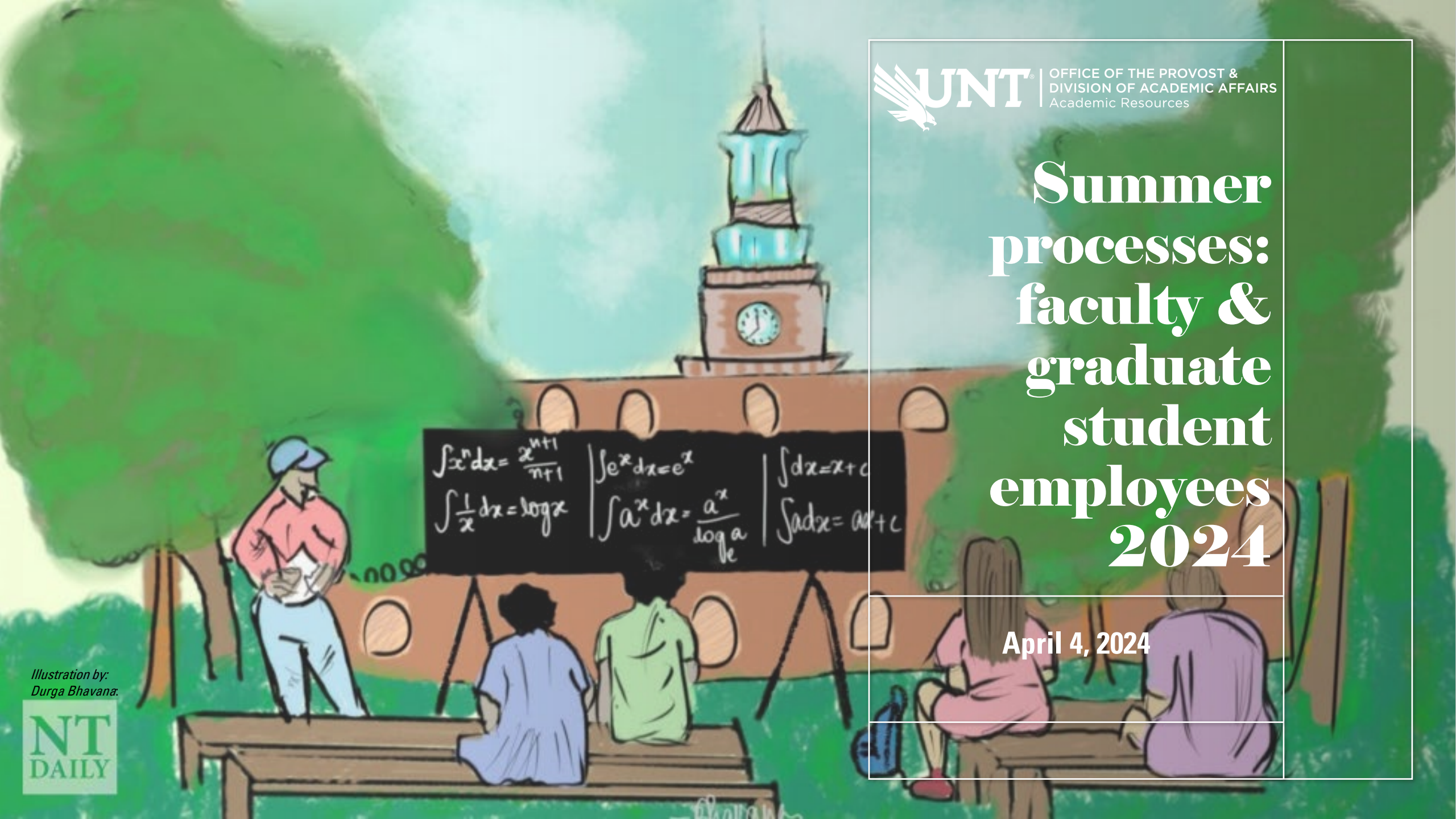


Summer processes: faculty & graduate student employees 2024

April 4, 2024

Illustration by:
Durga Bhavana.

