



# Faculty ePAR Transactions

Presented by



# 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

Academic Session	Effective Payroll Dates	FTE (for 3 semester credit hours)*	Equivalent Hours per Week *
Fall	9/1-1/15	25%	10
Fall 8W1 (8week 1)	9/1-10/31	50%	20
Fall 8W2 (8week 2)	11/1-12/31	50%	20
Winter Session	12/1-1/15 **	50%	20
Spring	1/16-5/31	25%	10
Spring 8W1 (8 week 1)	1/1-2/28	50%	20
Spring 8W2 (8 week 2)	3/1-4/30	50%	20
Summer 3W1 (3week 1)	6/1-7/15	50%	20
Summer 8W1 (8 week 1)	6/1-7/15	50%	20
SUM (summer)	6/1-8/31	25%	10
Summer 5W1 (5 week 1)	6/1-7/15	50%	20
Summer 10W (10week 1)	6/1-8/31	25%	10
Summer 5W2 (5 week 2)	7/16-8/31	50%	20
Summer 8W2 (8 week 2)	7/16-8/31	50%	20

\* 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**

## Select Action and Position

### ▼ ePAR Header

Business Unit: NT752

Home Deptid: 122500

Last Update Date/Time:

by:

[ePAR Help Resources](#)

PAR ID: NEXT

Psychology

Submitted Date/Time:

[Next >>](#)

PAR Status: Initiated

Created by: Patterson,Tami L

tlp0015

Type of ePAR: Vacant Position (New/Chg/End)

Phone: 940/565-3953

Action: New Position - Faculty/Grad

**Attach VPAA131**

Position Number: NEXT

New Position - Faculty/Grad

Please enter effective date to populate current data

[Attachments](#)

Effdt: 09/01/2018

[Expand/Collapse All](#)

### ▼ Vacant Position Data

**New**

Status: Active

Check this for "A" at the beginning of Position Nbr

☐ [Graduate Student Position](#)

Job Code: 0300

Job Title: Assoc Professor

Home DeptID: 122500

Reports To: Dr. Vicki Campbell

Standard Hours: 40.00

FTE: 1.00

FLSA Status: Exempt

Retirement Elig: ORP Eligible

Annual Salary: \$999,999.00

Default Appt Term: 9.0 MONTH

[Identify Source of Funds](#)

Grade: F01

Location: TH

Terrill Hall

Academic Rank: 002

Associate Professor

☒ [Post Job upon Final Approval](#)



# 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.

ePAR - Transfer Funds Info Help

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



	C/D Level Account	Department *	Fund Category *	Fund *	Function *	PC Business Unit	Project	Activity	Program Code	Purpose	Site	Percent of Distribution
<input type="button" value="+"/> <input type="button" value="-"/>	<input type="text"/>	<input type="text" value="122500"/>	<input type="text" value="XXX"/>	<input type="text" value="XXX"/>	<input type="text" value="XXX"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# 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.



▼ Department Budget Data














Current

Find |  |  1 of 1

Effective Date	Funding End Date	Funding Deptid	Account	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program Code	Purpose	Site	Pct of Distrib	Mth Amt

New

Find |  |  1 of 1

	SpeedType Key	Spnsrd Project	Effective Date	Funding End Date	Funding Deptid *	Account *	Fund Cat *	Fund *	Function *	PC Bus Unit	Project	Activity	Program Code	Purpose	Site	Pct of Distrib	Mth Amt
1	 	<input type="checkbox"/>	09/01/2018		122500 	50101	105 	800001 	100 							100.000	

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



# 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.



▼ VPAA-130 - Faculty Recruitment Request

Is this an Endowed Chair/Professor position?

Attach MOU

Non-Tenure Track Term Limits: One Year or Multiple Year (# of Years)

Anticipated Hire Date

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/Senior Lecturer/Principal Lecturer):

Search Committee Chair Name (if known)

Please explain the need for this position, including enrollment demands, curriculum offerings, teaching assignments, and any anticipated administrative services. 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)

Please document the office and lab space assignments(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.

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.

(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 UNT's research profile?

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.

Comments:

254 characters remaining

# 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**



## Select Type of Job Positing

### ▼ ePAR Header

Business Unit: NT752

Home Deptid: 134320

Last Update Date/Time:

by:

[ePAR Help Resources](#)

PAR ID: NEXT

Instrumental Studies

Submitted Date/Time:

[Next >>](#)

PAR Status: Initiated

Created by: Patterson,Tami L

tip0015

Type of ePAR: Post a Job

Phone: 940/565-3953

☒ Position (without changes)


☐ Non-Position Salaried

☐ Non-Position Hourly

Position Number: 00009614

Senior Lecturer (Continuing)

Please enter effective date to populate current data

Effdt: 09/01/2018 

[Attachments](#)

Attach VPAA131

[Expand/Collapse All](#)

### ▼ Vacant Position Data

#### Current

Status: Active

Job Code: 0604

Job Title: Senior Lecturer (Continuing)

Home DeptID: 134320

Instrumental Studies

Reports To: 00006305

Mr. John Holt

Standard Hours: 20.00

FTE: 0.500000

FLSA Status: Exempt

Retirement Elig: ORP Eligible

Annual Salary: \$24,496.650

Default Appt Term: 9.0 MONTH

Grade: F01

Location: MUSI

Music Building

Academic Rank: 025

Senior Lecturer

Previous Incumbent: Gordon,Adam

▼ VPAA-130 - Faculty Recruitment Request

Is this an Endowed Chair/Professor position?

