Faculty ePAR Transactions
Presented by

UNT UNIVERSITY OF NORTH TEXAS

OFFICE OF THE PROVOST & DIVISION OF ACADEMIC AFFAIRS
Academic Resources
Agenda

- Academic Payroll Session Dates

- Faculty Positions
  - Creating and posting new positions
  - Posting existing positions (with and without changes)
  - Hiring into a position
  - Additional Pay ePAR’s (tasks)
  - Additional Pay ePAR’s (endowments, augmentations)
  - Additional Pay ePAR’s (other items)
  - Buy-outs
  - Overloads
  - Faculty/Administrator changes
  - Faculty terminations
  - Faculty retirements
  - Modified Service
  - Faculty Leaves

- General ePAR’s
  - Employee changes (eg funding, supervisor changes)
  - Placing a position in suspense
  - Ending positions

- Helpful Hints and Information
## Academic Session Payroll Dates

<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>9/1-1/15</td>
<td>25%</td>
<td>10</td>
</tr>
<tr>
<td>Fall 8W1 (8 week 1)</td>
<td>9/1-10/31</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>Fall 8W2 (8 week 2)</td>
<td>11/1-12/31</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>Winter Session</td>
<td>12/1-1/15 **</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>1/1-2/28</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>Spring 8W2 (8 week 2)</td>
<td>3/1-4/30</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>Summer 3W1 (3 week 1)</td>
<td>6/1-7/15</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>Summer 8W1 (8 week 1)</td>
<td>6/1-7/15</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>SUM (summer)</td>
<td>6/1-8/31</td>
<td>25%</td>
<td>10</td>
</tr>
<tr>
<td>Summer 5W1 (5 week 1)</td>
<td>6/1-7/15</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>Summer 10W (10 week 1)</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.

**Dates will vary from year to year. Watch for annual instructions from Academic Resources.
Faculty ePAR Transactions
Creating and posting new faculty positions

Departments will need to submit an ePAR to create and post a new faculty position.

- Type of ePAR: Vacant Position/New/Chg/End
- Action: New Position-Faculty/Grad
- Effective date: 9-1-XX (or other appropriate date – the PAYROLL start date of the position)
- Enter the desired job code - use highest rank if requesting multi/open rank. Be sure to use the right job code for Lecturer rank faculty who are on a multi-year appointment
- Reports to: position number of direct supervisor
- Annual Salary should be the 9 or 12 month salary.
  - When annual salary is entered you will need to identify the source of funds.
- Click on the “Post Job upon Final Approval” box
- The VPAA 131 must be submitted as an attachment
Attach VPAA131
Source of Funds

- The funding source for the position should be indicated when known.
- Ensure that funds match between source of funds and the fund listed in the Budget section of the ePAR
- When unknown, complete as shown below and make sufficient notes on the ePAR and/or attach relevant communications indicating the source of funds.
- An ABA will still need to be completed to transfer these funds to cover the position expense.
Department Budget Data

- Indicate the chart string(s) where the position will be encumbered/paid.
- More than one line can be entered if needed.
- Ensure Fund matches source of Funds (i.e. if source of funds is 800001, then department budget data must reflect fund 800001.
- Generally, the funding end date is not used.
Posting Questions

- Similar questions to VPAA-130
- Question 2 relates to term limits for non-tenure track faculty (i.e. a 3 year Lecturer)
- Question 4 refers to multiple rank jobs
- Be sure to include the relevant CIP code for the position for matching to external market salary data.
<table>
<thead>
<tr>
<th><strong>VPAA.130: Faculty Recruitment Request</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Is this an Endowed Chair/Professor position?</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Non-Tenure Track Term Limits: One Year or Multiple Year (if Years)</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Anticipated Hire Date</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>If requesting to post this position as open rank or multiple rank, please enter the job code for the highest rank in the job code field above, and list all desired posting ranks here (i.e., Assistant/Associate Professor, Lecturer/Banner Lecturer/Principal Lecturer).</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Search Committee Chair Name (if known)</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Please explain the need for this position, including enrollment demands, curriculum offerings, teaching assignments, and any anticipated administrative duties. Provide a general description of the field of scholarship or artistic performance and its importance to the field currently and anticipated for the foreseeable future (please attach additional documentation if needed).</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Please document the office and lab space assignment(s) for this position by building and room number(s). Additionally, please document if any additional space and/or lab requirements are needed, and if any new construction or renovations are anticipated. Attach short form from facilities for construction/renovation projects.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>How was the requested salary determined? Please attach any salary documentation used in calculation of salary. Please also include the CIP code(s) for the academic program(s) most closely associated with this position.</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>(if applicable) How does the targeted research program for this position complement existing research that is occurring within the college? Are there interdisciplinary research opportunities that would advance UNI’s research profile?</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>If requesting an Associate or Full Professor, provide a brief explanation of what you expect a senior person to contribute and why this rank is important to the department.</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Comments:</strong></td>
</tr>
<tr>
<td>254 characters remaining</td>
</tr>
</tbody>
</table>
Posting an existing position with **NO** changes

Departments will need to create an ePAR to post an existing faculty position with **NO** changes.

