Spring FY21
Academic Overview
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. Salaried Graduate Students may not exceed a combined FTE of 50%.

<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>09/01 – 1/15</td>
<td>25%</td>
<td>10</td>
</tr>
<tr>
<td>Fall 8W1 (8 week 1)</td>
<td>09/01 – 10/31**</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>Fall 8W2 (8 week 2)</td>
<td>11/01-12/31**</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>Winter Session</td>
<td>12/01- 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>1/01-2/28**</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>Spring 8W2 (8 week 2)</td>
<td>3/01-4/30**</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>Summer 3W1 (3 week 1)</td>
<td>06/01 – 7/15</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>Summer 8W1 (8 week 1)</td>
<td>06/01 – 7/15</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>SUM (summer)</td>
<td>06/01 – 8/31</td>
<td>25%</td>
<td>10</td>
</tr>
<tr>
<td>Summer 5W1 (5 week 1)</td>
<td>06/1- 7/15</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>Summer 10W (10 week)</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>
Step by step instructions for ePAR submissions is available online at vpaa.unt.edu/resources/training

Training

Log in to the Academic Resources Stream channel (opens in a new window) to view current training videos

ePAR Transaction Training Presentations

- Adjunct Instructor ePAR Transactions
- Faculty ePAR Transactions
- Graduate Student ePAR Transactions
Graduate Student Overview
Spreadsheet: Academic Resources is distributing spreadsheets for salaried graduate students and adjuncts to the Academic Financial Officers for reference purposes.

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

**ePARs** for Adjunct faculty or Adjunct Assistants will not be approved unless the adjunct is at the status of “Cleared for Hire” in the FacultyJobs application system.

*Note: In order to allow for ample time for ePAR’s to complete processing before the deadline for the February 1st payroll, please have ePARS submitted before noon two business days prior to the payroll deadline.*
Salaried Graduate Compensation Plan

- General information about salaried graduate compensation is available at: [https://vpaa.unt.edu/resources/retention](https://vpaa.unt.edu/resources/retention)
- For salaried graduate students, please utilize the updated rates listed in the graduate compensation plan.
- Hires at or above midpoint continue to require the submission of a justification statement explaining why the higher rate is being requested.
- The rates in the pay schedule are determined based on two factors: 1) the academic progression level of the graduate student and 2) the academic department for which the student is employed or the academic department that closely aligns to a non-academic department for which the student is employed.
- You must pay at or above the entry rate listed in the plan. ePARs submitted below the minimum, or above the maximum rates listed will be denied.
- As a reminder, level changes for salaried graduate students may only occur in the fall. Any ePARs submitted for a level change will be denied.
New dynamic form for use in routing offer letters for electronic signature

- It is important that both the Career Center and Academic Resources Offices receive letters early in the process to complete necessary CHC and onboarding process prior to payroll deadlines

There is an updated salaried graduate student offer letter template available on our website

- Updated information on new CHC vendor
  - COVID county closures will delay CHC checks
- Additional fields added which are needed for onboarding purposes

https://vpaa.unt.edu/resources/retention
Special Notes for Academic Departments:
• Please consult with your Academic Financial Officer to determine the appropriate chart string to use for different types of employees. This will be critical so that funds can be transferred from the college to your department to cover your graduate and part-time teaching expenses.
• Consult with other departments as needed for academic assignments being funded by other units such as CLEAR, UNT-I, Frisco (etc.) to ensure that the appropriate chart string is being used.
• It may be necessary to submit an ABA to create a new budget line before an ePAR can be prepared if a new chart string is needed.
Adjunct Overview
Adjunct Pay Plan

- The adjunct pay plan is located at: https://vpaa.unt.edu/sites/default/files/documents/page/2019/adjunct_pay_plan.pdf
- The plan lists the minimum, median and maximum salary levels for a typical 3 SCH course (25% FTE) by department.
- Salaries below the minimum or above the maximum will require that a justification be attached to the ePAR.
New template available for adjuncts teaching in an 8 week format

https://vpaa.unt.edu/node/237/adjuncts

documents can be sent with the offer letter.
- Departments will issue offer letters directly, using the below template letter, to the selected individuals.
- If needed, upon receipt of the signed offer letter, Academic Resources will send a link to the candidate to complete a criminal history check.
- Signed offer letters are returned to Academic Resources.

