

ePAR – Supplemental Pay Detail Guide

Table of Contents

What is a Supplemental Pay ePAR?	2
Enter a New ePAR.....	2
Select Supplemental Pay.....	3
Enter Employee ID.....	3
Select Supplemental Type	4
Award/One Time Payment	5
Additional/One Time Payment.....	5
One Time Merit	6
Reallocate One Time Pay	7
Supplement/Recurring Payment.....	7
Multiple Periods	7
Multiple Cost Centers	8
Supplement – Add New Supplement.....	8
Supplement – Cancel Supplement	9
Supplement – Funding Change Only.....	10
Teaching Overload	10
Save ePAR before Submit	11
Request ID and Attachments	11
Attachments.....	12
Submit ePAR	13

What is a Supplemental Pay ePAR?

- Supplemental Pay types include:
 - Additional payments
 - Award payment
 - One time merit
 - Reallocation one-time payment
 - Supplement pay (add new, change existing and end existing) can be one-time or recurring
 - Teaching overload
- Supplemental Pay ePAR CANNOT change funding information for **regular** earnings (employee REG hours) - use Change Funding Source ePAR
- Termination ePAR and Retirement ePAR will automatically end allowances, additional pays, and supplements, so it is not necessary to enter a Supplemental Pay ePAR to end any of these for an employee whose termination or retirement was processed through ePAR

Enter a New ePAR

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

The screenshot displays the Gemini HCM system interface. On the left is a navigation menu titled "Personnel Info/Actions" with various options. The "ePAR Actions" option is highlighted with a red box. The main content area is titled "ePAR Actions" and contains a section "Find an Existing Value" with a red box around the "Add a New Value" button. Below this is a "Search Criteria" section with a prompt to enter information and a "Search" button. There are also "Recent Searches" and "Saved Searches" sections with dropdown menus. The search criteria fields include Request ID, Empl ID, Name, Department, Request Date, Action, and Status, each with a "begins with" dropdown and a text input field.

Personnel Info/Actions

- Budgets Overview - PS
- Budgets Overview Report
- Create Additional Pay
- Department Budget Table USA
- ePAR Actions**
- ePUR - Position Update/Request
- Job Data
- Modify a Person
- Query Viewer-HCM
- Query Viewer-FMS
- Review Actuals Distribution
- Review Paycheck

ePAR Actions

Find an Existing Value

[Add a New Value](#)

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches

Saved Searches: Choose from saved searches

Request ID: begins with

Empl ID: begins with

Name: begins with

Department: begins with

Request Date: =

Action: =

Status: =

Select Supplemental Pay

Personnel Action Request

Action

*Action

Explain Action

▼ **Submitted**

Entered

Name

Phone

Email

Second

Name

Phone

Add

Status

Request ID

Request Dt 10/16/2023

Change Funding Sources

End Assignment

Job Attribute Change

Leave of Absence

New Appointment

Retirement

Return From LOA

Supplemental Pay

Termination

Transfer

Enter Employee ID

Supplemental Pay

Employee Information

Empl ID

Emprcd

Name

Job

DeptID

Pos

Action

*Action

Explain Action

Type

Select Supplemental Type

Status

Request ID

Request Dt 10/18/2023

Attachments

- 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

Select Supplemental Type

- The Name, Job Code, Dept ID will auto-populate after entering empl ID
- Select supplemental type, and type will determine what fields will need to be completed

ePAR

Employee Information

Empl ID 40:

Name Mark F

DeptID 307000

EmpRcd 1 Q

Job C05075 Machine Shop Manager

Pos 00015543

Action

*Action Supplemental Pay

Status

Request ID

Explain Action
 Mark ; the winner for the Staff award for the Employee Equity Initiatives LEAD Award Ceremony. Mark is receiving \$250 honorarium.

