



Office of Budget and Finance
Payroll & Tax Services
Instructions for Summer Payroll Information - 2024

Overview:

All new hires/rehires joining the university should be initiated through an **ePAR action** – New Appointment. Similarly, if an employee is permanently leaving the university, it should be initiated through an **ePAR action** – Termination.

The scope of this process revolves around gathering **summer job information** on currently active employees (**continuous employment**) at the university in the following roles.



Summer work break assignment selections are made in the new automated **Short Work Break Assignment** function in PeopleSoft > Gemini for Departments, available through May 10. This new function replaces the former spreadsheets process used in the past. Completion and approvals are **due by May 10, 2024**. **New this year* - the Short Work Break Assignment form has an optional attachment function located at the bottom of the form. This field is not required, use for reference purposes only.

1. Research Assistants/Graduate Assistants

The summer pay for RA/GAs starts **05/16 and ends 08/15**. Go to Action Items 1 and 2 below for currently active RA/GAs.

Action Item 1

If a RA/GA is **not** expected to work in the summer, but will return to work in the fall, department submitters will complete the new automated **Short Work Break Assignment** function in PeopleSoft. Currently active RA/GAs will be listed for review.

Department Submitter instructions:

- Go to **Gemini for Departments > Short Work Break Assignment** tile > **Summer Work Break Assignments**
- Click Search, check “Assign Short Work Break” box for employees **not** working summer, but will return fall
- Remaining fields are **informational** purposes only, **submit ePAR for summer assignments/terminations**
- Save data, when complete Submit, form will route to Approvers (NOTE – **only** Submit when **final**, only one submission is allowed)

Department Approver instructions:

- Will receive Approver email notification
- Go to **Gemini for Departments > Approval** tile
- Review information, approve or deny – final approvals are due by **May 10**

Please do **NOT** submit end of assignment ePAR for spring assignments if the RA/GA is returning in the fall.

Action Item 2

If an RA/GA will work in the summer, please follow the cheat sheet below to initiate a summer assignment through an ePAR. We are not accepting any job data for RA/GAs from the Short Work Break assignment function. The deadline for approved ePAR summer assignments is **May 19th** - Monthly ePAR deadlines.



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What if..?

Salary Basis

Paygroup - MRA

Now	Summer	ePAR Action	Notes
-	New Hire	New Appointment	New employee joining the university
-	Rehire	New Appt - Rehire	Appointment type will be Rehire
RA	TA	Job Attribute Change (JAC)	Required if extending job date, funding updates, salary changes (SAME DEPT ONLY)
RA	RA	Job Attribute Change (JAC)	Required if extending job date, funding updates, salary changes (SAME DEPT ONLY)
RA	Hourly Worker	New Appt - Secondary Assignment	Check "Assign Short Work Break" box on SWB form/submit ePAR - Second Assign HRN
Short Work Break	RA	Email payroll@utdallas.edu	We will remove them from SWB so department can process a summer JAC ePAR
RA	RA - different dept	Transfer	Transfer ePAR initiated by receiving department
Full RA	Split RA/TA	1. JAC on current assignment to reduce FTE & 2. Submit a secondary assignment for new role	Total FTE should not exceed 0.50
Split RA/TA	Full RA	1. JAC on current assignment to increase FTE & 2. Assign SWB on form or End Assignment ePAR	Total FTE should not exceed 0.50 Check "Assign Short Work Break" box on SWB form, or submit ePAR - End Assignment
RA	Leaving the university	Termination	When permanently leaving the university

2. Teaching Assistants

The summer pay for TA starts **05/16 and ends 08/15**. Go to Action Items 1 and 2 below for currently active TAs.

Action Item 1

If a TA is not expected to work in the summer, but will return to work in the fall, department submitters will complete the new automated **Short Work Break Assignment** function in PeopleSoft. Currently active TAs will be listed for review.

Department Submitter instructions:

- Go to **Gemini for Departments > Short Work Break Assignment tile > Summer Work Break Assignments**
- Click Search, check "Assign Short Work Break" box for employees **not** working summer, but will return fall
- Remaining fields are **informational** purposes only, submit ePAR for summer assignments/terminations
- Save data, when complete Submit, form will route to Approvers (NOTE – **only** Submit when **final**, only one submission is allowed)

Department Approver instructions:

- Will receive Approver email notification
- Go to **Gemini for Departments > Approval** tile
- Review information, approve or deny – final approvals are due by **May 10**

Please do **NOT** submit end of assignment ePAR for spring assignments if TA is returning in the fall.

Action Item 2

If a TA will work in the summer, please follow the cheat sheet below to initiate a summer assignment through an ePAR. We are not accepting any job data for TAs from the Short Work Break assignment function. The deadline for approved ePAR summer assignments is **May 19th** - Monthly ePAR deadlines.



