

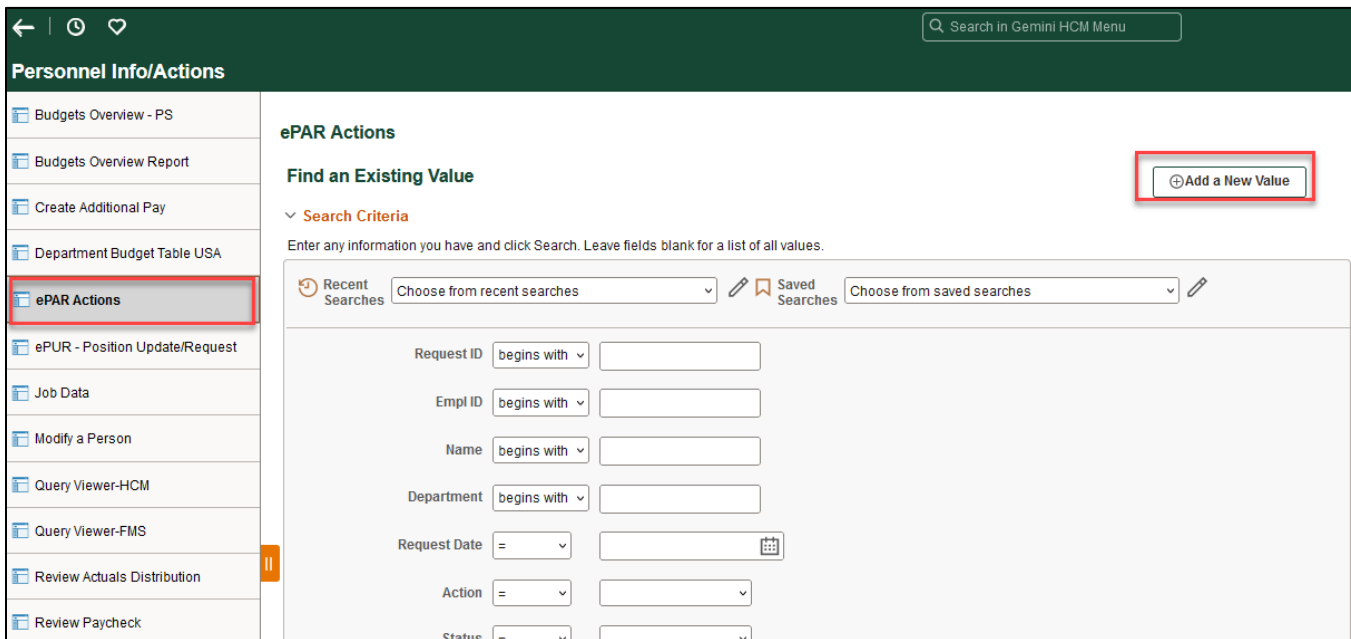
## ePAR – Change Funding Source Detail Guide

### What is a Change Funding Sources ePAR?

- Change the funding information for an employee's regular wages
  - Change funding dates
  - Change cost centers
  - Change funding retroactively, resulting in reallocation of funds
- Change funding Sources ePAR CANNOT:
  - Extend current funding - use Job Attribute Change (JAC) ePAR
  - Supplemental pay (all earnings other than regular wages) - use Supplemental Pay ePAR

### Enter a New ePAR

- Gemini for Departments > Personnel Info/Action > ePAR Action



The screenshot shows the Gemini HCM Menu interface. On the left is a sidebar with a list of menu items: Budgets Overview - PS, Budgets Overview Report, Create Additional Pay, Department Budget Table USA, **ePAR Actions** (highlighted with a red box), ePUR - Position Update/Request, Job Data, Modify a Person, Query Viewer-HCM, Query Viewer-FMS, Review Actuals Distribution, and Review Paycheck. The main content area is titled "Personnel Info/Actions" and contains the "ePAR Actions" section. This section has a "Find an Existing Value" header and a red-bordered button labeled "Add a New Value". Below this is a "Search Criteria" section with a dropdown menu for "Recent Searches" and a "Saved Searches" section with a dropdown menu. The search criteria section includes several input fields: Request ID (begins with), Empl ID (begins with), Name (begins with), Department (begins with), Request Date (with a date picker), Action (with a dropdown), and Status (with a dropdown).