- **Type of ePAR:** Post a Job
- **Click the “Position (without changes) radio button**
- **Enter the eight-digit position number**
- **Effective date:** 9-1-XX
- **The current position data will populate- no changes are allowed.**
- **Complete the VPAA 130 questions**
- **The VPAA 131 must be submitted as an attachment**
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>NIT52</td>
</tr>
<tr>
<td>Home Dept.</td>
<td>134320 Instrumental Studies</td>
</tr>
<tr>
<td>PAR ID</td>
<td>NEXT</td>
</tr>
<tr>
<td>PAR Status</td>
<td>Initiated</td>
</tr>
<tr>
<td>Type of ePAR</td>
<td>Post a Job</td>
</tr>
<tr>
<td>Position (without changes)</td>
<td>Position (without changes)</td>
</tr>
<tr>
<td>Position Number</td>
<td>000086014 Senior Lecturer (Continuing)</td>
</tr>
<tr>
<td>Last Update Date/Time</td>
<td>by: Paterson, Tamir L 1106015</td>
</tr>
<tr>
<td>Submitted Date/Time</td>
<td>Created by: Paterson, Tamir L Phone: 940-655-3653</td>
</tr>
<tr>
<td>FTE</td>
<td>0.50009</td>
</tr>
<tr>
<td>Standard Hours</td>
<td>20.00</td>
</tr>
<tr>
<td>Job Title</td>
<td>Senior Lecturer (Continuing)</td>
</tr>
<tr>
<td>Home Dept.</td>
<td>134320 Instrumental Studies</td>
</tr>
<tr>
<td>Reports To</td>
<td>000000005 Mr. John Holt</td>
</tr>
<tr>
<td>Annual Salary</td>
<td>$24,496.650</td>
</tr>
<tr>
<td>Grade</td>
<td>F01</td>
</tr>
<tr>
<td>Location</td>
<td>MUSI Music Building</td>
</tr>
<tr>
<td>Academic Rank</td>
<td>025 Senior Lecturer</td>
</tr>
<tr>
<td>Previous Incumbent</td>
<td>Gordon Adam</td>
</tr>
<tr>
<td>Attach VPAA131</td>
<td></td>
</tr>
<tr>
<td><strong>VPAA 130 - Faculty Recruitment Request</strong></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Is this an Endowed Chair/Professor position?</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Non-Tenure Track Term Limits: One Year or Multiple Year (# of Years)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Anticipated Hire Date</strong></td>
<td></td>
</tr>
<tr>
<td><strong>If requesting to post this position as open rank or multiple rank, please enter the job code for the highest rank in the &quot;Job Code&quot; field above, and list all desired posting ranks here (e.g., Assistant/Associate Professor, Lecturer/Senior Lecturer/Principal Lecturer).</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Search Committee Chair Name (if known)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Please explain the need for this position, including enrollment demands, curriculum offerings, existing assignments, and any anticipated administrative services.</strong> Provide a general description of the field of scholarship or artistic performance and its importance to the field currently and anticipated for the foreseeable future (please attach additional documentation if needed).</td>
<td></td>
</tr>
<tr>
<td><strong>Please document the office and lab space assignments(s) for this position by building and room number(s). Additionally, please document any additional space and/or lab requirements are needed, and if any new construction or renovations are anticipated. Attach short form from facilities for construction/renovation projects.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>How was the requested salary determined? Please attach any salary documentation used in calculation of salary. Please also include the CIP code(s) for the academic program(s) most closely associated with this position.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>(if applicable) How does the targeted research program for this position complement existing research that is occurring within the college? Are there interdisciplinary research opportunities that would advance UNH’s research profile?</strong></td>
<td></td>
</tr>
<tr>
<td><strong>If requesting an Associate or Full Professor, provide a brief explanation of what you expect a senior person to contribute and why this rank is important to the department.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Comments:</strong></td>
<td></td>
</tr>
</tbody>
</table>

254 characters remaining
Posting an existing position *with* changes

Departments will need to submit an ePAR to post an existing faculty position *with* changes.

- **Type of ePAR:** Vacant Position/New/Chg/End
- **Action:** Change Position Details
- **Enter position number**
- **Effective date:** 9-1-XX (or other appropriate date – the PAYROLL start date of the position)
- **Enter the desired job code** - use highest rank if requesting multi/open rank. Be sure to use the right job code for Lecturer rank faculty who are on a multi-year appointment
- **Reports to:** position number of direct supervisor
- **Annual Salary** should be the 9 or 12 month salary.
- **If salary is adjusted the Identify Source Funds box will appear**
- **Click on the “Post Job upon Final Approval” box**
- **The VPAA 131 must be submitted as an attachment**
### Select Action and Position

**ePAR Header**
- **Business Unit:** NT752
- **Home Deptid:** 134320
- **PAR ID:** NEXT
- **PAR Status:** Initiated
- **Type of PAR:** Vacant Position (New/Chg/End)
- **Action:** Change Position Details

