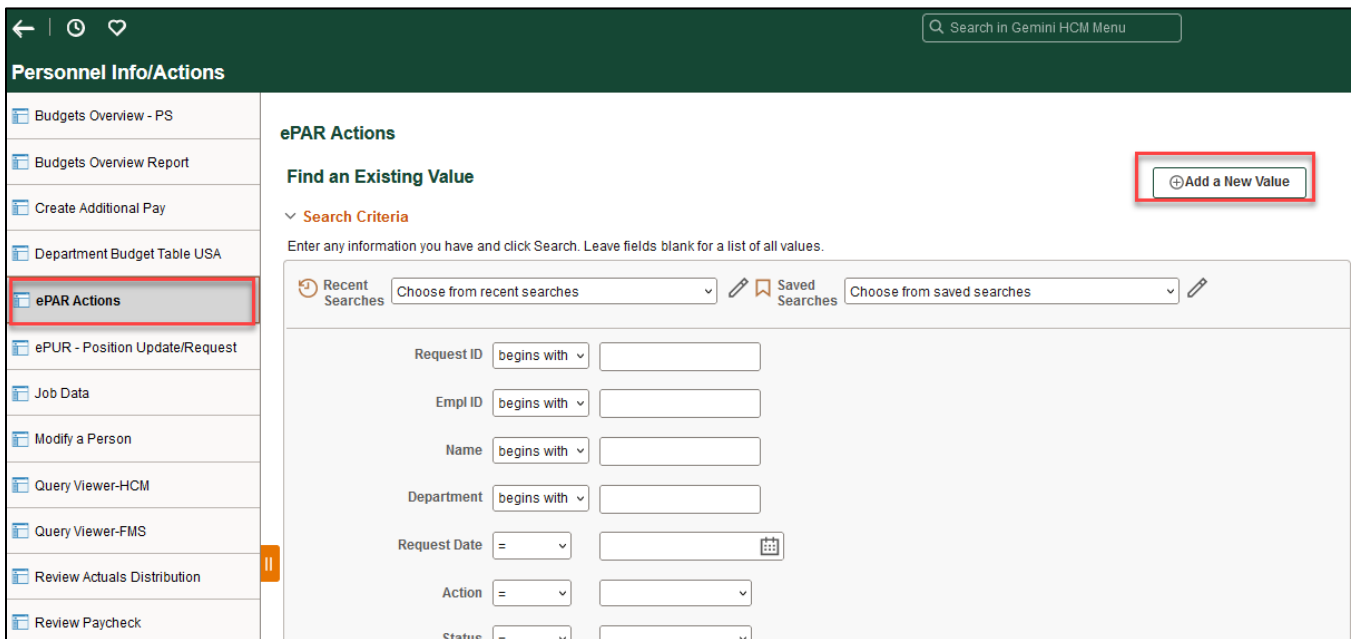# ePAR – New Appointment Detail Guide

## What is a New Appointment ePAR?

- Appointment type:
    - New Hire – Payroll, HR or Provost initiates
    - Rehire – departments, Payroll, HR or Provost initiates
    - Secondary assignment for an employee who is active employed – department initiates
- Please contact Human Resources and/or Payroll Office if you have questions

## Enter a New ePAR

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

### Select New Appointment



### Search Employee ID

- Search for existing employee ID by name – applies to rehires and students
- If no employee ID, see **Create Employee ID for New Hire**
- If you have questions, please contact payroll@utdallas.edu

**Enter Existing Employee ID**

- If employee ID already exists and you don't know the ID number, click the magnifying glass to search by name
- Appointment type
  - New hire
  - Rehire
  - Secondary assignment
- Effective date: start date of employment





**Create Employee ID for New Hire – Student Employee**

- If the new hire has an existing student ID from Orion, the data will auto populate after entering student ID
- Enter all required fields that are missing
  - Effective date
  - Last Name, First Name
  - Date of Birth
  - SSN
  - Address

- If the employee's work telephone number is known, please enter

**Create Emplid**

| | |
|---|---|
| Effective Date | 09/01/2023 |
| Orion Student ID | 202[____]    Enter Student ID from Orion only if it exists. |

| Last Name | [____] | |
|---|---|---|
| First Name | [____] | Name Suffix [____] 🔍 |
| Middle Name | [____] | ☐ Full-Time Student |
| Date of Birth | [____] | |
| SSN | [____] | |
| Address Line 1 | [____] | |
| Address Line 2 | [____] | |
| City | [____] | |
| State | TX | |
| Postal Code | [____] | |
| Gender | [____] | |
| Ethnic Group | [____] 🔍 | Hi Educ Lv [____] |
| Work Phone | Campus | [____]    Phone Number should be in this format XXX/XXX-XXXX |
| Personal Cell | Cellular | [____] |
| Home Phone | Home | [____] |
| Personal Email Address | [____] | |
| Veterans Status | Not Indic. | Marital Status Unknown |