NT
DAILY



Agenda

- Summer session & payroll dates
- Summer ePARs
- Summer job codes
- Summer payroll spreadsheet & deadlines
- Summer salary calculations
- Faculty tasks & augmentations
- Terminations/retirements
- Adjuncts & graduate students
- Process updates
- Contacts & resources



PRESENTED BY PATTY RODRIGUEZ, DIRECTOR OF ACADEMIC PERSONNEL

2024 summer session dates for ePARs

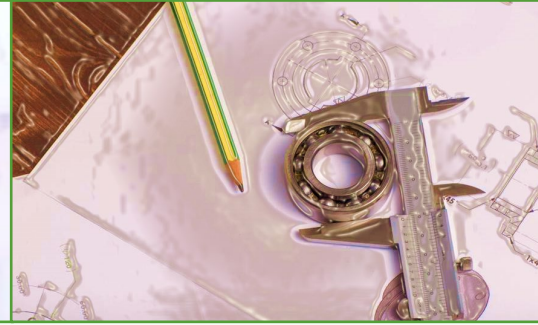
Semester	Sessions Dates	ePAR Appointment Dates	FTE for 3 sch
3W1 (Maymester)	5/13-5/31	6/01-7/15	50%
5W1	5/20-6/21	6/01-7/15	50%
8W	6/03-7/26	6/01-7/15	50%
10W	5/20-7/26	6/01-8/31	25%
5W2	6/24-7/26	7/16-8/31	50%

Due to the academic calendar, salaried grad students **CANNOT work both Maymester and 5W1 due to the total FTE.**

In some cases the ePAR dates may be different for GSAs and RAs as those ePARs could reflect actual days worked.

If you are unsure, please reach out to Academic Resources!

HOLIDAYS (NO CLASSES): 5/27, 6/19, 7/4



All summer jobs for faculty, adjuncts and salaried graduate students are entered via ePAR.

Spreadsheets including payroll data for faculty will be provided by Academic Resources. These spreadsheets are *for reference and calculations only* and will not be used to load data.

New faculty working in summer will need to complete onboarding prior to submission of the summer ePAR.

An additional ePAR for their fall appointment must be submitted to hire them into their regular 9-month faculty position.

If you have any Chairs, Associate Deans, or Deans moving into or out of an administrative role in the summer, **please work with Academic Resources to determine best process and to assist with their “fall back” letter.**

Summer spreadsheets (xls) distributed to Colleges.

by April 12th

June 6th

ePARs for 7/1 payroll must be fully approved.

June 18th

July 8th

ePARs for 8/1 payroll must be fully approved.

July 18th

Spreadsheets for Summer I (3W1,8W1 SUM) due back to Academic Resources.

Spreadsheets for Summer II (10W, 5W2) due back to Academic Resources

Summer payroll spreadsheets & ePAR deadlines

UNTS Payroll's deadline calendars can be found here: [Payroll Deadlines - Calendar \(sharepoint.com\)](#)

Entering Summer ePARs

Faculty, salaried grads, & adjuncts who were on payroll in spring

- Submit the ePAR for summer appointment as a HIRE with a HIRE SUMMER SALARIED APPOINTMENT reason.

★ Don't forget to attach the supplemental compensation spreadsheet to your ePARs.

NEW faculty, salaried grads, & adjuncts (starting summer)

- Submit the ePAR as a HIRE with reason of HIRE SALARIED on any faculty job code.
- Applies to hourly employees changing to salaried jobs.
- Critical for initiation of benefits eligibility processes.

Terminations and corrections

- Enter the ePAR when you are aware of the termination.
- Remember “effective date” for ePAR is the day **following the employee’s last day on payroll.**
- Corrections should be made via a new ePAR. Effective date **can’t be prior to the effective date of initial ePAR.**

ePAR Chartstrings

Teaching ePARs

- All ePARs for faculty or TFs should include the summer purpose code of 11611

Graduate Student ePARS

- All ePARs for salaried graduate students (with the exception of TFs) should include the purpose code 11532

DE Swap

- Will function differently from Fall/Spring/Summer 23 swaps
- Not all faculty teaching online will be funded from DE Fee
- Will only have certain colleges submit ePARs for online teaching to DE Fee
- Work closely with your financial officer to determine which chartstring to use.



Faculty Summer Process

How faculty summer payroll works

- Faculty with annualized compensation must remain in their primary job record (employee record) for the summer months to pay out their summer reserve pay. (ITSS manages)
- Reserve pay will show as “paid not earned” (PNE) on earnings statements.
- **A separate job record must be used to pay for work performed in Summer sessions or Maymester, regardless if their salary is paid 9/9 or 9/12 months.**



Why?