**Last Update Date/Time:**
- **Created by:** Patterson Tam L
- **Phone:** 940566-3853

**Position Number:** 00000753

**Vacant Position Data**

<table>
<thead>
<tr>
<th><strong>Current</strong></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Status:</strong></td>
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</tr>
<tr>
<td><strong>Job Code:</strong></td>
<td>0490</td>
</tr>
<tr>
<td><strong>Job Title:</strong></td>
<td>Asst Professor</td>
</tr>
<tr>
<td><strong>Home Deptid:</strong></td>
<td>134320</td>
</tr>
<tr>
<td><strong>Reports To:</strong></td>
<td>Mr. John Holt</td>
</tr>
<tr>
<td><strong>Standard Hours:</strong></td>
<td>40.00</td>
</tr>
<tr>
<td><strong>FTE:</strong></td>
<td>1.00</td>
</tr>
<tr>
<td><strong>FLSA Status:</strong></td>
<td>Exempt</td>
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<tr>
<td><strong>Annual Salary:</strong></td>
<td>$99,999.99</td>
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<tr>
<td><strong>Default Appt Term:</strong></td>
<td>9.0 MONTH</td>
</tr>
<tr>
<td><strong>Grade:</strong></td>
<td>F01</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>MUSI Music Building</td>
</tr>
<tr>
<td><strong>Academic Rank:</strong></td>
<td>002</td>
</tr>
<tr>
<td><strong>Previous Incumbent:</strong></td>
<td>Principal Lecturer</td>
</tr>
<tr>
<td><strong>Identify Source of Funds:</strong></td>
<td>Post Job upon Final Approval</td>
</tr>
</tbody>
</table>

- **Attach VPAA131**
Please identify one or more funding sources that will cover the new or increased salary amount. Include the complete chartstring(s).

When identifying source(s) of funds for sponsored projects, use a C Level account value from the list. For all other sources, use a D Level account value from the list.

For questions regarding depts or non-sponsored projects, contact your Budget Office. For questions regarding sponsored projects, contact your Research/Grants Office.

<table>
<thead>
<tr>
<th>C/D Level Account</th>
<th>Department</th>
<th>Fund Category</th>
<th>Fund</th>
<th>Function</th>
<th>PC Business Unit</th>
<th>Project</th>
<th>Activity</th>
<th>Program Code</th>
<th>Purpose</th>
<th>Site</th>
<th>Percent of Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>134320</td>
<td>XXXX</td>
<td>XXXXXXXX</td>
<td>100X</td>
<td>XXXX</td>
<td></td>
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<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

**Department Budget Data**

<table>
<thead>
<tr>
<th>Current</th>
<th>Funding End Date</th>
<th>Account</th>
<th>Fund</th>
<th>Function</th>
<th>PC Business Unit</th>
<th>Project</th>
<th>Activity</th>
<th>Program Code</th>
<th>Purpose</th>
<th>Site</th>
<th>Mth Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/01/2018</td>
<td>134323</td>
<td>50101</td>
<td>105</td>
<td>1030011</td>
<td>103</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1000.00</td>
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**New**

<table>
<thead>
<tr>
<th>Speed/Type Key</th>
<th>Spaced</th>
<th>Effective Date</th>
<th>Fund Category</th>
<th>Fund</th>
<th>Function</th>
<th>PC Business Unit</th>
<th>Project</th>
<th>Activity</th>
<th>Program Code</th>
<th>Purpose</th>
<th>Site</th>
<th>Mth Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/01/2019</td>
<td>134320</td>
<td>134320</td>
<td>50101</td>
<td>105</td>
<td>100</td>
<td>100001</td>
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<td></td>
<td></td>
<td></td>
<td>100.000</td>
</tr>
</tbody>
</table>

Changes to future dated rows (in blue) must be processed in a separate ePAR.
<table>
<thead>
<tr>
<th><strong>VPAA 130 - Faculty Recruitment Request</strong></th>
</tr>
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<tr>
<td><strong>Comments:</strong></td>
</tr>
</tbody>
</table>
Hiring a faculty member into a position

• Type of ePAR: Employee Transaction
• Action: Hire
• Reason: Hire-Salaried/Task
• Enter the employee ID number
• Effective date: 9-1-XX (or other appropriate date – the PAYROLL start date of the position)
• Click the “Additional Changes Needed” box if information is not correct
• Enter the Posting Number from PeopleAdmin as the requisition number (FXXXP)
• Verify funding is correct
• The completed VPAA 132, needs to be submitted with the offer letter packet.

**Select Action and Employee**

- **Business Unit:** NT752
- **Home Deptid:** 121106 Biological Sciences
- **Last Update Date/Time:**
  - **by:**
  - **Submitted Date/Time:**
    - **Created by:** Patterson, Tami L.
    - **Phone:** 940-556-3953

