



Office of Budget and Finance

Payroll & Tax Services

Instructions for Fiscal Year 2024

Overview:

All new hires/rehires joining the university should be initiated through an **ePAR action** – New Appointment. Similarly, if an employee is permanently leaving the university, it should be initiated through an **ePAR action** – Termination.

New Hires/Rehires:

Employee Classification:	Staff	Faculty	RA / TA / GA	Student Workers
Area Responsible:	Human Resources	Provost Office	Departments	Career Center
Start Date :	<input type="text"/>	August 1st	August 16th	<input type="text"/>

Note:
The new hire for lecturers I and II will be processed by the Provost Office with an effective date of **August 16th**

For new and existing employees with a start date **prior** to 09/01/2023, you will be able to use the two-year Department Budget Table (DBT) feature within ePAR to provide funding for the remaining days of FY23 and for all parts of FY24. If the position was included in BPM, only a FY23 ePAR is needed. Please do not submit a two-year ePAR for this case. The **FY24** funding will be loaded from BPM.

ePAR **New Appointment**

Employee Information

Empl ID Name

Create Empl ID

Action

*Action Status

Request ID

Request Dt 07/24/2023

Explain Action

Attachments

Appointment Type

Org Relationship

Eff Date

☒ Current and Future Fiscal Year Funding

Please review the additional training document if you have ePAR access that describes the two-year DBT feature.

The scope of this process revolves around gathering job information on currently active employees in the following roles –

- Research Assistants
- Teaching Assistants



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- Lecturers I and II
- Faculty and Staff
- Student employees, including Federal Work-Study

Existing Employees

1. Research Assistants -

The fall assignment for RAs starts **08/16/2023**. All currently active RAs will be sent out on a spreadsheet as a reference, including the ones currently on short work break. **Payroll will automatically return from short work break all RAs currently on short work break status.**

Action Item I –

If an RA is expected to work in the fall, please enter FY24 information using the ePAR cheat sheet below. We are not accepting any job data information from the spreadsheet.

If an RA is not working in the fall - please submit an end assignment/termination ePAR to avoid payroll overpayments. Use “end assignment” if ending one or more multiple assignments, use “termination” if permanently leaving the university.

The deadline for fully approved ePAR fall assignments is **August 22th** - **monthly** ePAR deadline, however please submit ePARs **ASAP** for inclusion in the SHIP health insurance benefit program for RA/TAs.

RA assignments should be 8/16/23 – 8/15/24. If funding is unknown use a clearing cost center, and a “Change Funding Sources” ePAR may be used to update funding when known. If a RA terms before the end of the assignment, please submit a termination ePAR.

What if..?

Salary Basis Salaried Monthly

Now	Fall	ePAR Action	Notes
-	New Hire	New Appointment	New employee joining the university
-	Rehire	New Appointment - Rehire	Appointment type will be Rehire
RA	RA	Job Action Change (JAC)	Fall Assignment (using two-year DBT option if starts prior to 09/01)
RA	TA	Job Action Change (JAC)	Fall Assignment (using two-year DBT option if starts prior to 09/01)
RA	Hourly Worker	New Appointment - Secondary Assignment	End the RA assignment and then submit a secondary assignment
Short Work Break	RA	Job Action Change (JAC)	Short Work Break returned automatically by Payroll, JAC for fall assign (see DBT info)
RA	RA - different dept	Transfer	Transfer ePAR initiated by receiving department
RA	Leaving the University	Termination	
Full RA	Split RA/TA	1. JAC on current assignment to reduce FTE &	Total FTE should not exceed 0.50
		2. Submit a secondary assignment for new role	

2. Teaching Assistants –

The fall assignment for TAs starts **08/16/2023**. All currently active TAs will be sent out on a spreadsheet as a reference, including the ones currently on short work break. **Payroll will automatically return from short work break all TAs currently on short work break status.**



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Action Item I

If a TA is expected to work in the fall, please enter FY24 information using the ePAR cheat sheet below. We are not accepting any job data information from the spreadsheet.

If a TA is not working in the fall - please submit an end assignment/termination ePAR to avoid payroll overpayments. Use "end assignment" if ending one or more multiple assignments, use "termination" if permanently leaving the university.

The deadline for approved ePAR fall assignments is **August 22th** - **monthly** ePAR deadline, however please submit ePARs **ASAP** for inclusion in the SHIP health insurance benefit program for RA/TAs.

