Agenda

- **Academic Session Payroll Dates**

- **Salaried Graduate Positions (positions that begin with “A”)**
  - Creating new positions
  - Transferring positions between departments or colleges
  - Hiring in Graduate Students in Positions
  - Hiring Graduate Students on an Appointment
  - Returning Graduate Students on a Position or Appointment
  - Graduate Student Terminations

- **General ePAR’s**
  - Employee changes (eg funding, job code 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 (8week 1)</td>
<td>9/1-10/31</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>Fall 8W2 (8week 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 (3week 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 (10week 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.
Creating new salaried graduate student positions

Departments will need to submit an ePAR to create a new salaried graduate student **position**. This action is highly extraordinary and should not be done without consulting Academic Resources.

Tips for creating the e-PAR:

- **Type of ePAR:** Vacant Position/New/Chg/End
- **Action:** New Position-Faculty/Grad
- **Effective date:** 9-1-XX (or other appropriate position start date)
- **Enter the desired job code- if unknown, use 0812 (TA Level II)**
- **The Standard hours and FTE will default**
- **Reports to:** position number of direct supervisor
- **Annual Salary** should be the **9 month 25% salary.**
  - When annual salary is entered you will need to identify the source of funds.
- **Click the “Check this box for “A” at the beginning of the Position Nbr” box**
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>CID 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>
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<tbody>
<tr>
<td>134330</td>
<td>200</td>
<td>830001</td>
<td>100</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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</table>

OK  Cancel

Department Budget Data

<table>
<thead>
<tr>
<th>New</th>
<th>Speed Type Key</th>
<th>Speed Project</th>
<th>Effective Date</th>
<th>Funding End Date</th>
<th>Funding Deficit</th>
<th>Account</th>
<th>Fund</th>
<th>Function</th>
<th>PC Bus Unit</th>
<th>Project</th>
<th>Activity</th>
<th>Program Code</th>
<th>Purpose</th>
<th>Site</th>
<th>Net of Balance</th>
<th>RWTH Amt</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>134330</td>
<td>09/01/2019</td>
<td></td>
<td>50127</td>
<td>201</td>
<td>830001</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td>711.11</td>
<td></td>
</tr>
</tbody>
</table>
Transferring graduate student positions between departments or colleges

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

Tips for creating the e-PAR:

- Type of ePAR: Vacant Position/New/Chg/End
- Action: New Transfer Position from Dept/UNTS
- Enter the position number
- Enter the Transfer From Department
- Effective date: 9-1-XX (or other appropriate effective date)
- Reports to: position number of new direct supervisor
- Annual Salary should be the 9 month salary.
- Do NOT Click on the “Post Job upon Final Approval” box
Hiring Graduate Students in Positions

If the graduate student is being hired into a *budgeted position* (position number Axxxxxxx), then submit via ePAR

- Use the Action/Reason of Hire – Hire Salaried
- Effective date – generally 9-1-XX or 1/15/XX
- Enter the position number and verify that the populated data is correct.
- If changes are needed click “Additional Changes Needed” and enter correct information, including updated chart string data if needed, into the yellow fields.
- **Budgeted positions will automatically have an end date of 5-31-XX.**
- **Do not enter an end date in the Department Budget section of the ePAR. These positions must be encumbered for 9 months.**
Hiring a Graduate Student on an Appointment

Tips for creating the e-PAR:

• Type of ePAR: Employee Transaction
• Action: Hire
• Reason: Hire-Salaried/Task
• Effective date: 9-1-XX (or other appropriate start date, e.g. 1-16-XX)
• Enter the desired job code (0801-0823)
• Appointment End Date: 1-15-XX (or other appropriate end date, e.g. 5-31-XX) See Academic Sessions Payroll Dates chart. Must be included in order to approve ePAR.
• Reports to: Enter position number of direct supervisor
• Enter the appropriate FTE
• Enter the appropriate monthly rate (the annual rate will calculate as 9 months)
• Enter the Employee ID number of the appropriate supervisor
• Enter the appropriate chart string in the Department Budget Data section
### Display Submitted Employee Transaction ePAR