**Empl ID:** 100371116
**Empl Rctd:** 0
**Name:** Patterson, Tami L.
**Empl:** 99/012/2018

**Please enter effective date to populate current data**

**Attachments**

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**Job Data**

<table>
<thead>
<tr>
<th>Current</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Home Deptid:</strong> 121106 Biological Sciences</td>
<td><strong>Home Deptid:</strong></td>
</tr>
<tr>
<td><strong>Position Number:</strong> 60000406</td>
<td><strong>Position Number:</strong></td>
</tr>
<tr>
<td><strong>Employee Status:</strong> Active</td>
<td><strong>Employee Status:</strong></td>
</tr>
<tr>
<td><strong>Job Code:</strong> 040</td>
<td><strong>Job Code:</strong></td>
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<td><strong>Location:</strong> DOL</td>
<td><strong>Location:</strong></td>
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<tr>
<td><strong>Salary Grade:</strong> F01</td>
<td><strong>Salary Grade:</strong></td>
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<td><strong>Std. Weekly Hours:</strong> 40.00</td>
<td><strong>Std. Weekly Hours:</strong></td>
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<tr>
<td><strong>FTE:</strong> 1.00</td>
<td><strong>FTE:</strong></td>
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<tr>
<td><strong>Annual Rate:</strong> $89,990.20 (9)</td>
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<tr>
<td><strong>Monthly Rate:</strong> $0,990.80</td>
<td><strong>Monthly Rate:</strong></td>
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<tr>
<td><strong>Reports to Supv ID:</strong></td>
<td><strong>Reports to Supv ID:</strong></td>
</tr>
<tr>
<td><strong>Webclock/Desk Punch</strong></td>
<td><strong>Webclock/Desk Punch</strong></td>
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<tr>
<td><strong>Requisition #:</strong> 00062042</td>
<td><strong>Requisition #:</strong></td>
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### Department Budget Data

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Funding End Date</th>
<th>Funding Deptid</th>
<th>Account</th>
<th>Fund Cat</th>
<th>Fund</th>
<th>Function</th>
<th>PC Bas Unit</th>
<th>Project</th>
<th>Activity</th>
<th>Program Code</th>
<th>Purpose</th>
<th>Site</th>
<th>Pot of Distrib</th>
<th>Mth Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/01/2020</td>
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<td></td>
<td>105</td>
<td>809001</td>
<td>100</td>
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<td></td>
<td>100.000</td>
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</tbody>
</table>

### New

<table>
<thead>
<tr>
<th>Spread Project</th>
<th>Effective Date</th>
<th>Funding End Date</th>
<th>Funding Deptid</th>
<th>Account</th>
<th>Fund Cat</th>
<th>Fund</th>
<th>Function</th>
<th>PC Bas Unit</th>
<th>Project</th>
<th>Activity</th>
<th>Program Code</th>
<th>Purpose</th>
<th>Site</th>
<th>Pot of Distrib</th>
<th>Mth Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>ME</td>
<td>09/01/2020</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>
Additional Pay ePAR’s- Task Payments

- Type of ePAR: Employee Transaction
- Action: Hire
- Reason: Hire-Salaried/Task
- Enter the employee ID number
- Effective date: Must be the first day of a month, regardless of the actual working days
- Appt End Date: Must be the last day of the month, regardless of the actual working days
- Enter the Job Code of 1621, Faculty Task.
- Enter the monthly rate. This should be the total payout amount or total amount due for the task.
- Enter the ID number of the person responsible for supervising the task in the “Reports To” field.
- Enter the chart string of the appropriate chart string

- A PRE-APPROVED VPAA11B FORM AND A TASK COMPLETION FORM MUST BE ATTACHED.
Additional Pay ePAR’s- Endowments & Augmentations

- Type of ePAR: Employee Transaction
- Action: Employee Change Within Department
- Enter the employee ID number
- Effective date: Date the Augmentation or Endowment is effective.
- Tab down to the Additional Pay Data section
- Enter the end date
- Enter the Earnings Code of Augmentation or Endowment.
- Enter the monthly amount to receive in the Amount to Pay field
- Enter the total augmentation payout amount in the Total Amount to Pay field
- Select Once Monthly in the Pay Frequency field
- Enter the elements of the appropriate chart string.

A PRE-APPROVED VPAA11B FORM AND A TASK COMPLETION FORM MUST BE ATTACHED.
Additional Pay ePAR’s - Other Additional Pay Items

- Type of ePAR: Employee Transaction
- Action: Employee Change Within Department
- Enter the employee ID number
- Effective date: Date the Augmentation or Endowment is effective.
- Tab down to the Additional Pay Data section
- Enter the end date
- Select the Appropriate as the Earnings Code. Examples include cell phone allowance, relocation payment, award.
- Enter the monthly amount to receive in the Amount to Pay field
- The total augmentation payout amount in the Total Amount to Pay field
- Select Once Monthly in the Pay Frequency field
- Enter the elements of the appropriate chart string.
- Attach any relevant documentation or approvals.
## Additional Pay Data

### Current

<table>
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<tr>
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<th>End Date</th>
<th>Earnings Code</th>
<th>Add Seq #</th>
<th>Amount to Pay</th>
<th>Total Amount to Pay</th>
<th>Pay Freq</th>
<th>Funding Position Number</th>
<th>Funding Dept</th>
<th>Account</th>
<th>Fund Cat</th>
<th>Fund</th>
<th>Function</th>
<th>PC Bus Unit</th>
<th>Project</th>
<th>Activity</th>
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### New

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<th>End Date</th>
<th>Earnings Code</th>
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<th>Pay Freq</th>
<th>Funding Position Number</th>
<th>Funding Dept</th>
<th>Account</th>
<th>Fund Cat</th>
<th>Fund</th>
<th>Function</th>
<th>PC Bus Unit</th>
<th>Project</th>
<th>Activity</th>
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<tr>
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<td>50.00</td>
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<td>202</td>
<td>665090</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Buy Outs

When a faculty member receives a course buyout, the funding change for the appropriate time frame should be submitted

The signed Buy-Out form should be attached.