Non-Tenure Track Term Limits: One Year or Multiple Year (# of Years)

Anticipated Hire Date

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/Senior Lecturer/Principal Lecturer):

Search Committee Chair Name (if known)

Please explain the need for this position, including enrollment demands, curriculum offerings, teaching assignments, and any anticipated administrative services. 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)

Please document the office and lab space assignments(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.

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.

(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 UNT's research profile?

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.

Comments:

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

Last Update Date/Time:

by:

[ePAR Help Resources](#)

PAR ID: NEXT

Instrumental Studies

Submitted Date/Time:

[Next >>](#)

PAR Status: Initiated

Created by: Patterson,Tami L

tlp0015

Type of ePAR: Vacant Position (New/Chg/End)

Phone: 940/565-3953

Action: Change Position Details

*Attach VPAA131*

Position Number: 00008753

Please enter effective date to populate current data

Effdt: 09/01/2019

[Attachments](#)

[Expand/Collapse All](#)

### ▼ Vacant Position Data

#### Current

Status: Active

Job Code: 0605

Job Title: Principal Lecturer (Continuing

Home DeptID: 134320 Instrumental Studies

Reports To:  Mr. John Holt

Standard Hours: 40.00 FTE: 1.00

FLSA Status: Exempt

Retirement Elig: ORP Eligible

Annual Salary: \$54,998.76

Default Appt Term: 9.0 MONTH

Grade: F01

Location: MUSI

Music Building

Academic Rank: 024

Principal Lecturer

Previous Incumbent:

#### New

Status: Active

Job Code: 0400

Job Title: Asst Professor

Home DeptID: 134320 Instrumental Studies

Reports To:  Mr. John Holt

Standard Hours: 40.00 FTE: 1.00

FLSA Status: Exempt

Retirement Elig: ORP Eligible

Annual Salary: \$999,999.99

Default Appt Term: 9.0 MONTH

Grade: F01

Location: MUSI

Music Building

Academic Rank: 003

Assistant Professor

Current Incumbent:

☒ Post Job upon Final Approval

[Identify Source of Funds](#)

ePAR - Transfer Funds Info

Help

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

		C/D Level Account	Department *	Fund Category *	Fund *	Function *	PC Business Unit	Project	Activity	Program Code	Purpose	Site	Percent of Distribution
+	-		134320	XXX	XXXXXX	XXX							

OK

Cancel

Department Budget Data

Current

Find | 1 of 1

Effective Date	Funding End Date	Funding Deptid	Account	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program Code	Purpose	Site	Pct of Distrib	Mth Amt
09/01/2018		134320	50101	105	805001	100							100.000	6110.97

New

Find | 1 of 1

	SpeedType Key	Spnsrd Project	Effective Date	Funding End Date	Funding Deptid *	Account *	Fund Cat *	Fund *	Function *	PC Bus Unit	Project	Activity	Program Code	Purpose	Site	Pct of Distrib	Mth Amt
1			09/01/2019		134320	50101	105	805001	100							100.000	111111.11

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

▼ VPAA-130 - Faculty Recruitment Request

Is this an Endowed Chair/Professor position?

Non-Tenure Track Term Limits: One Year or Multiple Year (# of Years)

Anticipated Hire Date

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/Senior Lecturer/Principal Lecturer):

Search Committee Chair Name (if known)

Please explain the need for this position, including enrollment demands, curriculum offerings, teaching assignments, and any anticipated administrative services. 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)

Please document the office and lab space assignments(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.

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.

(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 UNT's research profile?

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.

Comments:

254 characters remaining



# 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.

[https://vpaa.unt.edu/sites/default/files/documents/page/2018/vpaa\\_132.pdf](https://vpaa.unt.edu/sites/default/files/documents/page/2018/vpaa_132.pdf)





## Select Action and Employee

### ▼ ePAR Header

Business Unit: NT752

Home Deptid: 121100

Last Update Date/Time:

by:

[ePAR Help Resources](#)

PAR ID: NEXT

Biological Sciences

Submitted Date/Time:

[Next >>](#)

PAR Status: Initiated

Created by: Patterson,Tami L

tlp0015

Type of ePAR: Employee Transaction

Phone: 940/565-3953

Action: Hire

Reason: Hire - Salaried/Task

Empl ID: 10037116

Empl Rcd: 0

Name: Patterson,Tami L

Please enter effective date to populate current data

[Attachments](#)

