Vacant Position: Change Position Details



Overview

Under the Vacant Position menu, the Change Position Details item allows a change to the date for a current vacant position.



If a position is occupied with an the employee is not terminating, you will need to change the record via the Employee Transaction – Employee Change in Dept menu item. If the employee is soon-to-be terminated, please attach the resignation letter OR provide a justification why an ePAR is being processed to change the position details prior to the termination ePAR being processed.

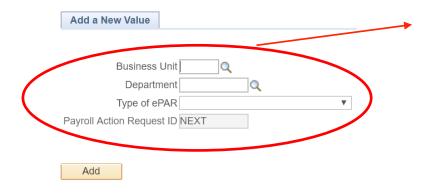
Step 1: Access ePAR

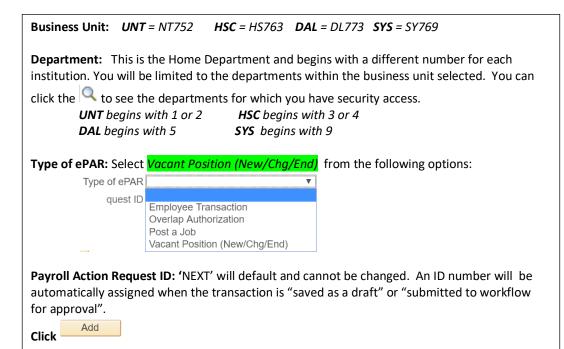
Step 2: Select "Add a new ePAR" menu item.

Add a new ePAR
Create a new Personnel Action Request (ePAR) that is routed electronically for approval via workflow.

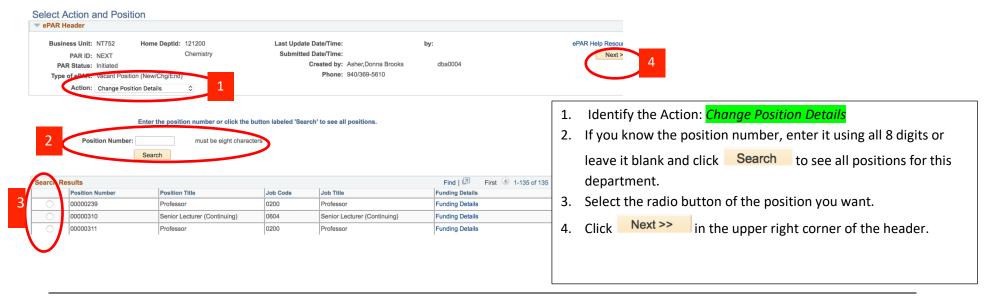
Step 3: Enter Transaction Information

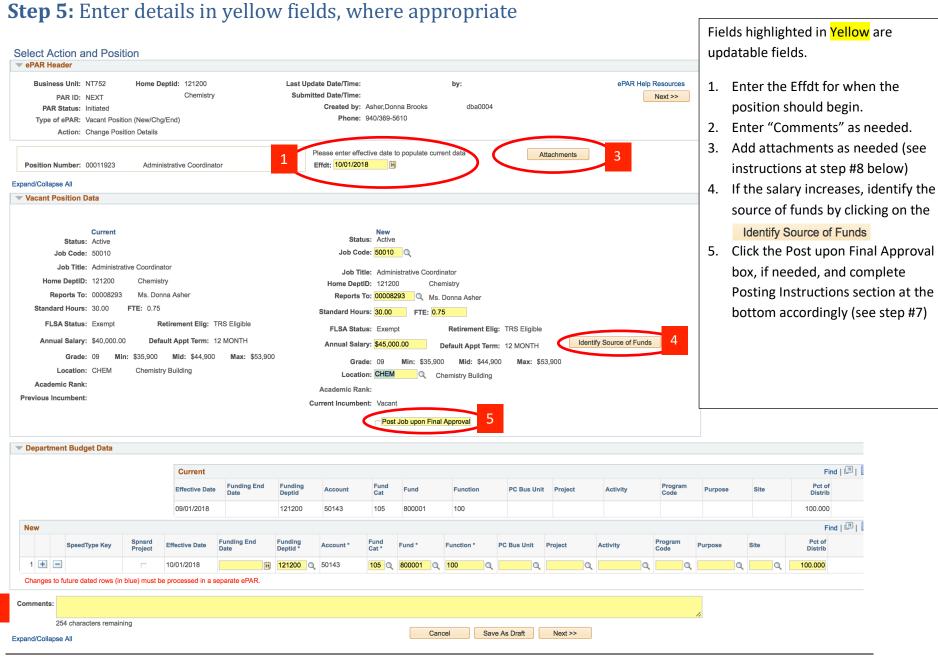
Add a New ePAR





Step 4: Identify Action & Select the position number





Step 6: Identify the Source of Funds

ePAR - Transfer Funds Info

Please identify one or more funding sources that will cover the new or increased salary amount. Include the complete chartstring(s).