Request Dt 10/18/2023

Attachments

Type
 Additional/One-time Payment
 Award/One-time Payment
 One Time Merit
 Reallocate One-Time Payment
 Supplement/Recurring Payment
 Teaching Overload

Select Supplemental Type

Save

Deny
Call Back
Send Back
Cancel

December 15, 2023

Page 4 of 13

Award/One Time Payment

- Enter new Cost Center (if not known, click magnifying glass to search) and Amount
- Multiple cost centers: add a new Cost Center and amount by clicking “+” sign
- If the amount entered is the net amount that the employee should receive, the “Gross Up” check box should be selected
- If the Gross Up box is not selected, the amount entered will be processed as a gross amount

Type Award/One-time Payment Select Supplemental Type

Cost Center	Amount	Est Benefit
17051005 <input type="text"/>	250.00 <input type="text"/>	51.68 + -

Additional pay will be processed with the next scheduled payroll. If needed sooner, please contact the Payroll Office

Delivery Method ☒ Gross Up

> Submitter/Contact Check
Direct Deposit

Cost Center	Amount	Est Benefit
17051005 <input type="text"/>	250.00 <input type="text"/>	51.68 + -
<input type="text"/>	<input type="text"/>	+ -

Additional/One Time Payment

- Enter new Cost Center (if not known, click magnifying glass to search) and Amount
- Multiple cost centers: add a new Cost Center and amount by clicking “+” sign
- If the amount entered is the net amount that the employee should receive, the “Gross Up” check box should be selected
- If the Gross Up box is not selected, the amount entered will be processed as a gross amount

Action

*Action Status

Request ID

Request Dt 10/18/2023

Attachments

Explain Action

Type Select Supplemental Type

Cost Center	Amount	Est Benefit
<input type="text" value="61031005"/> <input type="button" value="Q"/>	<input type="text" value="1016.25"/>	<input type="text" value="210.06"/> + -

Delivery Method ☐ Gross Up

Additional pay will be processed with the next scheduled payroll. If needed sooner, please contact the Payroll Office

Cost Center	Amount	Est Benefit
<input type="text" value="17051005"/> <input type="button" value="Q"/>	<input type="text" value="250.00"/>	<input type="text" value="51.68"/> + -
<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/>	<input type="text" value=""/> + -

One Time Merit

- Enter new Cost Center (if not known, click magnifying glass to search) and Amount
- Multiple cost centers: add a new Cost Center and amount by clicking “+” sign
- If the amount entered is the net amount that the employee should receive, the “Gross Up” check box should be selected
- If the Gross Up box is not selected, the amount entered will be processed as a gross amount

Action

*Action Status

Request ID

Request Dt 10/19/2023

Attachments

Explain Action

Type Select Supplemental Type

Cost Center	Amount	Est Benefit
<input type="text" value="37031011"/> <input type="button" value="Q"/>	<input type="text" value="5000.00"/>	<input type="text" value="1025.25"/> + -

Delivery Method ☐ Gross Up

Additional pay will be processed with the next scheduled payroll. If needed sooner, please contact the Payroll Office

Reallocate One Time Pay

- Enter new cost center and amount
- Multiple cost centers: add a new Cost Center and amount by clicking “+” sign

Action
*Action: Supplemental Pay Status: Initially Submitted Request ID: 00162702
Explain: changing funding cc from 37031011 to 37631001 for one-time merit of \$5,000.
Attachments:

Type: Reallocate One-Time Pay Select Supplemental Type

One Time Pay History	Pay Period End	Earn Code	Description	Earnings	Cost Center	CC Description	Project	New Cost Center	New CC Description	Amount	Benefit Amt	Dept ID	Dept Description	Job Code	Job Description	EmpRcd
09/30/2023	OTM	One Time Merit	5000.00	37031011	ECS Sweep-Adv Fee		37631001	UGAdmFee - ECS	5000.00	1,010.60		307600	ECS Student Services	C03086	Academic Advisor II	2

Supplement/Recurring Payment

- Enter Start Date, Monthly Amount and End Date
- The Proposed Funding Date is consistent with Start and End Date of supplemental payments
- Enter Cost Center and Percent
- You can add new supplement, change funding source and cancel a supplement in a single ePAR request

Type: Supplement/Recurring Payment Select Supplemental Type

Fiscal Year: 2024 Supplements are not prorated. A mid-month effective date will result in the full monthly amount being paid.

