

ePAR – Supplemental Pay Detail Guide

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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

←∣© ♡	Q Search in Gemini HCM Menu
Personnel Info/Actions	
Eudgets Overview - PS	ePAR Actions
Budgets Overview Report	Find an Existing Value
📄 Create Additional Pay	Search Criteria
🛅 Department Budget Table USA	Enter any information you have and click Search. Leave fields blank for a list of all values.
ePAR Actions	Precent Searches Choose from recent searches V Recent Searches Choose from saved searches V
E ePUR - Position Update/Request	Request ID begins with v
🔚 Job Data	Empl ID begins with v
👕 Modify a Person	Name begins with ~
Cuery Viewer-HCM	Department begins with v
🔁 Query Viewer-FMS	Request Date = V
Review Actuals Distribution	
Review Paycheck	Status = v

Select Supplemental Pay

ePAR P	ersonnel Action Request			
Action				
*Action		Status	Request ID	
Explain Action	Change Funding Sources End Assignment Job Attribute Change		Request Dt 10/16/20	23
	Leave of Absence			
✓ Submitt	New Appointment			
Entered	Retirement			
Na	Return From LOA			
Ph	Supplemental Pay			
Em	Termination	edu		
Second	Transfer	<u>]</u>		
Na	me			
Ph	one			
				Add

Enter Employee ID

Supplemental Pay		
ePAR		
Employee Information		
Empl ID Name	DeptID	
EmpRcd 0 Q Job	Pos	
Action		
*Action Supplemental Pay Status	Request ID	
Explain	Request Dt	10/18/2023
Action	Attach	ments
Type Select Supplemental Type		

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

			Lo	ok Up Emp
Empl ID	begins with v			
Last Name	begins with v BRO	WN		
First Name	begins with v			
Search Search Resu View 100	Clear Cancel	Basic L	ookup	
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

Employee Information Empl ID 40: EmpRcd 1 C	ation Name Q Job	Mark F C05075 Mac	hine Shop Man	ager		DeptID Pos	307000 00015543	
Action Suppleme *Action Suppleme Explain Mark Award Ce	ental Pay the winner for the	Status Staff award for	r the Employee	Equity Initiatives LE	EAD	Request ID Request Dt	10/18/2023	
Type	Territoriy, Mark is receive		Select Suppl	emental Type	14	Attach	ments	
> Submitter/Con	Additional/One-time Pa Award/One-time Payme One Time Merit Reallocate One-Time P Supplement/Recurring Feaching Overload	yment ent 'ayment Payment	Deny	Call Back	Send	d Back	Cancel	

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

	Туре	Award/One-time I	Payment v	Select Suppl	emental Ty	pe		
•	Cost Center	An	nount	Est Benefit				Additional pay will be processed with the next scheduled payroll. If needed sconer, please contact the Payroll Office
(17051005	٩	250.00		51.68	+	_	
[Delivery Metho	od	~	Gross Up				
> Sub	mitter/Conta	Check act Direct Depo	osit					
Cost	t Center	Amo	ount	Est Benefit				
170	51005	Q	250.00		51.68	+	-	

Additional/One Time Payment

Q

- 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

Actio	n											
*Act	ion Supplem	nental Pay	~	Status					Reque	st ID		
Expl	ain Payment	for teaching s	summer caree	r education c	ourses, int	ernship pre	p, care	ers in	Reque	st Dt	10/18/2023	
Actio	education	internship, 5 d n	courses total, (during vacano	cy of assist	ant director	of care	er		Attach	iments	
	Туре	Additional/On	e-time Payme	nt 🗸 :	Select Sup	plemental ⁻	Гуре					
	Cost Center		Amount	Es	st Benefit				Addition payroll.	ial pay v If neede	vill be processed wit d sooner, please co	th the next scheduled intact the Payroll Office
	61031005 Delivery Meth	Q nod Direct D	eposit v	016.25 □G	ross Up	210.06	+	_				
Co	ost Center		Amount		Est Ben	lefit						
1	7051005	Q		250.00		5	51.68	+	-			

