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.

New Hires/Rehires:

For new and existing employees with a start date prior to 09/01/2020, you will be able to use the two-year Department Budget Table (DBT) feature within ePAR to provide funding for the remaining days of FY20 and for all parts of FY21. If the position was included in BPM, only a FY20 ePAR is needed. Please do not submit a two-year ePAR for this case. The FY21 funding will be loaded from BPM.

Please review the additional training document if you have ePAR access that describes the new two-year DBT feature.

The scope of this process revolves around gathering job information on currently active employees in the following roles –

- Research Assistants
- Teaching Assistants
- Lecturers I and II
- Faculty and Staff
- Student employees including Federal Work-study
Office of Budget and Finance
Payroll and Data Management
Instructions for Fiscal Year 2021

Please submit your final short work break (SWB) reference spreadsheet to: rohan.nilekani@utdallas.edu and copy payroll@utdallas.edu

If you have questions or are concerned about the timing, you can always reach out directly to Rohan Nilekani. Also, you can contact your data management analyst through email or Microsoft-TEAMS.

The data management analyst for your area can be found using the tool “find your analyst”: See Link below. https://www.utdallas.edu/finance/payroll/

Existing Employees

1. Research Assistants -

The fall assignment for RA starts 08/16/2020. All currently active RAs will be sent out on a spreadsheet as a reference including the ones currently on short work break.

Action Item I –

- If an RA is currently on short work break and is expected to work in the fall – Please use the column highlighted in orange to mark them as ‘R’ on the file so that the payroll office can return them from work break.
- Similarly, if an RA is going to be on short work break in the fall please mark them as ‘W’.

Please send the information back to the payroll office by August 3rd. The sooner the better.

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<th>Planned Exit</th>
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</table>

Action Item II

If an RA is expected to work in the fall, please enter FY21 information using the ePAR cheat sheet below. We are not accepting any job data information from the spreadsheet.

If an RA is neither working nor on short work break in the fall - please submit an end assignment/Termination.

The deadline for fully approved ePAR fall assignments is August 20th - Monthly ePAR deadline.
2. Teaching Assistants –

The fall assignment for TA starts **08/16/2020**. All currently active TAs will be sent out on a spreadsheet as a reference including the ones currently on short work break.

**Action Item I**

- If a TA is currently on short work break and is expected to work in the fall – Please use the column highlighted in orange to mark them as ‘R’ on the file so that the payroll office can return them from work break.
- Similarly, if a TA is going to be on short work break in the fall please mark them as ‘W’.

Please send the information back to the payroll office by **August 3rd**. The sooner the better.

**Action Item II**

If a TA is expected to work in the fall, please enter FY21 information using the ePAR cheat sheet below. We are not accepting any job data information from the spreadsheet.

If a TA is neither working nor on short work break in the fall - please submit an end assignment/Termination.

The deadline for approved ePAR fall assignments is **August 20th Monthly** ePAR deadline.
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3. Lecturers I & II -

The fall assignment for lecturers starts **08/16/2020**. All currently active lecturers will be sent out on a spreadsheet as a reference including the ones currently on short work break.

**Action Item I**

- If a lecturer is currently on short work break and is expected to work in the fall – Please use the column highlighted in orange to mark them as ‘R’ on the file so that the payroll office can return them from work break.
- Similarly, if the employee is going to be on short work break in the fall please mark them as ‘W’.

Please send the information back to the payroll office by **August 3rd**. The sooner the better.

**Action Item II**

If a lecturer is expected to work in the fall, please enter FY21 information using the ePAR cheat sheet below. We are not accepting any job data information from the spreadsheet.

If a lecturer is neither working nor on short work break in the fall - please submit an end assignment/Termination.

The deadline for approved ePAR fall assignments is **August 20th** - Monthly ePAR deadline.
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For Lecturer new hires, please contact the Provost Office. Please do not submit information for Lecturers past 12/31/20.

Existing Hourly Employees

- All existing hourly employees, except for those that are C&G funded, will be rolled forward by the payroll office into FY21 using their current Job Data and cost center information.
- Existing hourly employees funded through a C&G cost center will require a FY21 ePAR to continue the assignment. These can be entered starting on September 8th.
- This information will be in Job Data by September 8th.
- If the employee will not be working in your department in FY21, you will need to complete an End of Assignment or Termination ePAR.
- If you have changes that will be effective 09/01 (rate of pay, funding, etc.) then you will need to enter an ePAR starting on September 8th.

Work-study employees –

- Work-study does not start until 09/01/20.
- You MUST enter a Job Attribute Change (JAC) ePAR to move the employee to work study effective 09/01/20. You cannot enter these until September 8th.
- Please change the job code to (509996) and enter the department cost center for funding as well as the designated cost center for work study.
- Reminder – Contact the Career Center for student worker new hires / Human Resources for classified temporary new hires.

Existing Faculty & Staff

- Faculty and Staff job information will be carried forward from current information (05/31 for faculty, 08/31 for staff).
- Faculty and Staff FY21 funding will come from the Budget Planning Module (BPM). This information will be updated for FY21 by September 8th.
- Faculty Tenure Promotions will be loaded in Job Data from BPM.
- All other 09/01 changes (promotion, salary change, FTE, funding, etc.) will need to be entered via ePAR. These changes can be entered starting on September 8th.

You can request an FY21 validation spreadsheet that will show current job data and funding information by sending an e-mail to payroll@utdallas.edu after September 8th.

What if? Table

<table>
<thead>
<tr>
<th>New</th>
<th>Fall</th>
<th>ePAR Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>- New Hire</td>
<td>- New Hire</td>
<td>New Appointment</td>
<td>New employee joining the university</td>
</tr>
<tr>
<td>- Rehire</td>
<td>- Rehire</td>
<td>New Appointment - Rehire</td>
<td>Appointment type will be Rehire</td>
</tr>
<tr>
<td>Lecturer</td>
<td>Lecturer</td>
<td>Job Action Change (JAC)</td>
<td>Fall Assignment (Using Two year DRT option if starts prior to 09/01)</td>
</tr>
<tr>
<td>Short Work Break</td>
<td>Short Work Break</td>
<td>Indicate W on the spreadsheet in Action Item I</td>
<td>If you missed the spreadsheet process, Email <a href="mailto:payroll@utdallas.edu">payroll@utdallas.edu</a></td>
</tr>
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<td>Lecturer</td>
<td>Leaving the University</td>
<td>Return from Work Break and Then JAC</td>
<td>Return from work break will be done via spreadsheet in Action Item I</td>
</tr>
<tr>
<td></td>
<td>Termination</td>
<td></td>
<td>When permanently leaving the university</td>
</tr>
</tbody>
</table>
The ePAR deadline for September monthly payroll is September 21st.

**Supplement Spreadsheet Verification**
- Sent to department by August 10th, due August 24th
- Verify Supplement amounts and funding that were submitted in BPM.
- You may add additional Supplements to this spreadsheet.