Effdt: 09/01/2018

[Expand/Collapse All](#)

### ▼ Job Data

**Current**  
Home Deptid:  
Position Number:  
Employee Status:  
Job Code:  
Location:  
Salary Grade:  
Std. Weekly Hours:  
FTE:  
Annual Rate:  
Monthly Rate:

**New**  
Home Deptid: 121100  
Biological Sciences  
Position Number: 00009406  
Employee Status: Active  
Job Code: 0400  
Asst Professor  
Location: BIOL  
Salary Grade: F01  
Std. Weekly Hours: 40.00  
FTE: 1.00  
Annual Rate: \$89,098.20 (9)  
Monthly Rate: \$9,899.80

Reports to Supv ID:

Reports to Supv ID:

☐ Webclock/Desk Punch

Requisition #: 60002042

☐ Additional Changes Needed



Find |  |  1 of 1

Find |  1 of 1

# 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.**



## Select Action and Employee

### ▼ ePAR Header

Business Unit: NT752

Home Deptid: 131300

Last Update Date/Time:

by:

[ePAR Help Resources](#)

PAR ID: NEXT

Accounting

Submitted Date/Time:

[Next >>](#)

PAR Status: Initiated

Created by: Patterson,Tami L

tlp0015

Type of ePAR: Employee Transaction

Phone: 940/565-3953

Action: **Hire**

Reason: **Hire - Salaried/Task**

Please enter effective date to populate current data

Empl ID: 106

Empl Rcd: 0

Name:

Effdt: 02/01/2021

[Attachments](#)

[Expand/Collapse All](#)

### ▼ Job Data

#### Current

Home Deptid:

#### New

Home Deptid: 131300

Accounting

Position Number:

Position Number:

☒ Additional Changes Needed

Employee Status:

Employee Status: Active

Job Code:

Job Code: 1621

Appt. End Date: 02/28/2021

Location:

Location: BUSI

Salary Grade:

Salary Grade: T01

Std. Weekly Hours:

Std. Weekly Hours: 1.00

FTE:

FTE: 0.03

Annual Rate:

Annual Rate:

Monthly Rate:



Monthly Rate:

Reports to Supv ID:

Reports to Supv ID:

▼ Department Budget Data













Current

Find |  |  1 of 1

Effective Date	Funding End Date	Funding Deptid	Account	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program Code	Purpose	Site	Pct of Distrib	Mth Amt

New

Find

		SpeedType Key	Spsrd Project	Effective Date	Funding End Date	Funding Deptid *	Account *	Fund Cat *	Fund *	Function *	PC Bus Unit	Project	Activity	Program Code	Purpose	Site	Pct of Distrib
1			<input type="checkbox"/>	02/01/2021	<div><div></div><div>31</div></div>	131300 	50123	202 	885000 	100 	<div><div></div><div></div></div> 	<div><div></div><div></div></div> 	<div><div></div><div></div></div> 	<div><div></div><div></div></div> 	<div><div></div><div></div></div> 	<div><div></div><div></div></div> 	100.000



# 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 Data

Current

Effective Date	End Date	Earnings Code	Addl Seq #	Amount to Pay	Total Amount to Pay	Pay Freq	Funding Position Number	Funding Deptid	Account	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program Code	Pu

New

			SpeedType Key	Spnsrd Project	Effective Date	End Date	Earnings Code	Addl Seq #	Amount to Pay	Total Amount to Pay	Pay Freq	Funding Position Number	Funding Deptid	Account	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity
1	+	-		<input type="checkbox"/>	09/01/2020	05/31/2021	Augmentation	1	1000.00	9000.00	Once Monthl		133300	50415	202	885000	100			



# 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 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

Effective Date	End Date	Earnings Code	Addl Seq #	Amount to Pay	Total Amount to Pay	Pay Freq	Funding Position Number	Funding Deptid	Account	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity

New

		SpeedType Key	Spnsrd Project	Effective Date	End Date	Earnings Code	Addl Seq #	Amount to Pay	Total Amount to Pay	Pay Freq	Funding Position Number	Funding Deptid	Account	Fund Cat	Fund	Function	PC Bus Unit	Project
1	+	-	<input type="checkbox"/>	09/01/2020	05/31/2021 <small>31</small>	Allowance - Cell Phone ▼	1	50.00	450.00	Once Monthl ▼		133300 🔍	50411	202 🔍	885000 🔍	100 🔍		

# 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 2<sup>nd</sup> ePAR is required.*







# ePAR to change the funding source beginning April 1 for April & May



▼ Department Budget Data

Current

Find |  |  1 of 1

Effective Date	Funding End Date	Funding Deptid	Account	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program Code	Purpose	Site	Pct of Distrib	Mth Amt
09/01/2018		130310	50101	200	830001	100							100.000	