Offer Letter Template
8-Week Offer Letter Template
Adjunct Assistants

> Not instructors of record
> Follow same hiring process and procedures as regular adjunct
> FLSA requirements
  - Justification/ePAR comments of how position is in an instructional role
Payroll for Graduate Students and Adjuncts
Key ePAR fields to Minimize Pushback and Denial

> **Dates:** Standard Spring start date is 1/16/21 and standard end date is 5/31/21 (will display in EIS as short work break date of 6/1/21)

> **Level changes:** may only occur in the Fall

> **Salaries:** Please use rates provided in the student/adjunct pay plan. Rates below minimum or above maximum will be denied. Hires at or above midpoint require the submission of a justification statement explaining why the higher rate is being requested.

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

> **Cares Act Funding:** ePARs should utilize a funding end date of 4/30/21 for any cares act funding.
ePAR Considerations

Continuing but moving from an adjunct to a salaried grad job code or vice versa

- Submit a Termination ePAR for the current job and submit a Hire ePAR. Both actions should have an effective date of 1-16-21.

Terminations of salaried graduate students in positions

- All graduate students hired on a budgeted position in the fall semester were automatically given an end date of 5-31-21. If the graduate student is being terminated from a budgeted position (position number Axxxxxxx) at the conclusion of the fall semester, then submit Epar in order to avoid overpayment.

Terminations prior to an appointment end date

- If an adjunct or graduate student employee was hired on an appointment with an appointment end date later than 1-15-21, and they will not be continuing in the spring semester, then a termination must be entered to avoid an overpayment.

Terminating as of appointment end date

- No action is needed

  - The mass termination process for grad students and adjuncts will run at the end of January. Any employee who has not had an ePAR returning them will be terminated programmatically. An ePAR is not required for those terminations.

  - Spreadsheets will be sent to colleges verifying this data prior to finalizing the termination process.
Additional ePAR considerations

> If a Salaried Graduate Student is continuing in a job on a position number, in exactly the same capacity as the Fall semester, no action is necessary. These positions have been set up to pay through 5/31/21.

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

Please note: If a position number needs to be moved to a different Department (including Axxxxxxx positions), please submit the appropriate ePAR to facilitate the move. The Receiving department will need to initiate the ePAR.
Faculty Payroll
Departments will need to submit ePARs for the following situations:
Payroll for Faculty

New Faculty beginning employment in the Spring semester - Please prioritize hiring of new faculty over other ePAR transactions.

- Use the Action/Reason of Hire – Hire Salaried
- 1-16-21
- Enter the position number and verify that populated data is correct
New Faculty ePARs Continued

• If changes are needed click “Additional Changes Needed” and enter information into the yellow fields.

• Please verify title, rate of pay and source of funding

• Note: The monthly rate should equal the offered salary divided by 9 months.

• Relocation allowances should be added to the hire ePAR as an additional pay item, using an earnings code of REL, and a chart string on fund 830001.
Termination ePARs

- Use the Action/Reason of Termination
- Select appropriate reason
- Enter appropriate effective date – Generally 1-16-21
When 9-month faculty retire with an effective date of January 1, there is a requirement to pay them for the portion of the Fall semester that would have been paid from January 1 through January 15.

In order to do this, a department will typically need to submit an employee change ePAR to process this payment prior to submitting the second ePAR for retirement.

Departments who have faculty retiring will need to contact System HR Benefits Office. The benefits office will work with the department to determine the payout and how the ePARs will need to be submitted.
Faculty Leave ePARs

Faculty leave – unpaid or paid, *returning or leaving*

- Use Payroll Action: Employee Change within Dept
  - For these you will need to change the “Employee Status” drop down in ePAR
  - Leave with Pay – 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 to the ePAR as appropriate
- If the person is going on or returning from part-time leave (i.e. 50% Faculty Development Leave), then please also *adjust* the FTE and Monthly Rate accordingly
Faculty ePARs

For all actions below use Payroll Action: Employee Change within Dept:

Faculty to administrator (Dean, Assoc Dean, Chair) changes (or vice versa)
- Verify that appropriate 12 month and 9 month rates have been calculated & that appointment letters are attached to the ePAR.
- Contact Brandi Everett to ensure appropriate position set-up

Funding changes
- If this is for a buy-out, attach the Faculty Course Buy-Out Request Form to the ePAR

Additional Pay: cell phone, internet, augmentations, etc.
- Attach necessary approval documents and/or justification
- Please note that an approved VPAA-11B must be completed prior to the start date of a faculty augmentation
Modified Service ePARs

**Positions are now established for Modified Service Faculty.** Departments will need to submit ePARs for Modified Service faculty (job code 0650). Academic Resources will notify departments of the position number(s).