• Type of ePAR: Employee Transaction
• Action: Employee Change Within Department
• Effective date: Enter the date the change is effective
• Enter an appropriate funding end date

Example of 5% buyout on a federal grant for April & May follows.

*If the faculty member needs to be returned to funding source other than the source prior to the buyout period, a 2nd ePAR is required.*
ePAR to change the funding source beginning April 1 for April & May

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Funding End Date</th>
<th>Funding Dept.</th>
<th>Account</th>
<th>Fund Cat</th>
<th>Fund</th>
<th>Function</th>
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<th>Project</th>
<th>Activity</th>
<th>Program Code</th>
<th>Purpose</th>
<th>Site</th>
<th>Pct of Distrib</th>
<th>Mth Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/01/2016</td>
<td></td>
<td>130310</td>
<td>50101</td>
<td>200</td>
<td>83001</td>
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<td>100.000</td>
</tr>
<tr>
<td>04/01/2019</td>
<td>05/31/2019</td>
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<td>50101</td>
<td>400</td>
<td>19000</td>
<td>100</td>
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</tr>
<tr>
<td>04/01/2019</td>
<td>05/31/2019</td>
<td>130310</td>
<td>50101</td>
<td>200</td>
<td>19000</td>
<td>NGRCT</td>
<td>GF30012</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5.000</td>
</tr>
</tbody>
</table>
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. Offer letters are required and should be attached to the ePAR.

- Type of ePAR: Employee Transaction
- Action: Hire
- Reason: Hire-Salaries/Task
- Effective date: Enter the date for the appropriate date for the academic session
- Tab to the Job Code field and enter code 0702 – Faculty Overload (created specifically for these assignments)
- Appt End Date: Enter the appropriate end date for the academic session
- Enter the appropriate FTE (see Academic Session Payroll Dates chart)
- Enter the appropriate rate. In Fall & Spring, for example, this should be the total payout amount /4.5.
- Enter the ID number of the person responsible for supervising the task in the “Reports To” field.
- Enter the chart string of the appropriate chart string
<table>
<thead>
<tr>
<th>Speed Type Key</th>
<th>Spent Project</th>
<th>Effective Date</th>
<th>Funding Date</th>
<th>Funding Dept Id</th>
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<th>Fund</th>
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<th>Project</th>
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<th>Program Code</th>
<th>Purpose</th>
<th>Site</th>
<th>Pct of Distribution</th>
<th>Mth Amt</th>
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<tbody>
<tr>
<td>1</td>
<td></td>
<td>01/06/2021</td>
<td></td>
<td>133300</td>
<td>50121</td>
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<td>800001</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>109.000</td>
<td></td>
</tr>
</tbody>
</table>
Faculty to Administrator Changes

- Before beginning an ePAR:
  - Verify that appropriate 12 or 9-month rates have been calculated & that appointment letters are available to attach to the ePAR.
  - Contact Brandi Everett to ensure appropriate position set-up
- Type of ePAR: Employee Transaction
- Action: Employee Change Within Department
- Enter the employee ID number
- Effective date: Date the Change is occurring/effective
- Enter the position number of the position going into (for example, chair position)
- Enter the monthly amount in the Monthly Rate field
- If prompted, enter the chart string in the “Identify the Source of Funds” box
- Enter NA is the Requisition # field
- Enter the elements of the appropriate chart string in the Department Budget Data section.
## Select Action and Employee

<table>
<thead>
<tr>
<th>Type of ePAR:</th>
<th>Employee Transaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action:</td>
<td>Employee Change within Dept</td>
</tr>
</tbody>
</table>

### Current Information
- **Home Deptid:** 135350
- **Location:** CHIL
- **Employee Status:** Active
- **Job Code:** 0200
- **Salary Grade:** F01
- **Std. Weekly Hours:** 40.00
- **Annual Rate:** $141,064.20
- **Monthly Rate:** $11,830.35
- **Reports to Supv ID:**
  - Salary Spread
  - Webclock/Desk Punch

### Now Information
- **Home Deptid:** 135350
- **Position Number:** 00006291
- **Employee Status:** Active
- **Job Code:** 0100
- **Location:** CHIL
- **Salary Grade:** F01
- **Std. Weekly Hours:** 40.00
- **FTE:** 1.00
- **Annual Rate:** $141,064.20
- **Monthly Rate:** $11,830.35

### Reports to Supv ID
- **Dr. Nicole Dash**
- **Salary Spread**
- **Webclock/Desk Punch**

### Requisition #
- NA
### Department Budget Data

#### Current

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Funding End Date</th>
<th>Account</th>
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<th>Fund</th>
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<th>Project</th>
<th>Activity</th>
<th>Program Code</th>
<th>Purpose</th>
<th>Site</th>
<th>Put of Dollars</th>
<th>Mth Amt</th>
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#### New

