THE UNIVERSITY OF TEXAS AT DALLAS
Office of Budget and Finance

Payroll & Tax Services
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FY24 Spring Payroll Detail Guide

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.** The scope of this process revolves around gathering job information on <u>currently active employees</u> in the following roles for the spring semester beginning **01/01/2024.** Please contact Payroll at payroll@utdallas.edu if you have any questions.

! Important: Please process all ePARs prior to January 22, 2024 to reflect staff status updates and prevent overpayments.

1. Research Assistants/Graduate Assistants

What if..?

Salary Basis: Salaried Monthly ▼

Now	Spring	ePAR Action	Notes
-	New Hire	New Appointment	New employee joining the university
-	Rehire	New Appointment - Rehire	Appointment type will be Rehire
RA	RA	Job Attribute Change (JAC)	If assigned whole academic yr no JAC needed/if end Dec and work spring submit JAC
RA	TA	Job Attribute Change (JAC)	Use JAC if position changes RA to TA but same department
RA	Hourly Worker	New Appointment - Secondary Assignment	Use End Assignment for RA position, and submit a secondary assignment
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

What if..?

Salary Basis: Academic Monthly ▼

Now	Spring	ePAR Action	Notes
-	New Hire	New Appointment	New employee joining the university
-	Rehire	New Appointment - Rehire	Appointment type will be Rehire
TA	TA	Job Attribute Change (JAC)	If assigned whole academic yr no JAC needed/if end Dec and work spring submit JAC
TA	RA	Job Attribute Change (JAC)	Use JAC if position changes TA to RA but same department
TA	Hourly Worker	New Appointment - Secondary Assignment	Use End Assignment for TA position, submit a secondary assignment
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 &	Total FTE should not exceed 0.50
		2. Submit a secondary assignment for new role	

3. Lecturers I & II

What if..?

Salary Basis: Academic Monthly ▼

Now	Spring	ePAR Action	Notes
-	New Hire	New Appointment	New employee joining the university
-	Rehire	New Appointment - Rehire	Appointment type will be Rehire
Lecturer	Lecturer	Job Attribute Change (JAC)	If assigned whole academic yr no JAC needed/if end Dec and work spring submit JAC
Lecturer	Lecturer - different dept	Transfer	Transfer ePAR initiated by receiving department
Lecturer	Leaving the University	Termination	When permanently leaving the university

4. Hourly (Student Workers)

- If assignment ends prior to 12/31 and continues to work, submit **Job Attribute Change (JAC)** ePAR to extend assignment
- If multiple job assignments and one or more ends, submit **End Assignment** ePAR to end applicable assignment(s)
- If permanently leaving university, submit **Termination** ePAR