THE UNIVERSITY OF TEXAS AT DALLAS
Office of Budget and Finance

Payroll & Tax Services
800 West Campbell Rd MS SP2 25
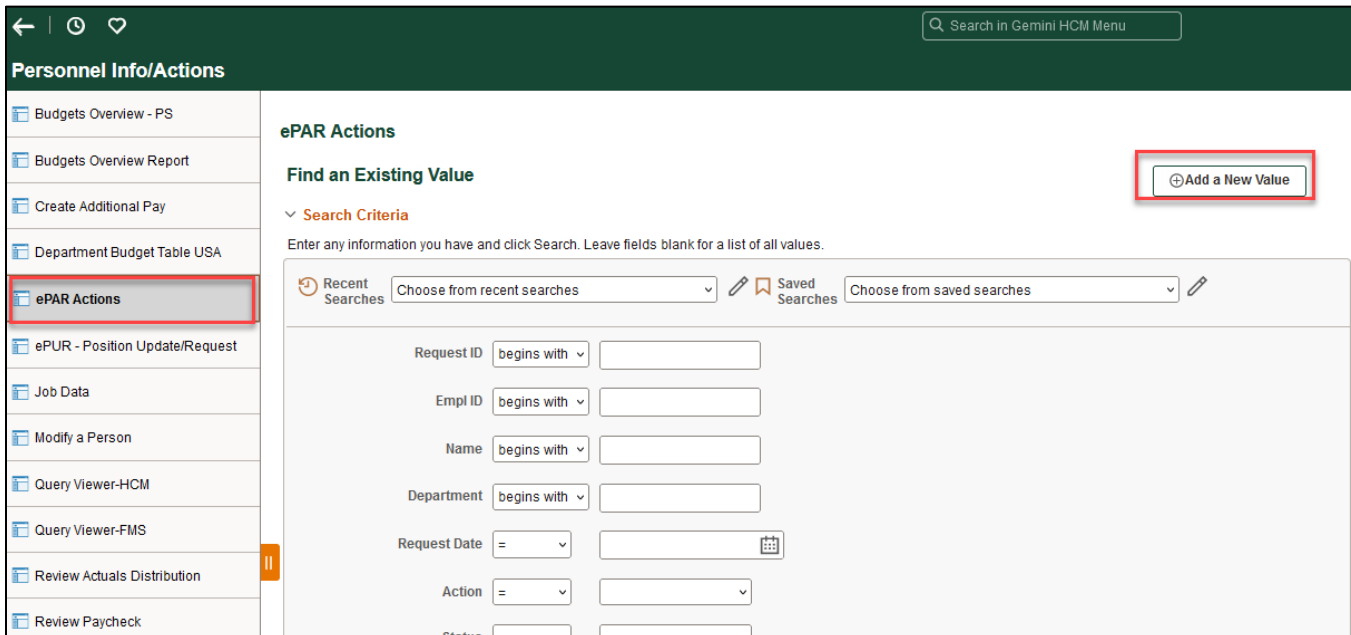Richardson TX 75080-3021
payroll@utdallas.edu

ePAR – Job Attribute Change Detail Guide

What is a Job Attribute Change ePAR?

- Job information can be changed
  - Position change
  - Standard hours/week
  - Report to different supervisor
  - Salary rate
  - Extend current funding
- Job Attribute Change (JAC) ePAR CANNOT:
  - Transfer to a new department as part of the job change - use Transfer ePAR

Enter a New ePAR

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

Select Job Attribute Change

Enter Employee ID

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

Current Appointment Details

- The Name, Current Appointment Details and Current Funding will auto-populate after entering Empl ID
- Select Effective Date for Proposed Job Change (default as ePAR request date)

Appointment Details

The required fields for this section will vary, based on if the employee is hired by position or appointment

Appointment Details – Hire by Position

- Current appointment will be pre-populated, and several fields of Proposed appointment are available to be changed.
- If an employee's position number is changing, this field should be entered first, as it drives the information in several other fields.
- Certain fields will be greyed out as they cannot be altered from what is attached to the position number.
- Other fields can be changed as needed. If no changes are needed, please leave the fields filled as is.

- The description and short description of Position should match the information in the Job Code table. If Job Code is inconsistence with position, please contact Budget@utdallas.edu
- On the compensation fields for monthly employees, you can fill in "Annual Rate @ 100%" or "Monthly Rate @ 100%" with new compensation amount. This will update the other compensation fields once the ePAR is saved.

Appointment Details – Hire by Appointment

- Employees who are hired by appointment will have the following available fields to change, position will be blank
- All filled in fields are required, and should be left as is if there are no changes

Empl Record   0

Current

Current		Proposed	
Position		Position	
Description		Description	
Short Desc		Short Desc	
Job Code	S09997 Student Assistant	Job Code	S09997 Student Assistant
Department	107020 Multicultural Center	Department	107020 Multicultural Center
Reports To	00029774 Lisa Borello	Reports To	00029785 Adrienne Drake
Location	DAL01	Location	DAL01
Stdn Hrs/Wk	12.00	Stnd Hrs/Wk	12.00
FTE	0.300000	FTE	0.300000
Full/Part	Part-Time	Full/Part	Part-Time
Reg/Temp	Temporary	Reg/Temp	Temporary
Salary Basis	Hourly	Salary Basis	Hourly
FLSA Status	Nonexempt	FLSA Status	Nonexempt
Hourly Rate	12.000000	Hourly Rate	12.000000

Current and Proposed Funding

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

Action

*Action	Job Attribute Change Status Completed	Request ID	00147382
Explain Action	Per Tracy Lederer, extend appointment to 07/31/2022	Request Dt	07/08/2022

Attachments

Processing Messages

Eff Date   07/01/2022

☑ Current and Future Fiscal Year Funding

Current Funding

Start Date 06/01/2022   End Date   06/30/2022

Cost Center Info | Project Info

	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	41120003	Afr State Salaries	100.000	2882.75	2882.75	1200.00	2010	E&G General Funds	713	Institutional Suppor	401102	Accounting & Financial Rept

Proposed Funding

Start Date 07/01/2022   End Date   07/31/2022

Cost Center Info | Project Info

	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	41120003	Afr State Salaries	100.000	2882.75	2882.75	1200.00	2010	E&G General Funds	713	Institutional Suppor	401102	Accounting & Financial Rept

Multiple Periods

- Add a second date range by clicking "+" sign, and remove the date range by click "-" sign
- If there are already multiple effective dates in the Current Funding section, data must be entered for all the same effective dates in the Proposed Funding section
- Example: Bob is working on 37755008 Project through July 19th, and changes to 37755006 on July 20th

Proposed Funding

Start Date 05/16/2023   End Date 07/19/2023   [+] [−]

	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 Sttr Ii: 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   [+] [−]

	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	Zyvlab: Sttr Ii: 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   [+] [−]

	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	Cwru/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   [+] [−]

	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.

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

Attachments

- Select type from the drop-down menu, click Add to upload
- Click Choose File to browse, and then click Upload
- Click "+" sign to add another document
- Once all documents have been attached, click 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