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<th>Fund</th>
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<th>Project</th>
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<th>Purpose</th>
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<th>Put of Dollars</th>
<th>Mth Amt</th>
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<td></td>
<td></td>
<td>100.000</td>
<td>12000.00</td>
<td></td>
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</tbody>
</table>

*Changes to future dated rows (in blue) must be processed in a separate ePAR.*
Faculty Terminations

Tips for creating the e-PAR:

- **Type of ePAR:** Employee Transaction
- **Action:** Termination
- **Reason:** Select reason employee is terminating from the pull-down menu.
- **Effective date:** Faculty are 9-month employees. If a faculty member leaves after completing the fall semester, typically the effective date is 1/16/XX in order to pay amount due for the full fall semester. If completing the spring semester, 9/1/XX is typically used (the academic year was completed).
- **Items such as benefits (premium reserve) and salary spread should be considered. Call Academic Resources for assistance.**
- **Last Physical Date:** Date employee last physically worked
- **Enter the appropriate number of hours worked on last physical day.**
Select Action and Employee

**ePAR Header**
- Business Unit: NT752
- Home Deptld: 121100
- Last Update Date/Time: [Date]
- Action: **Termination**
- Reason: **Career Advancement Opportunity**
- Eff: 09/01/2021

**Empl ID**: [Redacted]
**Empl Rcd**: 2
**Name**: [Redacted]

**Job Data**

**Current**
- Home Deptld: 121100
- Position Number: 000
- Employee Status: Short Work Break
- Job Code: 0400
- Location: BIOL
- Std. Weekly Hours: 40.00
- FTE: 1.00
- Annual Rate: [Redacted]
- Monthly Rate: [Redacted]
- Hourly Rate: [Redacted]
- Reports to Supv ID: 100

**New**
- Home Deptld: 121100
- Position Number: 000
- Employee Status: Terminated
- Job Code: 0400
- Location: BIOL
- Std. Weekly Hours: 40.00
- FTE: 1.00
- Annual Rate: [Redacted]
- Monthly Rate: [Redacted]
- Hourly Rate: [Redacted]
- Reports to Supv ID: 100

- **Last Physical Date**: 05/14/2021
- **Timesheet**: 09/30/2021 All Time Reported in Time L

**On 09/30/2021 remove att**: 0 hours
Faculty Retirement

• The official date for state retirement must be the last day of the month. Some retirement ePAR dates may differ from the effective date of the termination to ensure proper final payments.

• Example: Should a 9-month faculty member have a retirement with an effective of December 31st (ePAR 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.
  
  • In order to do this, a 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 will need to contact System HR Benefits. The benefits office will work with the department to determine the payout and provide instruction regarding the submission of the additional pay ePAR (an example follows).

• A termination ePAR should be submitted as described, with appropriate dates and reason.
Select Action and Employee

- Business Unit: NT752
- Home Dept: 121100 Biological Sciences
- Action: Termination
- Reason: Retirement
- Empl ID: 11449710
- Empl Rcd: 2
- Name: Gregory Andrew John
- Effdt: 09/01/2021

Expand/Collapse All

Job Data

- Current
  - Home Dept: 121100 Biological Sciences
  - Position Number: 00007709
  - Employee Status: Short Term Break
  - Job Code: 0400 Ass Prof
  - Location: BIOL
  - Salary Grade: F01
  - Std. Weekly Hours: 40.00
  - FTE: 1.00
  - Annual Rate: $84,999.96
  - Monthly Rate: $7,083.33
  - Hourly Rate: $40.86
  - Reports to Supv ID: 10615430 Jyoti Shah

- Now
  - Home Dept: 121100 Biological Sciences
  - Position Number: 00007709
  - Employee Status: Terminated
  - Job Code: 0400 Ass Prof
  - Location: BIOL
  - Salary Grade: F01
  - Std. Weekly Hours: 40.00
  - FTE: 1.00
  - Annual Rate: $84,999.96 (12)
  - Monthly Rate: $7,083.33
  - Hourly Rate: $40.86
  - Reports to Supv ID: 10615430 Jyoti Shah
Example of additional pay ePAR if needed for extraordinary termination date

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<th>Value</th>
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<td>Home Depti</td>
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</tr>
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<td>Submitted Date/Time</td>
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<tr>
<td>Empl Record</td>
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</tr>
<tr>
<td>Name</td>
<td>John Doe</td>
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<td>Effdt</td>
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<tr>
<td>Employee Status</td>
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<td>Job Title</td>
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<td>Reports to Supv ID</td>
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<tr>
<td>Webclock/Desk Punch</td>
<td>No</td>
</tr>
<tr>
<td>Appt. End Date</td>
<td>05/31/2021</td>
</tr>
</tbody>
</table>
Example of additional pay ePAR if needed for extraordinary termination date
Modified Service

Departments will need to submit ePARs for Modified Service faculty (job code 0650).