- Select Change Funding Sources

ePAR

Personnel Action Request

Action

\*Action

▼

Change Funding Sources

End Assignment

Job Attribute Change

Leave of Absence

New Appointment

Retirement

Return From LOA

Supplemental Pay

Termination

Transfer

Status

Request ID

Request Dt 10/11/2023

Explain Action

▼ Submit

Entered

Na

Ph

Em

Second

Name

Phone

Add

## Enter Employee ID

ePAR

Change Funding Sources

Employee Information

Empl ID

Q

Name

DeptID

EmpRcd

Q

Job

Pos

Action

\*Action

Change Funding Sources

▼

Status

Request ID

Request Dt 10/11/2023

Attachments

Explain Action

Funding Start Date

10/11/2023

(show funding and appointments from this date)

☐ Current and Future Fiscal Year

Current Funding

Start Date

End Date

Cost Center Info

Project Info

▶▶

	Earn Code	Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code
1								

- If you don't know the employee ID, click the magnifying glass to search by name

Look Up Empl

Empl ID begins with

Last Name begins with BROWN

First Name begins with

Search
Clear
Cancel
Basic Lookup

Search Results
 

View 100

Empl ID	Display Name	Job Code	Job Title	Department
	Charles Brown	C06342	Senior Public Safety Officer	506000
	Jessie Brown	S00634	Research Assistant	302500
	Brandon Brown	S09997	Student Assistant	601090

### Current Funding

- The Name, Job Code, Dept ID and Current Funding will auto-populate after entering Empl ID
- Select Funding Start Date for Proposed Funding (default as ePAR request date)

Empl ID 0 Q
Name Jer
DeptID 601070

EmplRcd 0 Q
Job A00219 Director
Pos 00029577

**Action**  
 \*Action Change Funding Sources Status Saved Request ID 00178961  
 Explain Action Change funding source for s salary from 61032004 to 61032010. Request Dt 09/05/2023  
Attachments

Funding Start Date 09/01/2023 (show funding and appointments from this date) ☐ Current and Future Fiscal Year

**Current Funding**  
 Start Date 09/01/2023 End Date 08/31/2024

Cost Center Info
Project Info
ID

	Earn Code	Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department
1	REG	61032004	International Student Spec Fee	100.000	6666.67	80000.00	24314.00	3214	Intl Special Service Fee	615	Student Services	601070	International Center

### Proposed Funding

- The Funding Start Date should be consistent with Start Date of Proposed Funding
- Enter new Cost Center (if not known, click magnifying glass to search) and Percent

Funding Start Date: 09/01/2023 (show funding and appointments from this date) ☐ Current and Future Fiscal Year

**Current Funding**

Start Date: 09/01/2023 End Date: 08/31/2024

**Cost Center Info** **Project Info** ID:

Earn Code	Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department
1 REG	61032004	International Student Spec Fee	100.000	6666.67	80000.00	24314.00	3214	Intl Special Service Fee	615	Student Services	601070	International Center

**Proposed Funding**

Start Date: 09/01/2023 End Date: 08/31/2024 + -

**Cost Center Info** **Project Info** ID:

Earn Code	Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department
1 REG	<span style="border: 1px solid green; padding: 2px;">61032010</span>	International Initiatives	<span style="border: 1px solid green; padding: 2px;">100.000</span>	6666.67	80000.00	24314.00	3214	Intl Special Service Fee	615	Student Services	601070	International Center

## Multiple Periods

- Add a second date range by clicking “+” sign
- Remove the date range by click “-” sign
- Example: Bob is working on 37755008 Project through July 19th and switches to 37755006 on July 20th. The budget revision entered on Sept 7th for reallocation of funds

**Proposed Funding**

Start Date: 05/16/2023 End Date: 07/19/2023 + -

**Cost Center Info** **Project Info** ID:

Earn Code	Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department
1 REG	37755008	Zyvex Labs Strr li: Atomically	100.000	2150.00	4602.69	765.00	5501	Federal Passthroughs	202	Research - Organized	307700	System Engineering

Start Date: 07/20/2023 End Date: 08/31/2023 + -

**Cost Center Info** **Project Info** ID:

Earn Code	Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department
1 REG	37755006	Zyrlab: Strr li: High-Speed PI	100.000	2150.00	2969.05	494.00	5501	Federal Passthroughs	202	Research - Organized	307700	System Engineering