New

Find |  |  1-2 of 2

	SpeedType Key	Spnsrd Project	Effective Date	Funding End Date	Funding Deptid *	Account *	Fund Cat *	Fund *	Function *	PC Bus Unit	Project	Activity	Program Code	Purpose	Site	Pct of Distrib	Mth Amt
1		<input type="checkbox"/>	04/01/2019	05/31/2019	130310	50101	200	830001	100							95.000	
2	GF30012	<input type="checkbox"/>	04/01/2019	05/31/2019	130310	50101	400	190000	200	NGRCT	GF30012	101				5.000	

# 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



## Select Action and Employee

### ▼ ePAR Header

Business Unit: NT752

Home Deptid: 133300

Last Update Date/Time:

by:

[ePAR Help Resources](#)

PAR ID: NEXT

Learning Technologies

Submitted Date/Time:

[Next >>](#)

PAR Status: Initiated

Created by: Patterson,Tami L

tlp0015

Type of ePAR: Employee Transaction

Phone: 940/565-3953

Action: **Hire**

Reason: **Hire - Salaried/Task**

Please enter effective date to populate current data

Empl ID: 11

Empl Rcd: 0

Name:

Effdt: **01/16/2021**

[Attachments](#)

[Expand/Collapse All](#)

### ▼ Job Data

Current

Home Deptid:

New

Home Deptid: 133300

Learning Technologies

Position Number:

Position Number:

☒ Additional Changes Needed

Employee Status:

Employee Status: Active

Job Code:

Job Code: **0702**

Appt. End Date: **05/31/2021**

Faculty Overload

Location:

Location: **RP**

Salary Grade:

Salary Grade: F01

Std. Weekly Hours:

Std. Weekly Hours: **10.00**

FTE:

FTE: **0.25**

Annual Rate:

Annual Rate: \$6,499.98 (4.5)

Monthly Rate:

Monthly Rate: **\$1,444.44**

Reports to Supv ID:

Reports to Supv ID: **1** Yunjo An

☐ **Webclock/Desk Punch**

▼ Department Budget Data

Current

Find | | 1 of 1

Effective Date	Funding End Date	Funding Deptid	Account	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program Code	Purpose	Site	Pct of Distrib	Mth Amt

New

Find |

		SpeedType Key	Spnsrd Project	Effective Date	Funding End Date	Funding Deptid *	Account *	Fund Cat *	Fund *	Function *	PC Bus Unit	Project	Activity	Program Code	Purpose	Site	Pct of Distrib
1			<input type="checkbox"/>	01/16/2021	<input type="text"/>	<input type="text" value="133300"/>	<input type="text" value="50121"/>	<input type="text" value="105"/>	<input type="text" value="800001"/>	<input type="text" value="100"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	100.000



# 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 in the Requisition # field
- Enter the elements of the appropriate chart string in the Department Budget Data section.



## Select Action and Employee

### ▼ ePAR Header

Business Unit: NT752

Home Deptid: 135350

Last Update Date/Time:

by:

[ePAR Help Resources](#)

PAR ID: NEXT

Rehabilitation and Health Serv

Submitted Date/Time:

[Next >>](#)

PAR Status: Initiated

Created by: Patterson,Tami L

tlp0015

Type of ePAR: Employee Transaction

Phone: 940/565-3953

Action: **Employee Change within Dept**

Please enter effective date to populate current data

Empl ID: 1

Empl Rcd: 0

Name:

Effdt: 09/01/2020

[Attachments](#)

[Expand/Collapse All](#)

### ▼ Job Data

#### Current

Home Deptid: 135350

Rehabilitation and Health Serv

Position Number: 00011083

Employee Status: Active

Job Code: 0200

Professor

Location: CHIL

Salary Grade: F01

Std. Weekly Hours: 40.00

FTE: 1.00

Annual Rate: \$141,964.20

Monthly Rate: \$11,830.35

#### New

Home Deptid: 135350

Rehabilitation and Health Serv

Position Number: 00006291

Employee Status: Active

Job Code: 0100

Dept Chair/Div Head

Location: CHIL

Salary Grade: F01

Std. Weekly Hours: 40.00

FTE: 1.00

Annual Rate: \$ (12)

Monthly Rate: \$

[Identify Source of Funds](#)

Reports to Supv ID:

☒ Salary Spread

☐ Webclock/Desk Punch

Reports to Supv ID:

Dr. Nicole Dash

☐ Salary Spread

☐ Webclock/Desk Punch

Requisition #: NA

▼ Department Budget Data

Current

Find | 1 of 1

Effective Date	Funding End Date	Funding Deptid	Account	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program Code	Purpose	Site	Pct of Distrib	Mth Amt
09/01/2020		135350	50105	105	800001	100							100.000	11830.35