Cancel Supplement	Funding Change Only	Supplement ID	Start Date	Monthly Amount	End Date	New End Date	Total Amount		
1 <input type="checkbox"/>	<input type="checkbox"/>	SUP	09/01/2023	594.00	08/31/2024		7128.00	+	-

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

Cost Center Info **Project Info**

Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department		
21030072	DT Provost Office Salaries	100				3000	Designated Tuition	416	Academic Support-Admin	201000	Academic Affairs and Provost	+	-

Multiple Periods

- Add a second date range by clicking “+” sign
- Remove the date range by click “-” sign
- Make sure there is no gap between start and end dates

Proposed Funding

Start Date: 09/01/2023 End Date: 11/30/2023 + -

Cost Center Info **Project Info** ▶▶

Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department		
37130018	N Tx Semiconductor Institute	100.000	3780.00	11340.00	1408.43	3005	NRUF VPR	202	Research - Organized On Campus	307100	Material Science Engineering	+	-

Start Date: 12/01/2023 End Date: 12/31/2023 + -

Cost Center Info **Project Info** ▶▶

Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department		
37158143	SRC Task 2810.091: Development	100.000	3780.00	3780.00	469.48	5800	Private Sponsored Programs	202	Research - Organized On Campus	307100	Material Science 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%

Fiscal Year: 2024 Supplements are not prorated. A mid-month effective date will result in the full monthly amount being paid.

Cancel Supplement	Funding Change Only	Supplement ID	Start Date	Monthly Amount	End Date	New End Date	Total Amount		
1 <input type="checkbox"/>	<input type="checkbox"/>	SUP	09/01/2023	3780.00	12/31/2023		15120.00	+	

Proposed Funding

Start Date: 09/01/2023 End Date: 12/31/2023 + -

Cost Center Info **Project Info** ▶▶

Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department		
37130018	N Tx Semiconductor Institute	62.500	2362.50	9450.00	1173.69	3005	NRUF VPR	202	Research - Organized On Campus	307100	Material Science Engineering	+	-
37150109	TI Gift for Research R.Baumann	12.500	472.50	1890.00	234.74	5010	Restricted Gifts for Research	201	Research - Departmental	307100	Material Science Engineering	+	-
37158143	SRC Task 2810.091: Development	25.000	945.00	3780.00	469.48	5800	Private Sponsored Programs	202	Research - Organized On Campus	307100	Material Science Engineering	+	-

Supplement – Add New Supplement

- Click “+” sign to add additional supplement, the system will generate a new SUP code – up to 4 additional SUP payments (SP2 - SP5)
- If there is an existing SUP or a cancelled SUP, the system will automatically default to the next unused SUP code
- When a second supplement is added (SP2), the funding information can be added on the same form – start date, monthly amount and end date

Type: Supplement/Recurring Payment Select Supplemental Type

Fiscal Year: 2024 Supplements are not prorated. A mid-month effective date will result in the full monthly amount being paid.

Cancel Supplement	Funding Change Only	Supplement ID	Start Date	Monthly Amount	End Date	New End Date	Total Amount		
1 <input type="checkbox"/>	<input type="checkbox"/>	SUP	10/01/2023	2083.00	08/31/2024		22913.00	+	
2 <input type="checkbox"/>	<input type="checkbox"/>	SP2	09/01/2023	2250.00	05/31/2024		20250.00	+	-
3 <input type="checkbox"/>	<input type="checkbox"/>	SP3						+	-

SUP

Current Funding

Start Date: 10/01/2023 End Date: 08/31/2024

Cost Center Info Project Info

Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department
32530002	NS&M Biology - Operating	100.000	2083.00	22913.00	4403.88	3000	Designated Tuition	101	Instruction	302500	Biological Sciences

SP2

Proposed Funding

Start Date: 09/01/2023 End Date: 05/31/2024

Cost Center Info Project Info

Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department
21030099	DT- Academic Governance	100.000	2250.00	20250.00	3892.05	3000	Designated Tuition	401	Academic Support-Instruction	201000	Academic Affairs and Provost

Supplement – Cancel Supplement

- Check “cancel supplement” box
- Always use the **last day of month** to be paid. For example, 11/30/2023 will pay the whole month of November and will stop the recurring beginning December 2023

Type: Supplement/Recurring Payment Select Supplemental Type

Fiscal Year: 2024 Supplements are not prorated. A mid-month effective date will result in the full monthly amount being paid.

