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:

- **Research Assistants**
- **Teaching Assistants**

Please review the additional training document if you have ePAR access that describes the 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
Office of Budget and Finance
Payroll & Tax Services
Instructions for Fiscal Year 2024

- Lecturers I and II
- Faculty and Staff
- Student employees, including Federal Work-Study

Existing Employees

1. Research Assistants -

The fall assignment for RAs starts **08/16/2023**. All currently active RAs will be sent out on a spreadsheet as a reference, including the ones currently on short work break. **Payroll will automatically return from short work break all RAs currently on short work break status.**

**Action Item I –**

If an RA is expected to work in the fall, please enter FY24 information using the ePAR cheat sheet below. We are not accepting any job data information from the spreadsheet.

If an RA is not working in the fall - please submit an end assignment/termination ePAR to avoid payroll overpayments. Use “end assignment” if ending one or more multiple assignments, use “termination” if permanently leaving the university.

The deadline for fully approved ePAR fall assignments is **August 22th - monthly ePAR deadline**, however please submit ePARs **ASAP** for inclusion in the SHIP health insurance benefit program for RA/TAs.

RA assignments should be 8/16/23 – 8/15/24. If funding is unknown use a clearing cost center, and a “Change Funding Sources” ePAR may be used to update funding when known. If a RA terms before the end of the assignment, please submit a termination ePAR.

<table>
<thead>
<tr>
<th>What if..?</th>
<th>New Hire</th>
<th>Fall</th>
<th>ePAR Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>New Hire</td>
<td>New Appointment</td>
<td>New employee joining the university</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>Rehire</td>
<td>New Appointment - Rehire</td>
<td>Appointment type will be Rehire</td>
<td></td>
</tr>
<tr>
<td>RA</td>
<td>RA</td>
<td>Job Action Change (JAC)</td>
<td>Fall Assignment (using two-year DBT option if starts prior to 09/01)</td>
<td></td>
</tr>
<tr>
<td>RA</td>
<td>TA</td>
<td>Job Action Change (JAC)</td>
<td>Fall Assignment (using two-year DBT option if starts prior to 09/01)</td>
<td></td>
</tr>
<tr>
<td>Short Work Break</td>
<td>RA</td>
<td>Job Action Change (JAC)</td>
<td>Short Work Break returned automatically by Payroll, JAC for fall assign (see DBT info)</td>
<td></td>
</tr>
<tr>
<td>RA</td>
<td>RA - different dept</td>
<td>Transfer</td>
<td>Transfer ePAR initiated by receiving department</td>
<td></td>
</tr>
<tr>
<td>RA</td>
<td>Leaving the University</td>
<td>Termination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full RA</td>
<td>Split RA/TA</td>
<td>1. JAC on current assignment to reduce FTE &amp; 2. Submit a secondary assignment for new role</td>
<td>Total FTE should not exceed 0.50</td>
<td></td>
</tr>
</tbody>
</table>

2. Teaching Assistants –

The fall assignment for TAs starts **08/16/2023**. All currently active TAs will be sent out on a spreadsheet as a reference, including the ones currently on short work break. **Payroll will automatically return from short work break all TAs currently on short work break status.**
Office of Budget and Finance  
Payroll & Tax Services  
Instructions for Fiscal Year 2024

Action Item I

If a TA is expected to work in the fall, please enter FY24 information using the ePAR cheat sheet below. We are not accepting any job data information from the spreadsheet.

If a TA is not working in the fall - please submit an end assignment/termination ePAR to avoid payroll overpayments. Use “end assignment” if ending one or more multiple assignments, use “termination” if permanently leaving the university.

The deadline for approved ePAR fall assignments is **August 22th** - monthly ePAR deadline, however please submit ePARs ASAP for inclusion in the SHIP health insurance benefit program for RA/TAs.

TA assignments should be 8/16/23 – 5/15/24. If funding is unknown use a clearing cost center, and a “Change Funding Sources” ePAR may be used to update funding when known. If a TA terms before the end of the assignment, please submit a termination ePAR.

### Lecturers I & II - Job Codes F00050 and F00051

The fall assignment for lecturers starts **08/16/2023**. All currently active lecturers will be sent out on a spreadsheet as a reference, including the ones currently on short work break. **Payroll will automatically return from short work break all lecturers currently on short work break status.**

### Action Item I

If a lecturer is expected to work in the fall, please enter FY24 information using the ePAR cheat sheet below. We are not accepting any job data information from the spreadsheet.

If a lecturer is not working in the fall - please submit an end assignment/termination to avoid payroll overpayments. Use “end assignment” if ending one or more multiple assignments, use “termination” if permanently leaving the university.

The deadline for approved ePAR fall assignments is **August 22th** - monthly ePAR deadline.

For lecturer new hires, please contact the Provost Office. Please do not submit information for lecturers past 12/31/23.
Office of Budget and Finance
Payroll & Tax Services
Instructions for Fiscal Year 2024

Existing Hourly Employees
- All existing hourly employees, except for those that are C&G funded, will be rolled forward by the payroll office into FY24 using their current Job Data and cost center information.
- Existing hourly employees funded through a C&G cost center will require a FY24 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 FY24, 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.

Federal Work-Study Employees
- Work-study does not start until 09/01/23.
- You MUST enter a Job Attribute Change (JAC) ePAR to move the employee to work study effective 09/01/23. You cannot enter these until September 8th.
- Please change the job code to (S09996) 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 and 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 FY24 funding will come from the Budget Planning Module (BPM). This information will be updated for FY24 by September 8th.
- Merit, pay plan increases, faculty promotions and salary increases will be loaded in Job Data with the data from eMerit.
- All other 09/01 changes will need to be entered via ePAR. These changes can be entered starting on September 8th.

You can request an FY24 validation spreadsheet that will show current job data and funding information by sending an e-mail to payroll@utdallas.edu after September 8th.

Supplement Spreadsheet Verification
- Sent to department by August 10th and due August 24th.
- Verify Supplement amounts and funding that were submitted in BPM.
- Additional supplements should be submitted via an ePAR.