td>
<td>NT752</td>
<td>138000</td>
<td>Emb Clg</td>
<td>Approved</td>
<td>0000186854</td>
<td>Approved</td>
<td>Finalized</td>
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<td>00001440</td>
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<td></td>
<td>jco0005</td>
</tr>
<tr>
<td>NME</td>
<td>01/16/2018</td>
<td>NT752</td>
<td>110000</td>
<td>Emb Clg</td>
<td>Approved</td>
<td>0000185360</td>
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<td>122222222</td>
<td>16</td>
<td>jco0005</td>
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<tr>
<td>NME</td>
<td>11/13/2017</td>
<td>NT752</td>
<td>124000</td>
<td>Hire</td>
<td>Approved</td>
<td>0000176773</td>
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<td>133333333</td>
<td>3</td>
<td>jco0005</td>
</tr>
</tbody>
</table>
**Specific Information**

- **Max Head Count**: 1
- **Mail Drop ID**: HRM-4
- **Work Phone**: 
- **Health Certificate**: 
- **Signature Authority**: 
- **Status**: Active
- **Budgeted Position**: Checked

**Effective Date**: 12/01/2017

**Position Pool ID**: 

- **Pre-Encumbrance Indicator**: Encumber Immediately
- **Encumber Salary Option**: User Specified Amount
- **Encumber Salary Amount**: 45000.000
- **Classified Indicator**: Classified

**Calc Group (Flex Service)**: 

- **Academic Rank**: 
- **FTE**: 1.000000
- **Adds to FTE Actual Count**: Checked
<table>
<thead>
<tr>
<th>Position Number</th>
<th>Current Head Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>00011477</td>
<td>1 out of 1</td>
</tr>
</tbody>
</table>

### Current Budget

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Deductions</th>
<th>Tax</th>
<th>Cdn Tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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### Current Incumbents

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Empl Record</th>
<th>Full/Part</th>
<th>Stnd Hrs/Wk</th>
<th>Name</th>
<th>Effective Date</th>
<th>Action</th>
<th>Action Reason</th>
<th>Override Position Data</th>
<th>Job Data</th>
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</thead>
<tbody>
<tr>
<td>11111111</td>
<td>1</td>
<td>Full-Time</td>
<td>40.00</td>
<td>Employee Name</td>
<td>01/16/2018</td>
<td>Data Change</td>
<td>Benefits Eligibility Config Chg</td>
<td>N</td>
<td>Job Data</td>
</tr>
</tbody>
</table>

[Save] [Return to Search] [Notify] Previous tab Next tab Add Update/Display Include History Correct History
<table>
<thead>
<tr>
<th>Position Number</th>
<th>Last Name, First Name</th>
<th>Position Entry Date</th>
<th>Position End Date</th>
<th>Exit Reason</th>
<th>Compensation Rate</th>
<th>Current Position Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>00002461</td>
<td>Custodian</td>
<td>10/01/2014</td>
<td></td>
<td></td>
<td>1,591.750000</td>
<td>Sal Plan NCLS Step C05</td>
</tr>
<tr>
<td>11111111</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>USD Monthly</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Components</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sal Plan Grade</td>
<td></td>
</tr>
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<td></td>
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<td></td>
<td>Components</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td>Components</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Last Name, First Name</th>
<th>Position Entry Date</th>
<th>Position End Date</th>
<th>Exit Reason</th>
<th>Compensation Rate</th>
<th>Current Position Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>20000001</td>
<td>Custodian</td>
<td>08/06/2007</td>
<td>05/24/2014</td>
<td>Termination</td>
<td>1,673.420000</td>
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<td>USD Monthly</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Components</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sal Plan Grade</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Components</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Components</td>
<td></td>
</tr>
</tbody>
</table>
### Department Budget Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Search Criteria**

- **Set ID**: SHARE
- **Department**: begins with
- **Fiscal Year**: =
- **Budget Level**: =
- **Position Pool ID**: begins with
- **Job Code Set ID**: begins with
- **Job Code**: begins with
- **Position Number**: begins with 00002465
- **Empl ID**: begins with
- **Empl Record**