In higher ed, faculty are in 9-month faculty appointments:

- **Salary may be “annualized”** – faculty may elect to have their salary spread over 12 months and receive 12 checks for their 9-month appointments.
 - Faculty can enroll or unenroll annualized compensation **before their first day of work** for the new academic year (*election is due by 8/16 to Academic.Resources@unt.edu*).
 - *Any faculty transitioning from an administrative appointment **must** re-elect annualized compensation and should be done at the time of returning to faculty or at the start of a new academic year.
- 9-month faculty with annualized compensation receive their **“reserved” pay during summer months** (for their 9-month appt that has salary spread over 12 months).
 - 9-month faculty who **don’t have salary spread** aren’t receiving pay in summer (unless on a summer appt), but do continue in their benefits plans, which are **based on their 9-month benefit eligible jobs** (premiums for which are pro-rated for summer and deducted from their 9 checks to cover summer = **“premium reserve”**).
 - The job record goes into short work break 6/1, but they remain in benefits plans paid for by premium reserve deductions during the 9 months).



Faculty instruction
0200-0649 or 0702
(overload)

Complete required fields on spreadsheet and include courses taught in ePAR comments



Faculty research
1301

Provide description of work on spreadsheet/ in ePAR comments; attach supplemental compensation spreadsheet to ePAR.

Use Function 220 unless paid from "G" project.



Faculty program/project coordination
1233

Provide description of work on spreadsheet & in the ePAR comments and attach the supplemental compensation spreadsheet to ePAR.



Faculty task payment
1621

VPAA-11B must be preapproved before work begins. Attach signed VPAA-11B and task completion to ePAR.

Summer job codes



**9-month department
chairs
010009**

*Department Chairs may receive approval from Academic Resources to earn an overload in the winter or summer.



**Adjunct & Adjunct
Assistant
0700 & 0710**

ePAR should include courses taught or assisted in comments



**Salaried Graduate
Students:
TF, TA, RA, GSA
0801-0833**

ePAR should include courses taught (TF) or assisted (TA) or description of work (GSA or RA) in comments

Summer job codes, continued



Summer teaching salary calculations

- **Recommended** rate factor: 2.77% of 9-month budgeted salary per SCH (8.33% for 3 sch).
**note: automatic formulas are in spreadsheet at 2.77%*
- **Minimum** \$1,207.85 per SCH (\$3,623.55 for 3 SCH)
- If the college can fund the additional expense without negatively impacting other course offerings, can determine an internal maximum for summer offerings.
- Keep in mind the 3/9ths of IBS limitation. *Salary payments for summer appointments for 9-month faculty may not exceed 3/9 of the institutional base salary (IBS) regardless of funding source.*



Summer research & program coordination salary calculations

Faculty research (*job code 1301*) or program coordination (*job code 1233*)

- Salary is calculated based on regular 9-month rate.
- FTE should be calculated by dividing the monthly pay for the summer work by monthly salary at full-time equivalent (column J on spreadsheet).
- Example: to pay out monthly rate of \$2,000 with a monthly salary at full-time equivalent of \$9,100 calculates as $\$2,000/\$9,100 = .22$.
- Staff (Postdocs, Research Scientists) calculated on regular 9-month rate.

The following compensation guidelines apply, regardless of funding source:

- Salary payments for summer appointments for 9-month faculty may not exceed 3/9 of the institutional base salary (IBS) regardless of funding source.
- Summer teaching, research or program/project coordination; supplemental compensation, and faculty overload **may not be used to exceed this limit.**
- The 3/9 limit ensures that maximum summer compensation is equivalent for teaching and research activity
- Utilize the Supplemental Compensation Calculator (*excel file*) in ensure each faculty complies and attach to the ePAR.
- Refer to our Compensation Guidelines for additional information.

The screenshot shows a web page titled "Summer School Compensation" under the "Recruitment and Compensation" section. The page includes a navigation menu with links for HOME, ACADEMIC RESOURCES, RECRUITMENT AND COMPENSATION, and SUMMER SCHOOL COMPENSATION. The main content area features a paragraph explaining the priority of student needs in course offerings and a list of links for further resources, including a Faculty Compensation Guide, 2022 Summer Session Dates, a Supplemental Compensation Calculator (Excel), a Faculty Supplemental Compensation Spreadsheet Overview (PDF), Summer 2022 Pay Presentation (PDF), and Summer 2022 Payroll Instructions.

Faculty can't receive more than 95% of monthly institutional base salary from federal awards during the three summer months.