When identifying source(s) of funds for sponsored projects, use a C Level account value from the list. For all other sources, use a D Level account value from the list.

For questions regarding deptids or non-sponsored projects, contact your Budget Office. For questions regarding sponsored projects, contact your Research/Grants Office.



This information will be used by the Budget and/or Research/Grant Office to inform them of the chartstring that will be used to fund this increase. You are not limited to 'payroll related' funding sources – see the Q to view the complete list of budget level C and D Accounts. For example, if your source to fund this overlap will come from travel funds at the D level, select that value from the "C/D Level Account" field.

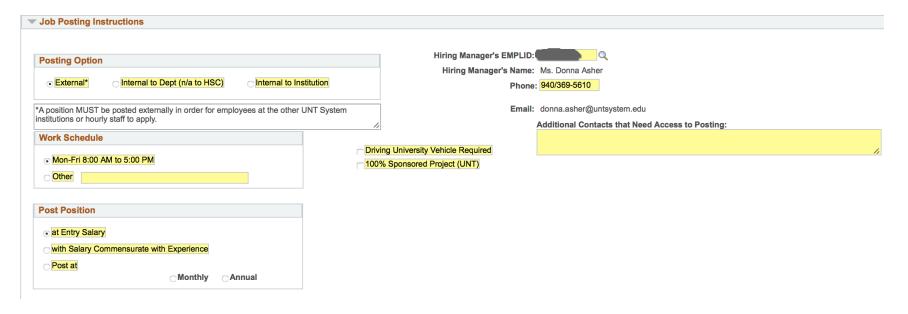
You may add multiple lines as needed by clicking the "+". Adjust the 'Percent of Distribution' accordingly.

Click "OK" when done.

Step 7: Post Upon Final Approval (if applicable)

Complete this section to provide instructions to the HR Talent Acquisition Team (or UNT Provost Office for UNT faculty) for posting into PeopleAdmin system. Do NOT use this for student employees as they are not recruited via PeopleAdmin.

Staff Posting instructions for UNT/UNT Dallas/UNT System Administration:



Faculty Posting instructions for UNT only:

▶ Job Posting Instructions **▼ VPAA-130 - Faculty Recruitment Request** Is this an Endowed Chair/Professor position? Non-Tenure Track Term Limits: One Year or Multiple Year (# of Years) Anticipated Hire Date Requested Salary Search Committee Chair Name (if known) **%** Please explain the need for this position, including enrollment demands, curriculum offerings, teaching assignments, and any anticipated administrative services. Provide a general description of the field of scholarship or artistic performance and its importance to the field currently and anticipated for the foreseeable future (please attach additional documentation if needed) Please document the office and lab space assignments(s) for this position by building and room number(s). Additionally, please document if any additional space and/or lab requirements are needed, and if any new construction or renovations are anticipated. Attach short form from facilities for construction/renovation projects. **S** How was the requested salary determined? Please attach any salary documentation used in calculation of salary. Please also include the CIP code(s) for the academic program(s) most closely associated with this position. (If applicable) How does the targeted research program for this position complement existing research that is occurring within the college? Are there interdisciplinary research opportunities that would advance UNT's research profile? If requesting an Associate or Full Professor, provide a brief explanation of what you expect a senior person to contribute and why this rank is important to the department.

Step 8: Add Attachments (if applicable)

- 1. Attach document(s) as needed clicking Attachments.
- 2. Click Add Attachment
- 3. Click "Choose File" and browse to find file then choose it
- 4. Describe the attachment and click "OK"
- 5. Click Upload
- 6. Verify by viewing attachment
- 7. Return to ePAR

Step 9: Review ePAR for accuracy and submit

- 1. Review the ePAR for accuracy comparing both Current and New data
- 2. Click Next >> if ready to proceed with submission
- 3. Click Submit PAR for Approval if workflow looks correct and is ready to submit for approval. Note: you can ad hoc any

approver or review to the workflow by clicking on