Cancel Supplement	Funding Change Only	Supplement ID	Start Date	Monthly Amount	End Date	New End Date	Total Amount		
1 <input checked="" type="checkbox"/>	<input type="checkbox"/>	SUP	09/01/2023	3780.00	12/31/2023	11/30/2023	11340.00	+	

Current Funding

Start Date: 09/01/2023 End Date: 12/31/2023

Cost Center Info Project Info

Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department
37130018	N Tx Semiconductor Institute	62.500	2362.50	9450.00	1173.69	3005	NRUF VPR	202	Research - Organized On Campus	307100	Material Science Engineering
37150109	TI Gift for Research R.Baumann	12.500	472.50	1890.00	234.74	5010	Restricted Gifts for Research	201	Research - Departmental	307100	Material Science Engineering
37158143	SRC Task 2810.091: Development	25.000	945.00	3780.00	469.48	5800	Private Sponsored Programs	202	Research - Organized On Campus	307100	Material Science Engineering

	Cancel Supplement	Funding Change Only	Supplement ID	Start Date	Monthly Amount	End Date	New End Date	Total Amount	
1	<input type="checkbox"/>	<input type="checkbox"/>	SUP	11/01/2022	1000.00	01/31/2023		3000.00	+
2	<input type="checkbox"/>	<input type="checkbox"/>	SP2	12/01/2022	2000.00	12/31/2022		2000.00	+
3	<input type="checkbox"/>	<input type="checkbox"/>	SP3	01/01/2023	500.00	08/31/2023		4000.00	+
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SP4	01/01/2023	1500.00	04/30/2023	02/28/2023	3000.00	+

Supplement – Funding Change Only

- Check “Funding Change Only” box
- The fiscal year can be changed on “Funding Change Only” forms
- Previous year supplement can only be changed if it was paid on a C&G cost center. The year can manually be updated on the new form, and it will populate with the supplements paid from the previous year.

Type: Supplement/Recurring Payment Select Supplemental Type

Fiscal Year: 2024 Supplements are not prorated. A mid-month effective date will result in the full monthly amount being paid.

	Cancel Supplement	Funding Change Only	Supplement ID	Start Date	Monthly Amount	End Date	New End Date	Total Amount	
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SUP	10/01/2023	2083.00	08/31/2024		22913.00	+

Current Funding

Start Date: 10/01/2023 End Date: 08/31/2024

Cost Center Info **Project Info**

Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department
32530002	NS&M Biology - Operating	100.000	2083.00	22913.00	4403.88	3000	Designated Tuition	101	Instruction	302500	Biological Sciences

Proposed Funding

Start Date: 10/01/2023 End Date: 08/31/2024 + -

Cost Center Info **Project Info**

Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department		
B1030021	AHT Faculty Salary	100.000	2083.00	22913.00	4403.88	3000	Designated Tuition	101	Instruction	301000	Arts Humanities & Technology	+	-

Teaching Overload

- Enter new Cost Center (if not known, click magnifying glass to search) and Amount
- Multiple cost centers: add a new Cost Center and amount by clicking “+” sign
- If the amount enter is the net amount that the employee should receive, the “Gross Up” check box should be selected
- If the Gross Up box is not selected, the amount entered will be processed a gross amount

Action
 *Action Supplemental Pay Status
 Explain Action teaching BUAN 6337.5W1 in Summer 23
 Type Teaching Overload Select Supplemental Type

Request ID
 Request Dt 10/19/2023
 Attachments

Cost Center	Amount	Est Benefit
34032010	6393.11	1234.19 + -

Delivery Method Direct Deposit ☐ Gross Up

Additional pay will be processed with the next scheduled payroll. If needed sooner, please contact the Payroll Office

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

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 Status

Request ID

Request Dt

Attachments

Explain Action

Type Select Supplemental Type

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

1-1 of 1

Type	File Name	Add
1 <input type="text" value="Cell Phone Receipt I9"/>	<input type="text" value=""/>	<input type="text" value="Add"/>

Done

+ (Add button)

File Attachment

Choose File

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 Carina Legorreta Department Approval 10/03/23 - 2:08 PM → Approved Amanda R Moilan Department Approval 10/03/23 - 4:53 PM

Department 2

Pending Multiple Approvers Department Approval → Not Routed Multiple Approvers Department Approval

Comments

After Department

REQUEST_ID=00181738:Awaiting Further Approvals

FND, REA

Not Routed Multiple Approvers Career Center → Not Routed Multiple Approvers Budget Office

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