New

Find | 1 of 1

		SpeedType Key	Spnsrd Project	Effective Date	Funding End Date	Funding Deptid *	Account *	Fund Cat *	Fund *	Function *	PC Bus Unit	Project	Activity	Program Code	Purpose	Site	Pct of Distrib	Mth Amt
1			<input type="checkbox"/>	09/01/2020	<input type="text"/>	<input type="text" value="135350"/>	<input type="text" value="50105"/>	<input type="text" value="105"/>	<input type="text" value="800001"/>	<input type="text" value="100"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="100.000"/>	<input type="text" value="12000.00"/>

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 Deptid: 121100

Last Update Date/Time:

by:

[ePAR Help Resources](#)

PAR ID: NEXT

Biological Sciences

Submitted Date/Time:

[Next >>](#)

PAR Status: Initiated

Created by: Patterson,Tami L

tlp0015

Off-Boarding ID:

Type of ePAR: Employee Transaction

Phone: 940/565-3953

Action: Termination


Reason: Career Advancement Opportunity

Please enter effective date to populate current data

Empl ID: [REDACTED]

Empl Rcd: 2

Name: [REDACTED]

Effdt: 09/01/2021 

[Attachments](#)

[Expand/Collapse All](#)

### ▼ Job Data

#### Current

Home Deptid: 121100

Biological Sciences

Position Number: 000 [REDACTED]

Employee Status: Short Work Break

Job Code: 0400

Asst Professor

Location: BIOL

Salary Grade: F01

Std. Weekly Hours: 40.00

FTE: 1.00

Annual Rate: \$ [REDACTED]

Monthly Rate: \$ [REDACTED]

Hourly Rate: \$ [REDACTED]

Reports to Supv ID: 10 [REDACTED]

☒ Salary Spread

#### New

Home Deptid: 121100

Biological Sciences

Position Number: 0000 [REDACTED]

Employee Status: Terminated

Job Code: 0400

Asst Professor

Location: BIOL

Salary Grade: F01

Std. Weekly Hours: 40.00

FTE: 1.00

Annual Rate: [REDACTED] (12)

Monthly Rate: \$ [REDACTED]

Hourly Rate: \$ [REDACTED]

Reports to Supv ID: 100 [REDACTED]

☒ Salary Spread

Last Physical Date: 05/14/2021 

On 08/31/2021 remove after 0 hours

☐ All Time Reported in T & L

[Timesheet](#)

# 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 31<sup>st</sup> (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

### ▼ ePAR Header

Business Unit: NT752

Home Deptid: 121100

Last Update Date/Time:

by:

[ePAR Help Resources](#)

PAR ID: NEXT

Biological Sciences

Submitted Date/Time:

[Next >>](#)

PAR Status: Initiated

Created by: Patterson,Tami L

tlp0015

Off-Boarding ID:

Type of ePAR: Employee Transaction

Phone: 940/565-3953

Action: **Termination**

Reason: **Retirement**

Please enter effective date to populate current data

Empl ID: 11449710

Empl Rcd: 2

Name: Gregory,Andrew John

Effdt: **09/01/2021**

[Attachments](#)

[Expand/Collapse All](#)

### ▼ Job Data

#### Current

Home Deptid: 121100

Biological Sciences

Position Number: 00007709

Employee Status: Short Work Break

Job Code: 0400

Asst Professor

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

☒ Salary Spread

#### New

Home Deptid: 121100

Biological Sciences

Position Number: 00007709

Employee Status: Terminated

Job Code: 0400

Asst Professor

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

☒ Salary Spread

Last Physical Date: **05/14/2021**

On 08/31/2021 remove after **0** hours

☒ **All Time Reported in T & L**

[Timesheet](#)

## Example of additional pay ePAR if needed for extraordinary termination date

### Display Submitted Employee Transaction ePAR

#### ▼ ePAR Header

Business Unit: NT752      Home Deptid: 133310      Last Update Date/Time: 11/05/2020 12:39:47PM      by: tlp0015      [ePAR Help Resources](#)  
PAR ID: 0000299801      Information Science      Submitted Date/Time: 10/30/2020 9:30:25AM  
PAR Status: Approved      Created by: White,Timothy Steven      tsw0118  
Type of ePAR: Employee Transaction      Phone:  
Action: Employee Change within Dept  
Reason:  
Pay Group: NME

Empl ID: [REDACTED]      Empl Record: 0      Name: [REDACTED]      Effdt: 12/01/2020      0 attachments

#### ▼ Job Data

Current	New
Home Deptid: 133310	Home Deptid: 133310
Information Science	Information Science
Position Number: 000 [REDACTED]	Position Number: 000 [REDACTED]
Employee Status: Active	Employee Status: Active
Job Code: 0300	Job Code: 0300
Assoc Professor	Assoc Professor
Location: RP	Location: RP
Salary Grade: F01	Salary Grade: F01
Std. Weekly Hours: 40.00	Std. Weekly Hours: 40.00
FTE: 1.00	FTE: 1.00
Annual Rate: \$ [REDACTED] 2	Annual Rate: [REDACTED]
Monthly Rate: [REDACTED] 1	Monthly Rate: [REDACTED]
Reports to Supv ID: 10 [REDACTED] Jiangping Chen	Reports to Supv ID: 104 [REDACTED] Jiangping Chen
<input checked="" type="checkbox"/> Salary Spread	<input checked="" type="checkbox"/> Salary Spread
<input type="checkbox"/> Webclock/Desk Punch	<input type="checkbox"/> Webclock/Desk Punch