TA assignments should be 8/16/23 – 5/15/24. If funding is unknown use a clearing cost center, and a "Change Funding Sources" ePAR may be used to update funding when known. If a TA terms before the end of the assignment, please submit a termination ePAR.

What if..?		Salary Basis: Academic Monthly	
Now	Fall	ePAR Action	Notes
-	New Hire	New Appointment	New employee joining the university
-	Rehire	New Appointment - Rehire	Appointment type will be Rehire
TA	TA	Job Action Change (JAC)	Fall Assignment (using two-year DBT option if starts prior to 09/01)
TA	RA	Job Action Change (JAC)	Fall Assignment (using two-year DBT option if starts prior to 09/01)
TA	Hourly Worker	New Appointment - Secondary Assignment	End the TA assignment and then submit a secondary assignment
Short Work Break	TA	Job Action Change (JAC)	Short Work Break returned automatically by Payroll, JAC for fall assign (see DBT info)
TA	TA - different dept	Transfer	Transfer ePAR initiated by receiving department
TA	Leaving the University	Termination	
Full TA	Split TA/RA	1. JAC on current assignment to reduce FTE & 2. Submit a secondary assignment for new role	Total FTE should not exceed 0.50

3. Lecturers I & II - Job Codes F00050 and F00051

The fall assignment for lecturers starts **08/16/2023**. All currently active lecturers will be sent out on a spreadsheet as a reference, including the ones currently on short work break. **Payroll will automatically return from short work break all lecturers currently on short work break status.**

Action Item I

If a lecturer is expected to work in the fall, please enter FY24 information using the ePAR cheat sheet below. We are not accepting any job data information from the spreadsheet.

If a lecturer is not working in the fall - please submit an end assignment/termination to avoid payroll overpayments. Use "end assignment" if ending one or more multiple assignments, use "termination" if permanently leaving the university.

The deadline for approved ePAR fall assignments is **August 22th** - **monthly** ePAR deadline.

For lecturer **new hires**, please contact the Provost Office. Please do not submit information for lecturers past 12/31/23.



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What
if..?

Salary Basis Academic Monthly

Now	Fall	ePAR Action	Notes
-	New Hire	New Appointment	New employee joining the university
-	Rehire	New Appointment - Rehire	Appointment type will be Rehire
Lecturer	Lecturer	Job Action Change (JAC)	Fall Assignment (using two-year DBT option if starts prior to 09/01)
Short Work Break	Lecturer	Job Action Change (JAC)	Short Work Break returned automatically by Payroll, JAC for fall assign (see DBT info)
Lecturer	Lecturer - different dept	Transfer	Transfer ePAR initiated by receiving department
Lecturer	Leaving the University	Termination	When permanently leaving the university

Existing Hourly Employees

- All existing hourly employees, except for those that are C&G funded, will be rolled forward by the payroll office into FY24 using their current Job Data and cost center information.
- Existing hourly employees funded through a C&G cost center will require a FY24 ePAR to continue the assignment. These can be entered starting on September 8th.
- This information will be in Job Data by September 8th.
- If the employee will not be working in your department in FY24, you will need to complete an **End of Assignment** or **Termination** ePAR.
- If you have changes that will be effective 09/01 (rate of pay, funding, etc.) then you will need to enter an ePAR starting on **September 8th**.

Federal Work-Study Employees

- Work-study does not start until 09/01/23.
- You **MUST** enter a **Job Attribute Change (JAC)** ePAR to move the employee to work study effective **09/01/23**. You cannot enter these until September 8th.
- Please change the job code to (S09996) and enter the department cost center for funding as well as the designated cost center for work study.
- Reminder – Contact the Career Center for student worker new hires and Human Resources for classified temporary new hires.

Existing Faculty & Staff

- Faculty and Staff job information will be carried forward from current information (05/31 for faculty, 08/31 for staff).
- Faculty and Staff FY24 funding will come from the Budget Planning Module (BPM). This information will be updated for FY24 by September 8th.
- Merit, pay plan increases, faculty promotions and salary increases will be loaded in Job Data with the data from eMerit.
- All other 09/01 changes will need to be entered via ePAR. These changes can be entered starting on September 8th.

You can request an FY24 validation spreadsheet that will show current job data and funding information by sending an e-mail to payroll@utdallas.edu after September 8th.

Supplement Spreadsheet Verification

- Sent to department by August 10th and due August 24th.
- Verify Supplement amounts and funding that were submitted in BPM.
- Additional supplements should be submitted via an ePAR.