One Time Merit

Q

- 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	Supplemental Pay	✓ Stat	us				Request ID		
Explain	Purpose: one time m ECS advisor has app	erit pay for FY 23 worl roximately 700 studen	kload per advisor/st is in comparison to	udent ratio. T the national a	he currer average	nt	Request Dt	10/19/2023	
Action	NACADA of 300. Not	included on the merit	workbook.				Attac	hments	
1	Гуре Опе Time М	lerit	▼ Select Sup	plemental Ty	уре				
Cos	st Center	Amount	Est Benefit				Additional pay will payroll. If needed	be processed with th sooner, please contain	e next scheduled ct the Payroll Office
370	031011 Q	5000.	00	1025.25	+	—			
Deli	very Method Direct	Deposit 🗸	<mark>□Gross Up</mark>						

Reallocate One Time Pay

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

Action Supplemental Pay Status Initially Submitted Explain Action changing funding cc from 37031011 to 37631001 for one-time ment of \$5,000.	Request ID 00182702 Request Dt 10/13/2023 Attachments				
Type Reallocate One-Time Pay v 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 37/331011 ECS Sweep-Adv	F00	37631001 Q UGAddFee - ECS	5000.00	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

	_													
Fi	iscal Year 2	024 Si dr	upplements are not pr ate will result in the fu	orated. A mid-month eff Il monthly amount bein	fective ig paid.									
0	Cancel Supplement	Funding Change Only	Supplement ID	Start Date	M	onthly Amount	End Date		New End Date	Total Amount				
			SUP	09/01/2023] [594.00	08/31/2024	24 🟥		7128.0	- 00	-		
Pı	Proposed Funding Start Date Cost Center Inf	9 09/01/2023 [2 0 Project	En	Id Date 08/31/2024	4			+ -						
Pı	Proposed Funding Start Date Cost Center Inf Cost Center	g 09/01/2023 [2 0 Project I Cost Ce	info ⊫ nter Description	nd Date 08/31/2024	4 🟥 onthly Amt	Total Amt Br	Senefits Estimate Fur	+ -	d Description	Function Fun	uction scription	Dept ID	Department	

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 09/0	1/2023 🖽 E	nd Date 11/30/2	2023 🛗			+-	•						
Cost Center Info Cost Center	Project Info ID Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department		
37130018 Q	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 12/0 Cost Center Info	1/2023 📰 E	nd Date 12/31/	2023 🟥			+ -	•]						
Cost Center	Cost Center Description	Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function Description	Dept ID	Department		
37158143 Q	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%