- First Year Modified Service faculty should be submitted as a Hire – Hire Salaried into the position number provided by Academic Resources
- Returning Modified Service faculty should be submitted as an Employee Change, and change Employee Status to “Return from Work Break”
- Faculty ending Modified Service should be submitted as a Termination
- Contact Tami Patterson for any concerns about modified service processing

Examples follow
Returning in Modified Service Position

Type of ePAR: Employee Transaction
Action: Employee Change within Dept

Current
- Home Deptid: 121100
- Biological Sciences
- Position Number: 00012600
- Employee Status: Short Work Break
- Job Code: 0550
- Modified Service Retiree
- Location: BIOL
- Salary Grade: F01
- Std. Weekly Hours: 40.00
- FTE: 1.00
- Annual Rate: 
- Monthly Rate: 
- Reports to Supv ID: 

New
- Home Deptid: 121100
- Biological Sciences
- Position Number: 00012600
- Employee Status: Return from Work Break
- Job Code: 0550
- Modified Service Retiree
- Location: BIOL
- Salary Grade: F01
- Std. Weekly Hours: 40.00
- FTE: 1.00
- Annual Rate: 
- Monthly Rate: 
- Reports to Supv ID: Jyoti Shah
- Webclock/Desk Punch

Effct: 09/01/2020
Terminating Modified Service Position

**Select Action and Employee**

- **Business Unit:** NT752
- **Home Deptid:** 130320
- **Last Update Date/Time:**
- **Submitted Date/Time:**
- **Created by:** Patterson, Tami L
dt0015
- **Phone:** 940/565-3583
- **Off-Boarding ID:**

**ePAR Header**

- **Type of ePAR:** Employee Transaction
- **Action:** Termination
- **Reason:** End of Job Assignment

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Empl Rcd</th>
<th>Name</th>
<th>Effect</th>
<th>Attachments</th>
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<tbody>
<tr>
<td></td>
<td></td>
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<td>01/18/2021</td>
<td></td>
</tr>
</tbody>
</table>

**Expand/Collapse All**

- **Current**
  - **Home Deptid:** 130320
  - **Position Number:** 00013171
  - **Employee Status:** Active
  - **Job Code:** 0650
  - **Location:** RP
  - ** Std. Weekly Hours:** 20.00
  - **Annual Rate:** 20.00
  - **FTE:** 0.50
  - **Salary Grade:** F01
  - **Report to Supv ID:** Shengli Fu

- **Now**
  - **Home Deptid:** 130320
  - **Position Number:** 00013171
  - **Employee Status:** Terminated
  - **Job Code:** 0650
  - **Location:** RP
  - ** Std. Weekly Hours:** 20.00
  - **Annual Rate:** 20.00
  - **FTE:** 0.50
  - **Salary Grade:** F01
  - **Report to Supv ID:** Shengli Fu

**Last Physical Date:** 12/11/2020

- **On 01/14/2021 remove after:** 0 hours

- **Timesheet**
Faculty Leaves

Departments will need to submit ePARs for the following situations:

- **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
    - 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 or FDL letter from Provost 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
## Going on FDL

### ePAR Header
- **Business Unit:** NT752
- **Home Dept:** 121200
- **PAR ID:** NEXT
- **PAR Status:** Initiated
- **Type of ePAR:** Employee Transaction
- **Action:** Employee Change within Dept

### Job Data
- **Current**
  - Home Dept: 121200
  - Chemistry
  - Position Number: 00000000
  - Employee Status: Active
  - Job Code: 0200
  - Location: CHEM
  - Salary Grade: F01
  - Std. Weekly Hours: 40.00
  - FTE: 1.00
  - Annual Rate: [Redacted]
  - Monthly Rate: [Redacted]
- **New**
  - Home Dept: 121200
  - Chemistry
  - Position Number: 00000000
  - Employee Status: Leave with Pay
  - Reason: Development
  - Job Code: [Redacted]
  - Location: CHEM
  - Salary Grade: F01
  - Std. Weekly Hours: 40.00
  - FTE: 1.00
  - Annual Rate: [Redacted]
  - Monthly Rate: [Redacted]

### Effect Date
- **Effective Date:** 09/01/2020

---

### Attachments
- No attachments present.
General ePAR Transactions
Employee Changes

Changes are periodically needed for both positions and appointments. Examples of needed changes include a change in the funding source or a supervisor change. To begin:

- Type of ePAR: Employee Transaction
- Action: Employee Change Within Department
- Effective date: Enter the date the change is effective

Examples follow

Note: If a funding change is needed for a buy-out, attach the Faculty Course Buy-Out Request Form to the ePAR.
To adjust a funding source, add a new row in the Department Budget Data section by clicking on the + and entering the desired chart string.

Changes to future dated rows (in blue) must be processed in a separate ePAR.
To change a supervisor, the *position number* of the new supervisor should be entered into the Position Data section located toward the bottom of the ePAR.
Departments will need to submit an ePAR to place a vacant position in suspense. This is rarely used for faculty positions unless they are funded from a non-central source of funds.