- First Year Modified Service faculty should be submitted as a Hire – Hire Salaried, using the new position number provided.
- Returning Modified Service faculty should be submitted as an employee change to return the position from work break.
- Faculty ending Modified Service should be submitted as a Termination.
- Contact Tami Patterson for any concerns about modified service processing.
Faculty ePAR Notes

Unless the faculty job is being funded for a period of time less than their 9 month position, do not enter an end date in the Department Budget section of the ePAR.

- For example, it is appropriate to enter an end date if you are submitting a buy-out for only the fall semester.
- If the faculty member will be on the same funding source for the entire year, please do not enter an end date.
Remember - Comments Are Your Friend!!

Please describe the action(s) you are taking on the ePAR. It is also helpful to include the faculty member's 9 month salary for new hires and other salary changes.

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

214 characters remaining
Additional Pay for Faculty

Task Payments
A task payment is additional compensation paid to an exempt employee for work based on completion of a task assignment. Task payments are restricted to one-time services, or projects with a specified duration. A task payment is compensation for performing a task assignment.

Augmentations
Augmentation pay is compensation that is in addition to, separate from, and does not affect an employee’s base salary rate for performing a temporary assignment of duties usually assigned to a higher pay classification than the employee’s regular position.
Additional Pay for Faculty

- Pre-approval is required for any new additional pay.
- Approval must be received **BEFORE** work begins.
- Please submit the VPAA-11b form for augmentations and task payments – available at: [http://vpaa.unt.edu/resources/form](http://vpaa.unt.edu/resources/form)
- Additional pay that was previously set up to continue into the spring semester will continue without submission of additional forms.
- Augmentations longer than 6 months in duration will require Presidential approval.
- **Please submit VPAA-11B forms for new tasks or augmentations ASAP in order to allow ample processing time**
- Prior to payment of a task, the Task Augmentation Certification form must be completed and attached to the ePAR.
Additional Pay for Faculty - Endowments

- Endowments – Some faculty receive additional pay for serving as an endowed chair or professor. The VPAA 11C form (available at: https://vpaa.unt.edu/sites/default/files/legacy/provost/VPAA11C%20%28002%29.pdf) should be submitted for approval of this additional pay.
- Endowment pay previously set up to continue into the spring semester will continue without submission of additional forms.
- A copy of the MOU for the endowment must be attached to the form.
- When submitting these payments via ePAR, please use additional pay earnings code of Endowment.
- Please submit VPAA-11C forms for new endowments ASAP to allow for ample processing time.
Faculty Overloads

- A faculty overload occurs when a faculty member is assigned to teach a course that is beyond their regular faculty workload. Overloads are rare, and should only be approved after consultation with the Dean. Generally, faculty workload should be adjusted to accommodate for the need to teach additional courses.
- Job Code 0702 – Faculty Overload has been created specifically for these assignments
- Departments should prepare an offer letter to the faculty member detailing the terms of the overload assignment. The template for this letter can be found at: http://vpaa.unt.edu/faculty-resources/forms-and-templates.
- Overload assignments are set up similarly to adjunct appointments, using the job code of 0702, with a 1-16-21 start date and a 5-31-21 appointment end date for the spring.
- Please attach the offer letter to the ePAR.
New College at Frisco and CHEC

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

To receive reimbursement for the salary expense
• Check with Arvind Mallik to ensure the proper chartstring is used on the epar.
• **Currently:** Fund category 105, fund 800001, function 100 and site 1286
• **Note:** The Ryan College of Business only should use 105-805001-100-1286
• Insert Arvind Mallik (am1647) (Arvind.Mallik@unt.edu) as an approver into the epar approval workflow, this will allow him to see the funding chartstring and push back for any corrections if needed.
Payrates for Frisco and CHEC courses

For fall or spring FT out-of-load faculty:
10% of annual salary per class, up to $8,500

For summer FT faculty: calculated rate using the Academic Resources spreadsheet

Cost of Adjunct: at college-level or departmental rates

PLUS 5% of total disbursement to cover mileage and other costs (at colleges’ discretion)
Academic Resources Office Contacts

ePAR:
Faculty and Academic Administrators:
Brandi Everett, ext. 3951

Academic Staff, FDL, Modified Service:
Tami Patterson, ext. 3953

Salaried Grad Students: Davelyn McCartney, ext. 3512

Adjuncts: Chance McMillan, ext. 2138

Annualized Compensation:
Tami Patterson, ext. 3953
Brandi Everett, ext. 3951

Adjunct Offers:
Chance McMillan, ext. 2138

Faculty Onboarding:
Melissa Holland, ext. 2673