**ePAR Header**
- **Business Unit:** NT752
- **Home Deptid:** 136340
- **PAR ID:** 0000294114
- **PAR Status:** Approved
- **Type of ePAR:** Employee Transaction
- **Action:** Hire
- **Reason:** Hire - Salaried/Task
- **Pay Group:** NXR

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Empl Record</th>
<th>Name</th>
<th>Effdt</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>09/01/2020</td>
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</tbody>
</table>

**Job Data**

- **Current**
  - **Home Deptid:** 136340
  - **Job Code:** 0802
  - **Reclass Job Code:** Teaching Fellow L2
  - **Location:** ADMIN
  - **Salary Grade:** F01
  - **Std. Weekly Hours:** 10.00
  - **FTE:** 0.25
  - **Annual Rate:** $9,915.99 (9)
  - **Monthly Rate:** $735.11

- **New**
  - **Home Deptid:** 136340
  - **Job Code:** 0802
  - **Reclass Job Code:** Teaching Fellow L2
  - **Location:** ADMIN
  - **Salary Grade:** F01
  - **Std. Weekly Hours:** 10.00
  - **FTE:** 0.25
  - **Annual Rate:** $9,915.99 (9)
  - **Monthly Rate:** $735.11

- **Position Number:** Blank
- **Employee Status:** Active

- **Appointment End Date:** 01/15/2021

**Reports to Supv ID:** Denise Baxter
<table>
<thead>
<tr>
<th>SpeedType Key</th>
<th>Sprand 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 Bus Unit</th>
<th>Project</th>
<th>Activity</th>
<th>Program Code</th>
<th>Purpose</th>
<th>Site</th>
<th>Pct of Disb</th>
<th>Mth Amt</th>
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<tbody>
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<td>56127</td>
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<td></td>
<td>11532</td>
<td></td>
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</table>

**Additional Pay Data**

**Position Data**

Requester Comments:

Art Ed TF L2 25 $3307.99 this is an appointment TF: AEM 1750 301|302: Visual Art Integration. TR: 9-19:56am, remote, synchronous.
Returning a Graduate Student on a Position or Appointment

Tips for creating the e-PAR:

• Type of ePAR: Employee Transaction
• Action: Employee Change Within Department
• Effective date: 9-1-XX (or other appropriate start date, eg 1-16-/XX)
  
  For Appointments enter an Appointment End Date 1-15-XX (or other appropriate end date, e.g. 5-31-XX)

  See Academic Session Payroll Dates chart for sample date information
• Enter the desired job code (0801-0823)
• Employee Status: Return from Work Break
• Reports to: position number of direct supervisor
• Enter/change FTE as needed
• Enter/change the appropriate monthly rate as needed (the annual rate for appointments will calculate as 0 months (4.5 months if dates encompass 1 semester)
• Enter the Employee ID number of the appropriate supervisor
• Enter the appropriate chart string in the Department Budget Data section
### Select Action and Employee

**ePAR Header**
- **Business Unit**: NT752
- **Home DeptId**: 136000
- **Last Update Date/Time**: by:
- **Created by**: Patterson, Tamil L
- **Phone**: 940/565-3953

**Action**: Employee Change within Dept

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Empl Rcd</th>
<th>Name</th>
<th>Eff Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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**Attachments**