Tips for creating the e-PAR:

- **Type of ePAR:** Vacant Position/New/Chg/End
- **Action:** Change Position Details (temp)
- **Enter the position number**
- **Enter the effective date**
- **Add an end date to each row of funding in the Department Budget Data section**
### Department Budget Data

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<td>105</td>
<td>805099</td>
<td>220</td>
<td>NMYT</td>
<td>GAS0050</td>
<td>101</td>
<td></td>
<td>100.000</td>
<td>3064.34</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Changes to future dated rows (in blue) must be processed in a separate DFRN.

**Comments:**

- 254 characters remaining

[Next >>]
Ending Positions

Departments will need to submit an ePAR to end a faculty or salaried graduate student position. Please consult with Academic Resources before ending a position.

Tips for creating the e-PAR:

• Type of ePAR: Vacant Position/New/Chg/End
• Action: End Position (permanent)
• Enter the position number
• Effective date: 9-1-XX
• Enter comments explaining the reason for ending the position.
### ePAR Header

- **Type of ePAR**: Vacant Position (VacANCY/END)
- **Action**: End Position (permanent)

#### Position Number: 00006198

*Please enter effective date to populate current data

- **Effective Date**: 10/01/2019
- **Attachments**

---

### Vacant Position Data

<table>
<thead>
<tr>
<th>Current</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status</strong>: Active</td>
<td><strong>Status</strong>: Inactive</td>
</tr>
<tr>
<td><strong>Job Code</strong>: 0200</td>
<td><strong>Job Code</strong>: 0200</td>
</tr>
<tr>
<td><strong>Job Title</strong>: Assoc Professor</td>
<td><strong>Job Title</strong>: Assoc Professor</td>
</tr>
<tr>
<td><strong>Home DeptID</strong>: 138000</td>
<td><strong>Home DeptID</strong>: 138000</td>
</tr>
<tr>
<td><strong>Reports To</strong>: Dr. James Mueller</td>
<td><strong>Reports To</strong>: Dr. James Mueller</td>
</tr>
<tr>
<td><strong>Standard Hours</strong>: 40.00</td>
<td><strong>Standard Hours</strong>: 40.00</td>
</tr>
<tr>
<td><strong>FTE</strong>: 1.00</td>
<td><strong>FTE</strong>: 1.00</td>
</tr>
<tr>
<td><strong>FLSA Status</strong>: Exempt</td>
<td><strong>FLSA Status</strong>: Exempt</td>
</tr>
<tr>
<td><strong>Retirement Elig</strong>: ORP Eligible</td>
<td><strong>Retirement Elig</strong>: ORP Eligible</td>
</tr>
<tr>
<td><strong>Annual Salary</strong>: $13,624</td>
<td><strong>Annual Salary</strong>: $13,624</td>
</tr>
<tr>
<td><strong>Grade</strong>: F01</td>
<td><strong>Grade</strong>: F01</td>
</tr>
<tr>
<td><strong>Min</strong>: $13,624</td>
<td><strong>Min</strong>: $13,624</td>
</tr>
<tr>
<td><strong>Mid</strong>: $256,912</td>
<td><strong>Mid</strong>: $256,912</td>
</tr>
<tr>
<td><strong>Max</strong>: $500,000</td>
<td><strong>Max</strong>: $500,000</td>
</tr>
<tr>
<td><strong>Location</strong>: GAB General Academic Building</td>
<td><strong>Location</strong>: GAB General Academic Building</td>
</tr>
<tr>
<td><strong>Academic Rank</strong>: 002</td>
<td><strong>Academic Rank</strong>: 002</td>
</tr>
<tr>
<td><strong>Previous Incumbent</strong>: Vacant</td>
<td><strong>Current Incumbent</strong>: Vacant</td>
</tr>
</tbody>
</table>
Helpful Hints and Information
Helpful Hints

✓ Remember - Comments Are Your Friend!! Please describe the action(s) you are taking on the ePAR. If you have notes about source of funds, please include them.
✓ Ensure all needed attachments are included.
✓ Check the workflows – if they look unusual, please give us a call.

https://vpaa.unt.edu/sites/default/files/legacy/provost/VPAA-131.xlsx
More Helpful Hints

✓ In addition to regular faculty job codes, the following job types are included in the “faculty” realm of ePARS. The workflows may be different for these positions since they may use staff funding and they will not have the same questions open up on the job posting section. Also, you will need to attach a UPO-31:
  - Academic Administrators (Deans, Associate Deans)
  - All Librarian titles/job codes
  - ESL Instructor
  - Research Scientist/Postdoc

✓ When requesting a Search Waiver
  - Be sure to attach documented approval of the waiver by the Vice President of Institutional Equity & Diversity and Provost.
  - You must check the “Post Job Upon Final Approval” box.

✓ Positions do not have to be vacant to create a job posting. We do request that a copy of the incumbent’s resignation letter be attached.
Academic Resources Contacts

Brandi Everett
Faculty and Academic Administrators, ext. 3951

Tami Patterson
Additional Pay items, Tasks, Academic Staff, FDL and Modified Service ePAR’s, ext 3953

Melissa Holland
New Faculty job postings, onboarding, and records ext. 2673

Davelyn McCartney
Salaried Grad Student ePAR’s and Criminal History Checks, and questions, ext. 3512

Chance McMillan
Adjunct job postings, hiring and ePAR’s, ext. 2138