Cancel Supplement	Funding Change Only	Supplement ID	Start Date	M	lonthly Amount	t End Dat	te	New End Date	Total Ar	nount				
		SUP	09/01/2023	#	3780.00	12/31/2	2023 🔛		15	5120.00 +				
Proposed Funding														
Start Date	09/01/2023 (Project	Ei	nd Date 12/31/	/2023		Renefits	+ -]		Function				
Start Date Cost Center Inf Cost Center	09/01/2023 0 Project Cost Ce	Info IP	nd Date 12/31/ Percent	Monthly Amt	Total Amt	Benefits Estimate	+ -	Fund Description	Function	Function Description	Dept ID	Department		
Start Date Cost Center Inf Cost Center 37130018 Q	o Project Cost Ce N Tx Se Institute	Info IP enter Description	nd Date 12/31/ Percent	Monthly Amt 2362.50	Total Amt 9450.00	Benefits Estimate 1173.69	+ -	Fund Description	Function 202	Function Description Research - Organized On Campus	Dept ID 307100	Department Material Science Engineering	+	-
Start Date Cost Center Inf Cost Center 37130018 Q 37150109 Q	O9/01/2023 O Project Cost Ce N Tx Se Institute TI Gift fc R.Baurr	Info ID enter Description emiconductor or Research nann	Percent 62.500 12.500	2023 Image: Control of the second secon	Total Amt 9450.00 1890.00	Benefits Estimate 1173.69 234.74	+ -	Fund Description NRUF VPR Restricted Gifts for Research	Function 202 201	Function Description Research - Organized On Campus Research - Departmental	Dept ID 307100 307100	Department Material Science Engineering 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 Supplen	nent/Recurring F	ayment - Sele	ct Supplemental	Туре										
	Sincel Voer 202	A Supple	ements are not prorated.	A mid-month effecti	ive										
		date w	ill result in the full mont	hly amount being pa	aid.										
	Cancel Supplement	Funding Change Only	Supplement ID	Start Date	M	onthly Amount	End Dat	e	New End Date	Total Ar	mount				
1		0	SUP	10/01/2023		208	33.00 08/31/2	024		22	2913.00 +				
2	2 🗆		SP2	09/01/2023		2250.00	05/31/2	2024 🛗		20	0250.00 +	-			
3			SP3	L 🖽							+	-			
	SUP														
	Current Funding														
	Start Data	10/01/2022	End F	ata 00/21/2024											
	Start Date	10/01/2023		00/31/2024											
	Cost Center Info	Project li	nfo 🗈										-		
	Cost Center	Cost Center Des	cription Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Desc	ription Fund	ction Fun	ction Description	Dept ID	Department		
	32530002	NS&M Biology - Operating	100.0	2083.	00 22913	3.00 44	403.88 3000	Designate	Tuition 101	Inst	ruction	302500	Biological Sciences		
_	SP2														
	Deserved Constitue	-													
	rioposed Funding	,		P (+							
	Start Date	09/01/2023	End End	Date 05/31/202	4 🔛										
	Cost Center Inf	o Project I	nfo ⊪⊳												
	Cost Center	Cost Cer	nter Description Pe	ercent Mo	onthly Amt	Total Amt	Benefits Estimate	Fund Code Fu	nd Description	Function	Function Description	Dept ID	Department		
	21030099 Q	DT- Acad Governa	lemic	100.000	2250.00	20250.00	3892.05	3000 De	signated Tuition	401	Academic Support-	201000	Academic Affairs	+	-

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

cal Year 2	024 Supplem date will	ents are not prorated. A result in the full monthly	mid-month effective amount being paid.									
Cancel Supplement	Funding Change Only	Supplement ID	Start Date	Monthly A	Amount End Da	te	New End Date	Tot	al Amount			
	•	SUP	09/01/2023	;	3780.00 12/31/2	023	h1/30/2023 🔛		11340.00	+		
Current Fundir	Ig		10/24/2022									
Current Fundir Start Da	ng ate 09/01/2023	End Da	te 12/31/2023									
Current Fundir Start Da Cost Center	ng ate 09/01/2023	End Da	te 12/31/2023			1						
Current Fundir Start Da Cost Center Cost Center	1g ate 09/01/2023 Info Project In Cost Center Desc	End Dates the fourth of the fo	te 12/31/2023 Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund Description	Function	Function D	escription	Dept ID	Department
Current Fundir Start Dr Cost Center Cost Center 37130018	info Project In Cost Center Desc Institute	fo III> Tription Percent tor 62.500	te 12/31/2023 Monthly Amt 1 2362.50	Total Amt 9450.00	Benefits Estimate 1173.69	Fund Code 3005	Fund Description NRUF VPR	Function 202	Function D Research On Campu	escription	Dept ID 307100	Department Material Science Engineer
Current Fundir Start Da Cost Center Cost Center 37130018 37150109	ate 09/01/2023 Info Project In Cost Center Desc In Stitute Ti Gift for Researc RBaumann	End Da fo IID- ription Percent tor 62.500 th 12.500	te 12/31/2023 Monthly Amt 2362.50 472.50	Total Amt 9450.00 1890.00	Benefits Estimate 1173.69 234.74	Fund Code 3005 5010	Fund Description NRUF VPR Restricted Gifts for Research	Function 202 201	Function D Research On Campu Research Departmer	escription - Organized Is - ntal	Dept ID 307100 307100	Department Material Science Engineer Material Science Engineer