Ex: if 9-month salary is \$90,000 they can receive up to \$9,500/month from federal external awards during summer.

$$\$90,000 / 9 \text{ months} = \$10,000 \times .95 = \$9,500$$

Sponsored project guidelines

Faculty tasks & augmentations

Additional pay (augmentations and tasks) is limited to 20% of a faculty members 12-month annualized salary each academic year. EPAR's for augmentations and tasks should have the supplemental compensation spreadsheet outlining the faculty members FY salary which documents that the transaction will not cause the faculty member to exceed this 20% maximum.

VPAA-11B required:

- Must be fully approved prior to work beginning! Allow time for routing and processing.
- Send to academic.resources@unt.edu.
- VPAA-11b form is found on VPAA website under forms.
- Attach finalized VPAA-11B, and calculation xls to ePAR for these.

Tasks

- Paid upon completion of work (ePAR, job code 1621).
- Can include course development and advising.
- Paid once task is completed. Submit EPAR timely after task completed.
- Task completion form required.
- All additional pay is limited to 20% of the **base** salary.

Augmentations

- Augmentations for faculty are set up for 9 months.
- If a faculty needs a summer augmentation, it must be approved via VPAA-11b **beforehand**.
- Department chairs receive a 12-month administrative supplement.

Faculty terminating or retiring

Faculty terminations

- Should never go through the HR off-boarding (online) process.
- Faculty terminating at end of spring or following summer semester may have ePAR submitted any time. Typically, the end date will be 9/1/24 for the faculty to maintain the benefits and to any annualized compensation. If any issue, please contact AR. (Attach resignation letter to ePAR).

Retirements

- Faculty members retiring should have a confirmed retirement date from hrbenefits@untsystem.edu.
- Example: a 5/31 retirement will have a 6/1 effective date for retirement ePAR. For 8/31, 9/1; for 6/31, 7/1. Etc.
- Faculty retiring **and going on modified service 9/1** should use 7/31 retirement date **IF** they are a TRS or, if on ORP and want to retain their sick leave balance. Modified service must be approved prior to retirement.

Non-returning adjuncts & grad students:

- A mass termination process will run in September to term any non-returning adjuncts or salaried grad students. Term ePARs not required unless someone terms mid-semester.

TRS retirees are required to take a 30-day break in service before returning to work part-time. Employees who separate from State service at least 30 days and return within 12 months have sick leave balance reinstated.



Adjuncts & Salaried Grad Students

Summer 2024

Summer adjuncts and salaried grad students

Enter an ePAR for all summer jobs for adjuncts & salaried grads

Reference spreadsheets will be provided by Academic Resources.

New adjuncts & grads must complete onboarding and criminal history check prior to submission of ePAR.

Work should NOT begin until they have cleared background check

Advise new international salaried grad students to contact Academic.Resources@unt.edu upon entry to US so that a criminal history check can be initiated with a domestic address.



NEW Process for Returning Adjuncts

effective Fall 2024

Adjuncts who worked the previous long semester, if continuing to teach in the same department, can be returned from Short Work Break (“SWB”) status via an Employee Change (“Empl Chg”) ePAR (without applying to a posting) as long as they are fully credentialed, have most current transcript on file with us and (if applicable) have completed their review in compliance with policy.

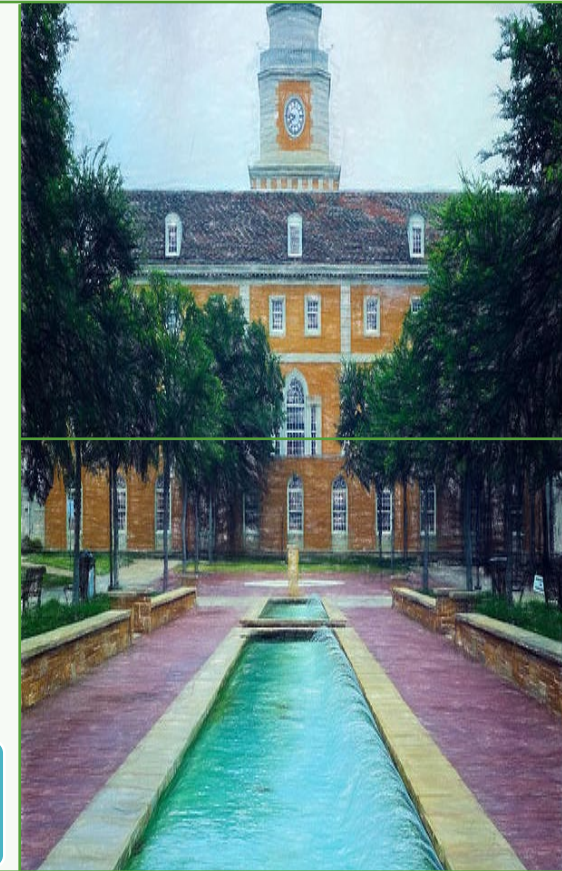
Process for Returning Adjuncts:

Academic Resources will provide a spreadsheet of adjuncts one month following the census date of each long semester of eligible adjunct faculty to rehire through this process for the subsequent long semester and/or summer.

