Instructions for Fiscal Year 2018 Payroll Information

Please contact the Payroll Office with any questions, 972-883-2611.

**General Information**

New Hires for FY18 will need to be submitted through the normal channels. (HR for Staff, RA, TA & GA / Provost for Faculty & Lecturers / Career Center for student workers). No future new hires should be added to spreadsheets. Hire dates for new faculty is August 1st. Lecturers as well as RA/TA/GA is August 16th.

One ePAR will be completed to hire the employee in August. This information will be used to carry over the job and funding information for FY18. **YOU DO NOT NEED TO DO AN FY18 EPAR FOR AUGUST HIRES** unless something is changing on 09/01/17.

No information can be submitted for pay periods past 05/31/18 for Lecturers and TA’s. **(No Summer FY18 information).**

All data from the Lecturer and RA/TA/GA spreadsheets will be loaded in time for the August payroll which pays September 1st. All Faculty and Staff changes including merit will be loaded by September 4th. You may make changes to the data using ePAR starting on September 5th. Please contact the payroll office if you would like a verification spreadsheet to make reviewing your data easier for FY18. Job Data will be available to review on September 5th but funding with job data will be available closer to September 11th.

We will be using spreadsheets to submit information for FY18 for existing employees based on the following schedule:

- **LECTURER & TA / RA / GA SPREADSHEETS - NO LATER THAN AUGUST 4TH**
- **EXISTING HOURLY WORKERS SPREADSHEET – NO LATER THAN AUGUST 18TH**
- **CELL PHONE VERIFICATIONS – NO LATER THAN AUGUST 18**
- **SUPPLEMENT VERIFICATIONS – NO LATER THAN AUGUST 25**

Once a submission is made, it will be considered final. If you have changes to your submission, they will need to be submitted via ePAR after September 4th. **If you have questions or are concerned about the timing, please contact the Payroll Office.**

Submit your final worksheet to:  Payroll@utdallas.edu
General Spreadsheet Instructions:

Dept Id – If the department number is changing, just change this column to the correct department.

ID – UTD ID number, EE Record Number, Name – No changes should be made to these columns.

Job Code – Enter job code (for student workers, please enter work study job code if you have confirmed the employee will be work study starting on 09/01/17)

FTE – Enter FTE (cannot go beyond six decimal places)

Standard Hours – This field is calculated as FTE X 40. This field must be no more than two decimal places.

Compensation Rate at 1.0 FTE – Enter the 1.0 FTE Rate

Compensation Rate at FTE – This field is calculated using FTE and Compensation Rate at 1.0. Please do not enter anything in this field, however please verify this amount as this is the amount of pay the employee will receive for each full month of work.

Job Start – Enter start date

Job End – Enter end date

Funding Start – Enter start date for the funding that is entered. Please make sure you have submitted funding to cover the entire period that is included in the job start and end date.

Funding End – Enter end date for the funding. If you are adding additional cost centers add a row to the spreadsheet and enter the funding start and end date and the appropriate cost center and distribution percent.

Cost Center – Enter cost center for funding

Distribution % - Enter the distribution percent for funding. If more than one cost center, enter the percentage for each cost center. Please make sure your total is equal to 100%.

Needs a Termination – Please enter a Y in this field if you want to end the assignment / terminate this employee as they are not expected to work in your area in FY18.

Comments – Additional comments, if any.
Employee Pay Information

Faculty & Staff

Faculty and Staff FY18 information and funding will come from the Budget Planning Module (BPM). Merit information will come from the merit spreadsheets. We will send a list of changes (reclassifications, promotions etc...) that were entered in BPM. This list of employees will not require an ePAR. If you have additional changes that are not on this list, you will need to submit an ePAR after September 4th.

Lecturer I & II (Fall 8/16/17 – 12/31/17) - Due 8/4/17

If you do not expect the employee to teach again for UTD in FY18 put a “Y” in the Needs Termination column. (NO EPAR REQUIRED) Lecturers can also go on Short Work Break (SWB) if they will not be teaching again until Spring or Summer. Just enter a “Y” in SWB column. Lecturer assignments should only be submitted for Fall at this time.

Reminder – For Lecturer new hires, please do not use this spreadsheet and contact the Provost Office.

RA/TA/GA - (Fall 8/16/17 – 12/31/17, Spring 01/01/18 – 05/15/18) - Due 8/4/17

If you do not expect the employee to work again for UTD in FY18 put a “Y” in the Needs Termination column. (NO EPAR REQUIRED) Enter information for Fall and Spring.

Reminder – For RA/TA/GA new hires, please do not use this spreadsheet and contact Human Resources.

HOURLY SPREADSHEET (existing hourly workers as of 07/19/17) – Due 08/18/17

Use this spreadsheet for existing hourly workers to provide funding for FY18. You can also use this to change their rate of pay effective 09/01/17. If the employee will not be working in your department in FY18, please indicate to terminate the employee. This termination will be entered with an effective date of 08/31/17. NO EPAR REQUIRED.
Work study employees – Please change the job code to (S09996) and enter the department cost center for funding. We will work with the Career Center to get the appropriate shared cost center for the other portion of funding.

Reminder – For student worker new hires, please do not use this spreadsheet and contact the Career Center.

**CELL PHONE VERIFICATION** – Due August 18th. Verify that amount to pay for FY18 or you can change existing employee’s allowance and verify funding. Employees that are not currently receiving a cell phone allowance cannot be added. Please use an ePAR.

**SUPPLEMENT VERIFICATION** – Due August 25th. Verify Supplement amounts and funding that were submitted in BPM. Additional new year supplements will need to be added through ePAR.