Appt. End Date: 05/31/2021

#### ▼ Department Budget Data



Example of additional pay ePAR if needed for extraordinary termination date

▼ Additional Pay Data

Current

Effective Date	End Date	Earnings Code	Addl Seq #	Amount to Pay	Total Amount to Pay	Pay Freq	Funding Position Number	Funding Deptid	Account	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program Code	Purpose

New

	SpeedType Key	Spnsrd Project	Effective Date	End Date	Earnings Code	Addl Seq #	Amount to Pay	Total Amount to Pay	Pay Freq	Funding Position Number	Funding Deptid	Account	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program Code	Purpose	Site
1		<input type="checkbox"/>	12/01/2020	12/31/2020	Mid-Year Semester Payout	1			Once Monthly	F1001034	133310	50101	200	830001	100					11527	

▼ Position Data

Current

Position Number: 000

Effective Date: 09/01/2020

Job Code: 0300

Description: Assoc Professor

Standard Hours: 40.00

Budgeted Salary Amt:

FLSA Status: Exempt

Academic Rank: 002

Reports To: 000 Jiangping Chen

New

Position Number: 0000

Job Code: 0300

Description: Assoc Professor

Standard Hours: 40.00

Budgeted Salary Amt:

FLSA Status: Exempt

Academic Rank: 002

Reports To: 000 Jiangping Chen

# 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



# Hire into a Modified Service Position

## Select Action and Employee

**▼ ePAR Header**

Business Unit: NT752	Home Deptid: 132320	Last Update Date/Time:	by:	ePAR Help Resources
PAR ID: NEXT	Kinesiology, Hlth Promo, & Rec	Submitted Date/Time:		<a href="#">Next &gt;&gt;</a>
PAR Status: Initiated		Created by: Patterson,Tami L	tlp0015	
Type of ePAR: Employee Transaction		Phone: 940/565-3953		
Action: Hire				
Reason: Hire - Salaried/Task				

Please enter effective date to populate current data

Empl ID: [REDACTED]	Empl Rcd: 0	Name: [REDACTED]	Effdt: 09/01/2020	<a href="#">Attachments</a>
---------------------	-------------	------------------	-------------------	-----------------------------

[Expand/Collapse All](#)

**▼ Job Data**

Current	New
Home Deptid:	Home Deptid: 132320 Kinesiology, Hlth Promo, & Rec
Position Number:	Position Number: 00012613 <input type="checkbox"/> <a href="#">Additional Changes Needed</a>
Employee Status:	Employee Status: Active
Job Code:	Job Code: 0650 Modified Service Retiree
Location:	Location: PEB
Salary Grade:	Salary Grade: F01
Std. Weekly Hours:	Std. Weekly Hours: 20.00
FTE:	FTE: 0.50
Annual Rate:	Annual Rate: \$[REDACTED]
Monthly Rate:	Monthly Rate: \$[REDACTED]
Reports to Supv ID:	Reports to Supv ID: <input type="checkbox"/> <a href="#">Webclock/Desk Punch</a>
	Requisition #: NA

# Returning in Modified Service Position

## Select Action and Employee

### ▼ ePAR Header

Business Unit: NT752

Home Deptid: 121100

Last Update Date/Time:

by:

[ePAR Help Resources](#)

PAR ID: NEXT

Biological Sciences

Submitted Date/Time:

[Next >>](#)

PAR Status: Initiated

Created by: Patterson,Tami L

tlp0015

Phone: 940/565-3953

Type of ePAR: Employee Transaction

Action: **Employee Change within Dept**

Please enter effective date to populate current data

Empl ID: [REDACTED]

Empl Rcd: 12

Name: [REDACTED]

Effdt: 09/01/2020

[Attachments](#)

[Expand/Collapse All](#)

### ▼ Job Data

Current  
Home Deptid: 121100  
Biological Sciences  
Position Number: 00012609  
Employee Status: Short Work Break  
Job Code: 0650  
Modified Service Retiree  
Location: BIOL  
Salary Grade: F01  
Std. Weekly Hours: 40.00  
FTE: 1.00  
Annual Rate: [REDACTED]  
Monthly Rate: [REDACTED]

Reports to Supv ID: [REDACTED] Jyoti Shah

☐ Webclock/Desk Punch

New  
Home Deptid: 121100  
Biological Sciences  
Position Number: 00012609  
Employee Status: **Return from Work Break** ▼  
Job Code: 0650  
Modified Service Retiree  
Location: BIOL  
Salary Grade: F01  
Std. Weekly Hours: 40.00  
FTE: 1.00  
Annual Rate: [REDACTED]  
Monthly Rate: [REDACTED]