[ OK ]  [ Cancel ]

## Create Employee ID for New Hire

- If the new hire doesn't have an existing Student ID or Employee ID in the system, please type all required information
- After clicking OK, the system will generate an Empl ID

**Create Emplid**

| | |
|---|---|
| Effective Date | 11/13/2023 |
| Orion Student ID | Enter Student ID from Orion only if it exists. |
| Last Name | Test |
| First Name | Comet |
| Name Suffix | |
| Middle Name | |
| Full-Time Student | ☐ |
| Date of Birth | 01/01/2000 |
| SSN | 876543210 |
| Address Line 1 | 123 Main Street |
| Address Line 2 | |
| City | Richardson |
| State | TX |
| Postal Code | 75080 |
| Gender | Male |
| Ethnic Group | |
| Hi Educ Lv | |
| Work Phone Campus | 972/883-2270 Phone Number should be in this format XXX/XXX-XXXX |
| Personal Cell Cellular | 972/883-1234 |
| Home Phone Home | |
| Personal Email Address | comet@gmail.com |
| Veterans Status | Not Indic. |
| Marital Status | Single |

OK    Cancel

**ePAR Actions**

ePAR

**Employee Information**

Empl ID [4030011223]    Name    Comet Test

Create Empl ID

*Proposed Appointments Section*

The required fields for this section will vary, based on whether the employee is hired by Position or Appointment. Hire by Position is for faculty and staff, Hire by Appointment refers to RA/TA/Lecturers I & II and hourly positions.

**Proposed Appointments Section – Hire by Position (Staff and Faculty)**

- Position 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

- For Academic Monthly or Salaried Monthly, the "Annual Rate @100%" field or the "Monthly @100%" field is required. You can fill in either one with a compensation amount. This will update the other compensation fields once the ePAR is saved.
- If Hourly is chosen, only the Hourly Rate field is required



**Proposed Appointments Section – Hire by Appointment (RA/TA/Lecturers I & II/Hourly)**

- The option chosen here for Salary Basis will determine which compensation fields are required.
- For Academic Monthly or Salaried Monthly, the "Annual Rate @100%" field or the "Monthly @100%" field is required. You can fill in either one with a compensation amount. This will update the other compensation fields once the ePAR is saved.

- If Hourly is chosen, only the Hourly Rate field is required

**Proposed Appointments**

| | |
|---|---|
| Position | [ Q ] |
| Job Code | S00634 Q  Research Assistant |
| Department | 305200 Q  Psychology |
| Reports To | 00009255 Q  Richard Golden |
| Location | DAL01 Q |
| Stnd Hrs/Wk | 20.00 |
| FTE | 0.500000 |
| Full/Part | Part-Time ˅ |
| Salary Basis | Salaried Monthly ˅ |
| Annual Rate @100% | 60000.000 |
| Annual Rate @FTE | 30000.000 |
| Monthly @100% | 5000.00 |
| Monthly @FTE | 2500.000000 |

**Proposed Appointments**

| | |
|---|---|
| Position | [ Q ] |
| Job Code | S09997 Q  Student Assistant |
| Department | 201200 Q  Undergraduate Education |
| Reports To | 00026745 Q  Elliott Joe |
| Location | MC 1.302 Q |
| Stnd Hrs/Wk | 8.00 |
| FTE | 0.200000 |
| Full/Part | Part-Time ˅ |
| Salary Basis | Hourly ˅ |
| Monthly @FTE | 450.667000 |
| Hourly Rate | 13.000000 |

## *Proposed Funding*

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

**Action**

| | |
|---|---|
| *Action | New Appointment ˅  Status |
| Explain Action | Appointment as Assistant Professor in JSOM |
| Appointment Type | New Hire ˅ |
| Org Relationship | Emp ˅ |

Request ID

Request Dt  10/17/2023

Attachments

Eff Date  09/01/2023 📅

**Proposed Funding**

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

[ 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 | 34032010 Q | Jsom Fs Summer Reserve | 100.000 | 22222.22 | 266666.66 | 62383.00 | 3227 | GR R JSOM Supplemental DT | 201 | Research - Departmen | 304000 | Management | + | − |

## 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.

**Proposed Funding**

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

**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 | 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   [+] [−]

**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 | 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   [+] [−]

**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 | 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   [+] [−]

**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 | 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

**ePAR Attachments**

Request ID    00181996

| | Type | File Name | Add | |
|---|---|---|---|---|
| 1 | ⌄ | | Add | + |

Cell Phone Receipt
I9
No Rehire
Other
Selective Service
Social Security Card
Visa

Done

**File Attachment**    ✕

Choose File | Dept List.xlsx

Upload    Cancel

Request ID    00181996

| | 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 | | Department Approval |
| 10/03/23 - 2:08 PM | | 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 |