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### Job Data

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<tbody>
<tr>
<td><strong>Home DeptId</strong>: 136000</td>
<td></td>
</tr>
<tr>
<td>Col of Vis Arts &amp; Design-Gen</td>
<td></td>
</tr>
<tr>
<td><strong>Position Number</strong>: Graduate Services Assistant L2</td>
<td></td>
</tr>
<tr>
<td><strong>Employee Status</strong>: Short Work Break</td>
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</tr>
<tr>
<td><strong>Job Code</strong>: 0832</td>
<td></td>
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<tr>
<td><strong>Location</strong>: ART</td>
<td></td>
</tr>
<tr>
<td><strong>Std. Weekly Hours</strong>: 20.00</td>
<td></td>
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<tr>
<td><strong>Salary Grade</strong>: N01</td>
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<tr>
<td><strong>FTE</strong>: 0.50</td>
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</tr>
<tr>
<td><strong>Annual Rate</strong>: $13,231.98</td>
<td></td>
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<tr>
<td><strong>Monthly Rate</strong>: $1,470.22</td>
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</tr>
<tr>
<td><strong>Reports to Supv ID</strong>: 105, [Redacted]</td>
<td></td>
</tr>
<tr>
<td><strong>Webclock/Desk Punch</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Home DeptId</strong>: 136000</td>
</tr>
<tr>
<td>Col of Vis Arts &amp; Design-Gen</td>
</tr>
<tr>
<td><strong>Position Number</strong>: Graduate Services Assistant L2</td>
</tr>
<tr>
<td><strong>Employee Status</strong>: <strong>Return from Work Break</strong></td>
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<tr>
<td><strong>Job Code</strong>: 0832</td>
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<tr>
<td><strong>Location</strong>: ART</td>
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<tr>
<td><strong>Appt. End Date</strong>: 05/31/2021</td>
</tr>
<tr>
<td><strong>Std. Weekly Hours</strong>: 20.00</td>
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<tr>
<td><strong>Salary Grade</strong>: N01</td>
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<td><strong>FTE</strong>: 0.60</td>
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<tr>
<td><strong>Annual Rate</strong>: $13,231.98</td>
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<td><strong>Monthly Rate</strong>: $1,470.22</td>
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<tr>
<td><strong>Reports to Supv ID</strong>: [Redacted]</td>
</tr>
<tr>
<td><strong>Webclock/Desk Punch</strong></td>
</tr>
<tr>
<td>Effective Date</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>09/01/2020</td>
</tr>
</tbody>
</table>

Changes to future dated rows (in blue) must be processed in a separate eFAIR.
Graduate Student 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. Typically for Graduate Students this is “End of Job Assignment”.
• Effective date: If a salaried graduate student is not returning, a termination can be submitted. See the Academic Session Payroll Dates slide for appropriate dates.
• If a termination is not submitted, the job record will go into short workbreak status and can be terminated via the mass termination process.
• If the employee does not complete the semester, a termination ePAR should be submitted with an effective date of one day after the last physical day worked.
• Last Physical Date: Date employee last physically worked
• Enter the appropriate number of hours worked on last physical day.
### Select Action and Employee

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

**Current**
- **Home Dept.:** 130310  
- **Position Number:**  
- **Employee Status:** Short Work Break  
- **Job Code:** 0622  
- **Salary Grade:** N01  
- **Location:** RP  
- **Std. Weekly Hours:** 20.00  
- **Annual Rate:** $18,000.00  
- **Monthly Rate:** $2,000.00  
- **Hourly Rate:** $23.07  

**New**
- **Home Dept.:** 130310  
- **Position Number:**  
- **Employee Status:** Terminated  
- **Job Code:** 0822  
- **Salary Grade:** N01  
- **Location:** RP  
- **Std. Weekly Hours:** 20.00  
- **Annual Rate:** $18,000.00  
- **Monthly Rate:** $2,000.00  
- **Hourly Rate:** $23.07  

**Last Physical Date:** 12/11/2020  
On 01/15/2021 remove after 0 hours  
[All Time Reported in T & L Timesheet]**
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, change in job code, or a supervisor change. To begin to ePAR:

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

Examples follow
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.
To adjust the job code, due to a change in assignment or level (levels change ONLY in fall) or FTE, enter the information as shown below.
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.
Placing positions in suspense

Departments will need to submit an ePAR to place a vacant position in suspense. This is rarely used for graduate student positions.

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

<table>
<thead>
<tr>
<th>Current</th>
<th>Funding End Date</th>
<th>Fiscal Year</th>
<th>Account</th>
<th>Fund</th>
<th>Program</th>
<th>Purpose</th>
<th>Site</th>
<th>Mth Amt</th>
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<td>100 000 3104.34</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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

**Comments:**

254 characters remaining.
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.
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.
- All new Salaried Graduate Student positions will begin with A2XXXXXXX.
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