Reports to Supv ID: [REDACTED] Jyoti Shah

☐ Webclock/Desk Punch



# Terminating Modified Service Position

## Select Action and Employee

**ePAR Header**

Business Unit: NT752	Home Deptid: 130320	Last Update Date/Time:	by:	ePAR Help Resources
PAR ID: NEXT	Electrical Engineering	Submitted Date/Time:		Next >>
PAR Status: Initiated		Created by: Patterson,Tami L	tlp0015	Off-Boarding ID:
Type of ePAR: Employee Transaction		Phone: 940/565-3953		
Action: Termination				
Reason: End of Job Assignment				

Please enter effective date to populate current data

Empl ID: [REDACTED] Empl Rcd: 6 Name: [REDACTED] Effdt: 01/15/2021 [31] Attachments

Expand/Collapse All

**Job Data**

Current	New	
Home Deptid: 130320	Home Deptid: 130320	Last Physical Date: 12/11/2020 [31]
Electrical Engineering	Electrical Engineering	On 01/14/2021 remove after 0 hours
Position Number: 00013171	Position Number: 00013171	<input type="checkbox"/> All Time Reported in T & L
Employee Status: Active	Employee Status: Terminated	<a href="#">Timesheet</a>
Job Code: 0650	Job Code: 0650	
Modified Service Retiree	Modified Service Retiree	
Location: RP	Location: RP	
Salary Grade: F01	Salary Grade: F01	
Std. Weekly Hours: 20.00	Std. Weekly Hours: 20.00	
FTE: 0.50	FTE: 0.50	
Annual Rate: [REDACTED]	Annual Rate: [REDACTED]	
Monthly Rate: [REDACTED]	Monthly Rate: [REDACTED]	
Hourly Rate: [REDACTED]	Hourly Rate: [REDACTED]	
Reports to Supv ID: [REDACTED] Shengli Fu	Reports to Supv ID: [REDACTED] Shengli Fu	

# 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

## Select Action and Employee

### ▼ ePAR Header

Business Unit: NT752

Home Deptid: 121200

Last Update Date/Time:

by:

[ePAR Help Resources](#)

PAR ID: NEXT

Chemistry

Submitted Date/Time:

[Next >>](#)

PAR Status: Initiated

Created by: Patterson,Tami L

tlp0015

Type of ePAR: Employee Transaction

Phone: 940/565-3953


Action: **Employee Change within Dept**

Please enter effective date to populate current data

Empl ID: [REDACTED]

Empl Rcd: 0

Name: [REDACTED]

Effdt: 09/01/2020 

[Attachments](#)

[Expand/Collapse All](#)

### ▼ Job Data

Current

New


Home Deptid: 121200

Home Deptid: 121200

Chemistry

Chemistry

Position Number: 00000931


Position Number: 00000931 

Employee Status: Active

Employee Status: **Leave with Pay** ▼

Reason: **Development** ▼

Job Code: 0200


Job Code: 0200 

Appt. End Date: 05/31/2021

Professor

Professor

Location: CHEM

Location: **CHEM** 

Salary Grade: F01

Salary Grade: F01

Std. Weekly Hours: 40.00

Std. Weekly Hours: 40.00

FTE: 1.00

FTE: 1.00

Annual Rate: [REDACTED]

Annual Rate: \$ [REDACTED]

Monthly Rate: [REDACTED]

Monthly Rate: \$ [REDACTED]

Reports to Supv ID: 10974353 Dr. Legrande Slaughter

Reports to Supv ID: 10974353 Dr. Legrande Slaughter

☐ Webclock/Desk Punch

☐ **Webclock/Desk Punch**



# 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

▼ Department Budget Data

Current

Find | 1 of 1

Effective Date	Funding End Date	Funding Deptid	Account	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program Code	Purpose	Site	Pct of Distrib	Mth Amt
09/01/2020		137310	50101	105	800001	100							100.000	8353.76

New

Find | 1 of 1

	SpeedType Key	Spnsrd Project	Effective Date	Funding End Date	Funding Deptid *	Account *	Fund Cat *	Fund *	Function *	PC Bus Unit	Project	Activity	Program Code	Purpose	Site	Pct of Distrib	Mth Amt
1		<input type="checkbox"/>	02/01/2021	<input type="text"/>	<input type="text" value="137310"/>	<input type="text" value="50101"/>	<input type="text" value="105"/>	<input type="text" value="805001"/>	<input type="text" value="100"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="100.000"/>	<input type="text" value="8353.76"/>

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.