Г

	Cancel Supplement	Funding Change Only	Supplement ID	Start Date	Monthly Amount	End Date	New End Date	Total Amount	
1			SUP	11/01/2022	1000.00	01/31/2023		3000.00	+
2			SP2	12/01/2022	2000.00	12/31/2022		2000.00	+
3			SP3	01/01/2023	500.00	08/31/2023		4000.00	+
4			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 Suppler	ment/Recurring Paym	ent v Select S	Supplemental Type	•										
scal Year 202	24 Supplement date will res	ts are not prorated. A m sult in the full monthly a	nid-month effective amount being paid.											
Cancel Suppleme	ent Funding Change Only	Supplement ID	Start Date	Mon	thly Amount	End Date		New End Date	то	otal Amount				
0		SUP	10/01/2023		2083.00	08/31/2024				22913	00 +			
urrent Funding														
Start Date	3 10/01/2023	End Date	08/31/2024											
Cost Center In	fo Project Info	₽												
Cost Center	Cost Center Descrip	tion Percent	Monthly Amt	Total Amt	Benefits Estimate	Fund Code	Fund D	escription	Functio	n Funct	on Description	Dept ID	Department	
32530002	NS&M Biology - Operating	100.000	2083.00	22913.00	4403.8	38 3000	Desigr	nated Tuition	101	Instru	ction	302500	Biological Sciences	
roposed Fundin	ng													
Proposed Fundin Start Date	10/01/2023 🛗	End Dat	e 08/31/2024 [+ -	-						
roposed Fundin Start Date Cost Center In	19 10/01/2023 (1) fo Project Info	End Dat	e 08/31/2024 [+ -	-						
roposed Fundin Start Date Cost Center In Cost Center	10/01/2023	End Dat	ent Month	ly Amt Tota	al Amt Ben Esti	nefits F imate C	und Code	Fund Description	ı F	unction	Function Description	Dept ID	Department	

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 P	ay 🗸 S	tatus			Request ID		
Explain	teaching BUAN	6337.5W1 in Summer 23				Request Dt	10/19/2023	
ACTION						Attac	hments	
1	Type Teachin	ng Overload	✓ Select Su	pplemental Type				
Cos	st Center	Amount	Est Benefit			Additional pay wil payroll. If needed	I be processed with th sooner, please contact	e next scheduled ct the Payroll Office
340	032010	Q 639	3.11	<mark>1234.19</mark> +	-			
Deli	ivery Method	Direct Deposit 🔹 👻	Gross Up					

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/Co	ntact Informatic	on						
Entered By								
Name	Xi Chen							
Phone								
Email	xxc171830@hc	mtest.utdallas.edu						
Secondary Co	ontact							
Name								
Phone								
Save	Submit	Approve	Deny	Call Back	Send Back	Cancel	Сору	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	Supplemental Pay	Request ID	00175253
Explain	Change in the funding distribution for the honors college supplement of \$1,000 only	Request Dt	08/03/2023
Action	for June, July, and August at 100% on cost center 22030006.	Attac	nments
Т	pe Supplement/Recurring Payment 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 Att	tachments			
Request ID	00181996			
E Q]		K <	1-1 of 1 🕶 > >
	Туре	File Name		Add
1	~			Add +
	Cell Phone Receipt 19 No Rehire Other Selective Service Social Security Card Visa	Done		

F	ile Attachment	×
Choose File	Dept List.xlsx	
Upload	Cancel	
		.:

Request II	D 00181996				
			К <	1-2 of 2 🗸 🗸	>
	Туре	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/Co	ontact Informatio	n	

Department Approvals					
	REQUEST_ID=00181738:Pending	View/Hide Comments			
	Department 1				
	Self Approved Carina Legorreta Department Approval 10/03/23 - 2:08 PM				
	Department 2				
	Not Routed Multiple Approvers Department Approval				
	Comments				
After Department					
	REQUEST_ID=00181738:Awaiting Further Appr	rovals			
	FND, REA				
	Not Routed Multiple Approvers Career Center				
Save	Submit Approve Deny	Call Back	Send Back Cancel	Сору	History