The department creates the offer letter using the [Academic Resources template](#) for adjunct offers and provides the letter to the adjunct to review, sign, and return to department.

Department will attach the signed offer letter to the Empl Chg ePAR.
No need to send ahead of time to Academic Resources.

Academic Resources will then review and approve ePARs based on offer letter and spreadsheet information.



**Academic Resources will provide a guide and process overview, as well as materials/info (such as spreadsheets with adjunct info), for each semester’s hiring cycle.*

Note that adjuncts not returned via ePAR will be terminated when the mass termination process runs for the semester.

Process for Hiring New Adjuncts

When a new adjunct is needed, the department will request a new posting be created via the dynamic form.

Adjunct postings for Fall will be created after Page Up launches on May 1st!

After the selection process, the department creates the offer letter using the Academic Resources template and **then sends it to Academic Resources!**

Adjunct initial offers **will be sent through Page Up by Academic Resources**. This will ensure timely credentialing, background checks, onboarding, and processing.

Once cleared to hire, the department will process the hire ePAR.



Adjunct Pay Plan

As a reminder, the adjunct pay plan was revised effective January 2024.

Please ensure to utilize the updated compensation rates.

NEW Graduate Student Classifications effective Fall 2024

Levels will be based on the student's current academic rank and job duties.

Masters Level or Doctoral Level beginning Fall 2024.

The compensation pay plan has been updated and should align with the department for which they are working. Any salary above mid-point requires justification. ([see Graduate Student Recruitment & Retention plan on our webpage](#)).

If a student changes academic rank mid-year, you may update their job code accordingly. Add notation to ePAR.

In fall and spring, salaried graduate students are limited to a combined FTE of .50 (20 hours/week).

Graduate Student Pay Plan (effective Fall 2024)		Utilize pay plan for salaried graduate student classifications including Teaching Fellow (TF), Teaching Assistant (TA), Research Assistant (RA) and Graduate Services Assistant (GSA). RA classifications may utilize the median and maximum rates indicated in the yellow columns.									
Rates		9 Month Salary @ 50% FTE									
COLL/SCH	DEPT	Master Min	Master Mid	Master RA Mid	Master Max	Master RA Max	Doctoral Min	Doctoral Mid	Doctoral RA Mid	Doctoral Max	Doctoral RA Max
CENG	Biomedical Engineering	\$18,529	\$26,210	\$27,701	\$33,890.65	\$36,873.03	\$20,229	\$28,614	\$30,242	\$37,000.00	\$40,256.00
CENG	Computer Science & Engineering	\$17,284	\$24,611	\$26,016	\$31,937.33	\$34,747.81	\$20,024	\$28,512	\$30,140	\$37,000.00	\$40,256.00
CENG	Electrical Engineering	\$17,283	\$25,680	\$27,179	\$34,077.27	\$37,076.07	\$18,765	\$27,883	\$29,511	\$37,000.00	\$40,256.00
CENG	Materials Science & Engineer	\$17,635	\$25,678	\$27,161	\$33,720.40	\$36,687.79	\$18,827	\$27,414	\$28,998	\$36,000.00	\$39,168.00
CENG	Mechanical & Energy Engineer	\$17,281	\$26,550	\$28,126	\$35,819.67	\$38,971.81	\$17,850	\$27,425	\$29,053	\$37,000.00	\$40,256.00
CHPS	Audiology & Speech - Lang Path	\$10,978	\$21,064	\$22,435	\$31,150.86	\$33,892.14	\$13,039	\$25,020	\$26,648	\$37,000.00	\$40,256.00

Salaried Grad Students' Summer Compensation effective Fall 2024

Updated Salaried Graduate Student Job Codes

effective Fall 2024

Job Code	New Job Titles
0802	Teaching Fellow - Masters
0803	Teaching Fellow – Doctoral
0807	Teaching Fellow Masters- 8 week
0808	Teaching Fellow Doctoral - 8 week
0812	Teaching Assistant - Masters
0813	Teaching Assistant – Doctoral
0817	Teaching Assistant - Masters - 8 week
0818	Teaching Assistant - Doctoral - 8 week
0822	Salaried Grad Research Asst- Masters
0823	Salaried Grad Research Ast - Doctoral
0832	Graduate Services Assistant - Masters
0833	Graduate Services Assistant - Doctoral
0842	Sal Grad Rsch Asst Non-Acad - Masters
0843	Sal Grad Rsch Asst Non-Acad - Doctoral
0852	Grad Svcs Asst Non-Acad - Masters
0853	Grad Svcs Asst Non-Acad - Doctoral