**Include History**: ✗
**Correct History**: ✗
Limit the number of results to (up to 300): 360

**Search Results**

<table>
<thead>
<tr>
<th>Set ID</th>
<th>Department</th>
<th>Fiscal Year</th>
<th>Budget Level</th>
<th>Position Pool ID</th>
<th>Job Code Set ID</th>
<th>Job Code</th>
<th>Position Number</th>
<th>Empl ID</th>
<th>Empl Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHARE163720</td>
<td>2016</td>
<td>Position</td>
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<td>(blank)</td>
<td>(blank)</td>
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<td>(blank)</td>
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<tr>
<td>SHARE163720</td>
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<td>Position</td>
<td>(blank)</td>
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<td>00002465</td>
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<tr>
<td>SHARE163720</td>
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<td>Position</td>
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<tr>
<td>SHAREN55500</td>
<td>2015</td>
<td>Position</td>
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<td>(blank)</td>
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<tr>
<td>SHAREN55500</td>
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<td>Position</td>
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<td>(blank)</td>
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<tr>
<td>SHAREN55500</td>
<td>2013</td>
<td>Position</td>
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<td>SHAREN55500</td>
<td>2012</td>
<td>Position</td>
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<td>(blank)</td>
<td>00002465</td>
<td>(blank)</td>
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</tr>
<tr>
<td>Earnings Code</td>
<td>Sequence Number</td>
<td>Combination Code</td>
<td>Funding End Date</td>
<td>Fiscal Year Budget Amount</td>
<td>Distribution %</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>---------------</td>
<td>-----------------</td>
<td>--------------------</td>
<td>------------------</td>
<td>---------------------------</td>
<td>----------------</td>
<td></td>
<td></td>
<td></td>
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<td>1</td>
<td>000921809</td>
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<td></td>
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<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

**Budget Begin Date:** 09/01/2017  
**Budget End Date:** 08/31/2018
<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Sequence Number</th>
<th>Combination Code</th>
<th>Combination Code Description</th>
<th>ChartField Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>000921809</td>
<td>Salaries-Staff</td>
<td>ChartField Details</td>
</tr>
</tbody>
</table>

**ChartField Details**

Combination Code: 000921809

Search Options
- Combination Codes
- Speed Types

ChartField Detail

<table>
<thead>
<tr>
<th>Account</th>
<th>Alternate Account</th>
<th>Department</th>
<th>Fund Category</th>
<th>Fund</th>
<th>Function</th>
<th>PC Business Limit</th>
<th>Project</th>
<th>Activity</th>
<th>Program Code</th>
<th>Purpose</th>
<th>Site</th>
<th>Affiliate</th>
<th>Fund Affiliate</th>
</tr>
</thead>
<tbody>
<tr>
<td>50143</td>
<td>7015</td>
<td>135331</td>
<td>200</td>
<td>830001</td>
<td>100</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Additional Pay

Create Additional Pay

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Expand Search Criteria

- Empl ID: begins with
- Empl Record: =
- Name: begins with
- Last Name: begins with
- Second Last Name: begins with
- Alternate Character Name: begins with
- Middle Name: begins with

Include History  Correct History  Case Sensitive

Limit the number of results to (up to 300): 300

Search  Clear  Basic Search  Save Search Criteria
Make sure to click on the Job Information arrow to open the box
### Job Information

**Employee Type**: Salaried  
**Compensation Rate**: $6,933.340000  
**Standard Hours**: 40.00  
**Frequency**: Monthly

### Default Job Data

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
<th>Department/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position</strong></td>
<td>00003092</td>
<td>UNT System Administration</td>
</tr>
<tr>
<td><strong>Business Unit</strong></td>
<td>SY769</td>
<td>Budget &amp; Planning</td>
</tr>
<tr>
<td><strong>Department</strong></td>
<td>928000</td>
<td>Senior Reporting Analyst</td>
</tr>
<tr>
<td><strong>Job Code</strong></td>
<td>43252</td>
<td></td>
</tr>
</tbody>
</table>

**Combination Code**:  
**GL Pay Type**: Not Applicable  
**Shift**: Not Applicable

### Job Data Override

- **Position**: F9000028  
- **Business Unit**: SY769  
- **Department**: 928000  
- **Job Code**: 9901  

**Combination Code**:  
**GL Pay Type**:  
***Addl Shift**: Use Job Shift

**Edit ChartFields**
Self Service – Look at Your timesheet, Manage Your delegations, look at your leave requests and request leave.

Manager Self-Service
Look at other employees timesheets. Run exception reports for employee timesheet. Approve Reported time.

Time and Labor Processing – Navigation to other pages that can affect time reporting/payroll
Display a Submitted ePAR
Job Data
Modify a Person
Review Paycheck
Time and Labor WorkCenter Cont.

Navigate to individual employee timesheets.

Review timesheet exceptions by individual or by department.
Thank You.

Academic Resources
940-565-2496