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What if..?

Salary Basis

Paygroup - MTA

Now	Summer	ePAR Action	Notes
-	New Hire	New Appointment	New employee joining the university
-	Rehire	New Appt - Rehire	Appointment type will be Rehire
TA	TA	Job Attribute Change (JAC)	Required if extending job date, funding updates, salary changes (SAME DEPT ONLY)
TA	RA	Job Attribute Change (JAC)	Required if extending job date, funding updates, salary changes (SAME DEPT ONLY)
TA	Hourly Worker	New Appt - Secondary Assignment	Check "Assign Short Work Break" box on SWB form/submit ePAR - Second Assign HRN
Short Work Break	TA	Email payroll@utdallas.edu	We will remove them from SWB so department can process a summer JAC ePAR
TA	TA - different dept	Transfer	Transfer ePAR initiated by receiving department
Full TA	Split TA/RA	1. JAC on current assignment to reduce FTE & 2. Submit a secondary assignment for new role	Total FTE should not exceed 0.50
Split TA/RA	Full TA	1. JAC on current assignment to increase FTE & 2. Assign SWB on form or End Assignment ePAR	Total FTE should not exceed 0.50 Check "Assign Short Work Break" box on SWB form, or submit ePAR - End Assignment
TA	Leaving the university	Termination	When permanently leaving the university

3. Lecturers I and II – Job Codes F00050 and F00051

The summer pay for lecturers starts **05/16 and ends 08/15**. Go to Action Items 1 and 2 below for currently active lecturers.

Action Item 1

If a lecturer is **not** expected to work in the summer, but will return to work in the fall, department submitters will complete the new automated **Short Work Break Assignment** function in PeopleSoft. Currently active lecturers will be listed for review.

Department Submitter instructions:

- Go to **Gemini for Departments > Short Work Break Assignment tile > Summer Work Break Assignments**
- Click Search, check "Assign Short Work Break" box for employees **not** working summer, but will return fall
- Remaining fields are **informational** purposes only, submit ePAR for summer assignments/terminations
- Save data, when complete Submit, form will route to Approvers (NOTE – **only** Submit when **final**, only one submission is allowed)

Department Approver instructions:

- Will receive Approver email notification
- Go to **Gemini for Departments > Approval** tile
- Review information, approve or deny – final approvals are due by **May 10**

Please do **NOT** submit end of assignment ePAR for spring assignments if Lecturer I or II is returning in the fall.

Action Item 2

If a lecturer will work in the summer, please follow the cheat sheet below to initiate a summer assignment through an ePAR. We are not accepting any job data for lecturers from the Short Work Break assignment function. The deadline for approved ePAR summer assignments is **May 19th** - Monthly ePAR deadlines.



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What if..?

Salary Basis Salaried Monthly

Now	Summer	ePAR Action	Notes
-	New Hire	New Appointment	New employee joining the university
-	Rehire	New Appt - Rehire	Appointment type will be Rehire
Lecturer	Lecturer	Job Attribute Change (JAC)	To extend the assignment (SAME DEPT ONLY)
Short Work Break	Lecturer	Email payroll@utdallas.edu	We will remove them from SWB so department can process a summer JAC ePAR
Lecturer	Lecturer - different dept	Transfer	Transfer ePAR initiated by receiving department
Lecturer	Leaving the university	Termination	When permanently leaving the university

4. Faculty – All Job Codes beginning with Fxxxx, other than F00050/51

The summer pay for faculty starts **06/01/2024 and ends 08/31/2024**. The payroll office will place all the currently active faculty employees on short work break for benefit purposes EXCEPT - The MOA (ENP 9/12) pay group employees. The primary job for MOA (ENP 9/12) paygroup employees will be left active through 08/31/2024. The summer appointment will go on secondary assignment ePAR. You will initiate a secondary assignment ePAR for all faculty who will work during the summer.

Please follow the cheat sheet below to initiate an ePAR if needed – **Due: June 5th**

What if..?

Salary Basis Salaried Monthly

Now	Summer	ePAR Action	Notes
-	New Hire	New Appointment	Provost Office
-	Rehire	New Appt - Rehire	Provost Office
Faculty	Faculty/Administrative	New Appointment - Secondary Assignment	For the summer
Faculty	Leaving the university	Termination	When permanently leaving the university

5. Hourly Student Employees

Hourly student worker employees will not be on the Short Work Break Assignment function. Any funding or hourly job changes need to be submitted via ePAR.

You are not required to submit end of assignments for hourly jobs unless there are multiple assignments, and one or more need to be ended. These employees do not encumber funds and do not get paid unless they submit and you approve hours for them. This will save you time for submitting new FY24 information.

If the employee is graduating or otherwise leaving employment, you should submit a termination ePAR.