▼ Position Data

Current	New
Position Number: 00000427	Position Number: 00000427
Effective Date: 09/01/2020	
Job Code: 0300	Job Code: 0300
Description: Assoc Professor	Description: Assoc Professor
Standard Hours: 40.00	Standard Hours: 40.00
Budgeted Salary Amt: \$ [REDACTED]	Budgeted Salary Amt: \$ [REDACTED]
FLSA Status: Exempt	FLSA Status: Exempt
Academic Rank: 002 Associate Professor	Academic Rank: 002 Associate Professor
Reports To: 000 [REDACTED] Kim Williams	Reports To: 0000 [REDACTED] Tami Patterson

Comments: [REDACTED]

254 characters remaining

Expand/Collapse All

CancelSave As DraftNext >>

# Placing positions in suspense

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





### Select Action and Position

ePAR Header

Business Unit: NT752

Home DeptID: 121100

Last Update Date/Time:

by:

ePAR Help Resources

PAR ID: NEXT

Biological Sciences

Submitted Date/Time:

Created by: Patterson,Tami L

tlp0015

Next >>

PAR Status: Initiated

Created by: Patterson,Tami L

tlp0015

Phone: 940/565-3953

Type of ePAR: Vacant Position (New/Chg/End)

Action: Change Position Details

Position Number: 00011892

Postdoctoral Research Assoc

Please enter effective date to populate current data

Attachments

Effdt: 10/31/2018

Expand/Collapse All

Vacant Position Data

Current

Status: Active

Job Code: 1339

Job Title: Postdoctoral Research Assoc

Home DeptID: 121100

Biological Sciences

Reports To: 00006

Jyoti Shah

Standard Hours: 40.00

FTE: 1.00

FLSA Status: Exempt

Retirement Elig: ORP Eligible

Annual Salary: \$47,500.08

Default Appt Term: 12 MONTH

Grade: N01

Location: BIOL

Biology Building

Academic Rank:

Previous Incumbent:

New

Status: Active

Job Code: 1339

Job Title: Postdoctoral Research Assoc

Home DeptID: 121100

Biological Sciences

Reports To: 00006

Jyoti Shah

Standard Hours: 40.00

FTE: 1.00

FLSA Status: Exempt

Retirement Elig: ORP Eligible

Annual Salary: \$47,500.08

Default Appt Term: 12 MONTH

Grade: N01

Location: BIOL

Biology Building

Academic Rank:

Current Incumbent: Vacant

☐ Post Job upon Final Approval

▼ Department Budget Data

Current

Find | | 1 of 1

Effective Date	Funding End Date	Funding Deptid	Account	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program Code	Purpose	Site	Pct of Distrib	Mth Amt
09/01/2018		121100	50141	106	805009	220	NINTP	GA90050	101				100.000	3958.34

New

Find | | 1 of 1

		SpeedType Key	Spnsrd Project	Effective Date	Funding End Date	Funding Deptid *	Account *	Fund Cat *	Fund *	Function *	PC Bus Unit	Project	Activity	Program Code	Purpose	Site	Pct of Distrib	Mth Amt
1			<input type="checkbox"/>	10/31/2018	10/31/2018	121100	50141	106	805009	220	NINTP	GA90050	101				100.000	3958.34

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

Comments: 

254 characters remaining

Expand/Collapse All

Cancel

Save As Draft

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 positon number
- Effective date: 9-1-XX
- Enter comments explaining the reason for ending the position.



## Select Action and Position

### ▼ ePAR Header

Business Unit: NT752

Home DeptID: 138000

Last Update Date/Time:

by:

[ePAR Help Resources](#)

PAR ID: NEXT

Mayborn Sch of Journal-Gen

Submitted Date/Time:

[Next >>](#)

PAR Status: Initiated

Created by: Patterson,Tami L

tlp0015

Phone: 940/565-3953

Type of ePAR: Vacant Position (New/Chg/End)

Action: End Position (permanent)

Position Number: 00006168

Please enter effective date to populate current data

Effdt: 09/01/2019

[Attachments](#)

[Expand/Collapse All](#)

### ▼ Vacant Position Data

#### Current

Status: Active

Job Code: 0300

Job Title: Assoc Professor

Home DeptID: 138000

Mayborn Sch of Journal-Gen

Reports To: Dr. James Mueller

Standard Hours: 40.00

FTE: 1.00

FLSA Status: Exempt

Retirement Elig: ORP Eligible

Annual Salary: \$

Default Appt Term: 9.0 MONTH

Grade: F01 Min: \$13,624 Mid: \$256,812 Max: \$500,000

Location: GAB

General Academic Building

Academic Rank: 002

Associate Professor

Previous Incumbent:

#### New

Status: Inactive

Job Code: 0300

Job Title: Assoc Professor

Home DeptID: 138000

Mayborn Sch of Journal-Gen

Reports To: Dr. James Mueller

Standard Hours: 40.00

FTE: 1.00

FLSA Status: Exempt

Retirement Elig: ORP Eligible

Annual Salary: \$

Default Appt Term: 9.0 MONTH

Grade: F01 Min: \$13,624 Mid: \$256,812 Max: \$500,000

Location: GAB

General Academic Building

Academic Rank: 002

Associate Professor

Current Incumbent: Vacant





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