Updated Salaried Graduate Student Dynamic Form *effective Fall 2024*



Salaried Graduate Student Offer Details

Student Information

Student ID * First Name Last Name Email Address

Summary of Salaried Graduate Student Role(s)

Department Number * Department Name Appointment Start Date * Appointment End Date

Role * FTE Percentage * Supervisor ID *

Any Additional Role FTE Percentage SupervisorID

Total Monthly Pay Rate *

Offer Letter

Attached Offer Letter

Department Administrator Signature _____ Date _____ Graduate Student Signature _____ Date _____

Academic Resources Signature _____ Date _____ Career Center Signature _____ Date _____

1. One form is needed per academic year to confirm to the student and Academic Resources the terms of the appointment for the academic year.
2. Ensure all appointments within the college are on a single dynamic form. If the appointment period listed on the dynamic form is for the entire academic year, a new form is not needed for the Spring or Summer term for that year.
3. Choose the appropriate role for the appointment based on the work being conducted. The level will be based on the academic program for which the student is enrolled for at the beginning of the academic year.
4. The salary should be in accordance with the Salaried Graduate Student Compensation Plan.
5. Ensure that all offer letters are consistent with the template provided by the Office of Academic Resources.
6. Once you receive confirmation of the completed form, you should proceed with the ePAR.



Graduate students' workload in summer

- To ensure compliance with the Affordable Care Act (ACA), salaried graduate students will be limited to a combined FTE of .73 (29 hours/week) for summer.
- Due to changes in the academic calendar, salaried grad students **CANNOT work both Maymester and 5W1 due to the total FTE.**
- Graduate students cannot be in an A-Position during the summer, only an appointment.

Page Up | Applicant Tracking System

To Know Before Launch

April 17 – May 1 | Blackout Period!

No new postings, no new applications, or changes in the system.

Active searches that are in the “closed/removed from web” status will be finished within PeopleAdmin.

- If there is a need to collect additional applications, we will move that posting and any qualified applicants to Page Up so the recruitment can continue.
- Search Committees need to disposition and review candidates now to help in the transition.

Academic Resources is actively reaching out regarding the status of each current search.

Trainings will begin week of April 8th.

After Launch | May 1

- Similar posting process as now, VPAA 131A form will include request for posting details
- Improved Search Committee functions
- Online reference check process
- Optional interview scheduling tool for initial interviews
- Offers will be made through the system and can track status will more ease. Offer packet process will be the same for FT faculty with the addition of the Chair approving the Hiring Proposal.
- Adjunct Faculty initial offers **will be sent through** Page Up as this will trigger onboarding.
- Supporting search documents will need to be submitted to Academic Resources following completion of a search beginning Sept. 1st

Academic Resources Team

Chance McMillan

College of Liberal Arts & Social Sciences
Mayborn School Journalism
College of Applied and Collaborative Studies
College of Education
International Affairs
VP Enrollment
Housing & Residence Life
Auxiliary Services Administration
VP Student Affairs
Student Affairs - Wellness

Nicole McAlister

College of Science
Texas Academy of Mathematics & Science
College of Information
Toulouse Graduate School
College of Health & Public Service
College of Merchandising, Hospitality & Tourism
Libraries
VP Research and Innovation
VP Digital Strategy and Innovation

Melinda Rule

College of Engineering
College of Music
G. Brint Ryan College of Business
College of Visual Arts & Design
Academic Technologies
Athletics
VP Finance & Administration

Mary Atkins

Faculty Development Leave
VPAA 11Bs & VPAA 11Cs
Tenure Stop-the-Clock Requests
Modified Service Requests
Annualized Compensation
Employment Verifications
Faculty Departures
Annual Faculty Salary Notifications

Patty Rodriguez

Data Requests and Reporting
Faculty Credentialing
Administrative Appointments
Professional Track Faculty Reappointment Process
Faculty Search Waivers
Courtesy Affiliate, and Joint Appointments
Faculty Leaves
Retention, Merit, and Salary Evaluation Requests and Benchmarking /Research



Q&A