ePAR – Change Funding Source Detail Guide

What is a Change Funding Sources ePAR?

• Change the funding information for an employee’s regular wages
  o Change funding dates
  o Change cost centers
  o Change funding retroactively, resulting in reallocation of funds
• Change funding Sources ePAR CANNOT:
  o Extend current funding - use Job Attribute Change (JAC) ePAR
  o Supplemental pay (all earnings other than regular wages) - use Supplemental Pay ePAR

Enter a New ePAR

• Gemini for Departments > Personnel Info/Action > ePAR Action

• Select Change Funding Sources
Enter Employee ID

**Change Funding Sources**

- **Employee Information**
  - Empl ID
  - Name
  - EmpRec

- **Action**
  - Action: Change Funding Sources
  - Status
  - Request ID: 10/11/2023

- **Current Funding**
  - Start Date: 10/11/2023
  - End Date

- **Cost Center Info**
  - Earn Code
  - Cost Center
  - Cost Center Description
  - Percent
  - Monthly Amt
  - Total Amt
  - Benefits Estimate
  - Fund Code

(show funding and appointments from this date)

☐ Current and Future Fiscal Year

December 15, 2023
• If you don’t know the employee ID, click the magnifying glass to search by name

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Display Name</th>
<th>Job Code</th>
<th>Job Title</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles Brown</td>
<td>C06342</td>
<td>Senior Public Safety Officer</td>
<td>506000</td>
<td></td>
</tr>
<tr>
<td>Jessie Brown</td>
<td>S00634</td>
<td>Research Assistant</td>
<td>302500</td>
<td></td>
</tr>
<tr>
<td>Brandon Brown</td>
<td>S09997</td>
<td>Student Assistant</td>
<td>601050</td>
<td></td>
</tr>
</tbody>
</table>

**Current Funding**

• The Name, Job Code, Dept ID and Current Funding will auto-populate after entering Empl ID

• Select Funding Start Date for Proposed Funding (default as ePAR request date)

**Proposed Funding**

• The Funding Start Date should be consistent with Start Date of Proposed Funding

• Enter new Cost Center (if not known, click magnifying glass to search) and Percent
Multiple Periods

- Add a second date range by clicking “+” sign
- Remove the date range by click “-” sign
- Example: Bob is working on 37755008 Project through July 19th and switches to 37755006 on July 20th. The budget revision entered on Sept 7th for reallocation of funds

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%
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.

Reallocation and Retroactive Distribution Message

- If the dates entered resulted in funding changes past the most recent payroll period, this message will appear when the ePAR is saved. This means that funding will be altered retroactively based on the changes made, and a separate reallocation request is not necessary. This message will also appear upon ePAR submission.
- Note: reallocations specified by dollar amount rather than percentage cannot be accomplished by the current ePAR process. Please contact the Budget department for further assistance at budget@utdallas.edu

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

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

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
Submit/Contact Information

Save  Submit  Approve  Deny  Call Back

Department Approvals

REQUEST_ID=0018738: Pending  View/Hide Comments

Department
Self Approved
Carina Logmona  1/23/23  2:25 PM
Approved
Amanda R Molan  1/23/23  4:55 PM

Department
Pending
Multiple Approvers  10/12/23  2:16 PM

After Department

REQUEST_ID=0018738: Awaiting Further Approvals

Final Review
Not Routed
Multiple Approvers  1/22/23  2:16 PM

Not Routed
Multiple Approvers  1/22/23  2:16 PM

Save  Submit  Approve  Deny  Call Back  Send Back  Cancel  Copy  History