## Multiple Cost Centers

- Add a new Cost Center and percentage by clicking “+” sign
- Remove a Cost Center and percentage by clicking “-” sign
- The total % for each funding effective date adds up to 100%

**Proposed Funding**

Start Date: 09/01/2023 End Date: 03/31/2024 + -

**Cost Center Info** **Project Info** ID:

Earn Code	Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department
1 REG	37355052	Nih Scalable Electrode Technol	40.000	2101.20	14708.40	5910.00	5500	Federal Sponsored Programs	202	Research - Organized	307300	Bioengineering
2 REG	37355098	Cwnu/Nih 10718 Supp: Character	60.000	3151.80	22062.60	8864.00	5501	Federal Passthroughs	202	Research - Organized	307300	Bioengineering

Start Date: 04/01/2024 End Date: 08/31/2024 + -

**Cost Center Info** **Project Info** ID:

Earn Code	Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department
1 REG	37355052	Nih Scalable Electrode Technol	100.000	5253.00	26265.00	10567.00	5500	Federal Sponsored Programs	202	Research - Organized	307300	Bioengineering

### **Save ePAR before Submit**

- The Submitter/Contact information will indicate the person who created the ePAR. Click the arrow to expand.
- A secondary contact can be added.
- Click the “Save” button. Further changes can be made after ePAR has been saved.
- The ePAR cannot be submitted without first being saved.

▼ Submitter/Contact Information

Entered By

Name

Xi Chen

Phone

Email

xxc171830@hcmtest.utdallas.edu

Secondary Contact

Name

Phone

Save

Submit

Approve

Deny

Call Back

Send Back

Cancel

Copy...

History

### **Reallocation and Retroactive Distribution Message**

- If the dates entered resulted in funding changes past the most recent payroll period, this message will appear when the ePAR is saved. This means that funding will be altered retroactively based on the changes made, and a separate reallocation request is not necessary. This message will also appear upon ePAR submission.
- Note: reallocations specified by dollar amount rather than percentage cannot be accomplished by the current ePAR process. Please contact the Budget department for further assistance at [budget@utdallas.edu](mailto:budget@utdallas.edu)

### **Request ID and Attachments**

- Upon saving the ePAR, a request ID will be assigned, and attachments button is available
- Request ID will allow you to leave and come back to the ePAR as needed

Action

\*Action

Change Funding Sources ▼

Status

Saved

Request ID

00181996

Request Dt

10/03/2023

Attachments

Explain Action

To remove from ME Clearing Cost Center.

Funding Start Date

09/01/2023

(show funding and appointments from this date)

☐ Current and Future Fiscal Year

### **Attachments**

- Select type from the drop-down menu, click Add to upload

## ePAR – Change Funding Source Detail Guide

- Click Choose File to browse, and then click Upload
- Click “+” sign to add another document
- Once all documents have been attached, click Done

**ePAR Attachments**

Request ID 00181996

1-1 of 1

	Type	File Name	Add	
1	<div>Cell Phone Receipt I9 No Rehire Other Selective Service Social Security Card Visa</div>		Add	<div>+</div>

Done

**File Attachment** ×

Choose File Dept\_List.xlsx

Upload Cancel

Request ID 00181996

1-2 of 2

	Type	File Name	View	Delete	
1	Other	Dept_List.xlsx	View	Delete	+
2	Other	Payable_Status.docx	View	Delete	+

Done

### Submit ePAR

- Please review the ePAR and make sure all of information is correct before submission
- No changes can be made after an ePAR has been submitted
- Once the ePAR is submitted, the approval workflow will be visible
- You will receive an email that your ePAR has been submitted for approval

> **Submitter/Contact Information**

Save Submit Approve Deny Call Back

**Department Approvals**

REQUEST\_ID=00181738:Pending View/Hide Comments

Department 1

Self Approved → Approved

Carina Legorreta → Amanda R Moilan

Department Approval 10/03/23 - 2:08 PM → Department Approval 10/03/23 - 4:53 PM

Department 2

Pending → Not Routed

Multiple Approvers → Multiple Approvers

Department Approval → Department Approval

Comments

**After Department**

REQUEST\_ID=00181738:Awaiting Further Approvals

FND, REA

Not Routed → Not Routed

Multiple Approvers → Multiple Approvers

Career Center → Budget Office

Save Submit Approve Deny Call Back Send Back Cancel Copy... History