Glossary of UNT System Human Resources Terminology

Talent Acquisition representatives use a variety of acronyms and abbreviations. Here's a guide to help us speak the same language:

Applicant: A person who submits a formal application for an open position.

Candidate: A person under consideration for the position or job.

CHC: Criminal History Check. The process of discovering and compiling the criminal records of a Candidate.

Dispositioning: The process of ensuring Applicants who are not hired are accurately coded; updating the Applicant's status to reflect their outcome in the selection process.

Encryption: The process of encoding messages or information in such a way that only authorized parties can access. Talent Acquisition's way of ensuring data security.

ePAR: Electronic Payroll Action Request. This is an electronic form to process pay and termination transactions for all employees.

EIS: Enterprise Information System. An internal information system that improves the functions of an enterprise's business processes by integration.

EUID: Enterprise-Wide User Identification. The unique electronic ID created for each individual affiliated with UNT System entities.

E-Verify: Compares information from an employee's Employment Eligibility Verification Form I-9 to data from U.S. government records.

EMPLID: Employee Identification. A unique eight-digit number issued to all prospective, admitted or current Students, Faculty, Staff and sponsored guests of UNT System entities.

Forms library: Frequently used forms for Human Resources functions, located on the UNT System website. Forms for Business Support Services and other operational areas also are located here. Find the current, preferred form in the Forms library.

HRM: Human Resource Management Form. A HRM-4/Budget/Recruitment Form is used to request a new position or to make changes to a position such as classification, funding, salary, etc. This form must be approved by appropriate campus representatives before submitting to HR. (Many forms have been re-named and updated; find current versions online.)

HSC: Health Science Center. The UNT Health Science Center is comprised of five graduate professional schools of medicine and health, and is in Fort Worth, Texas.

HM: Hiring manager. The employee responsible for hiring for a vacant position.

Image Now/Perceptive Content: Database where HRM's are processed and employee records are stored.

I-9: Federal form used to verify the identity and employment authorization of Individuals hired for employment at UNT System entity. See **E-Verify**.

Non-Student Hourly: Individuals employed to meet unexpected workloads or other short-term situations. They are paid a minimum hourly rate and are not eligible for benefits or paid time off.

Onboarding: The process through which new employees acquire the necessary knowledge and tools to become effective organizational members. This encompasses the period from cleared CHC results through the second week of employment.

PA: PeopleAdmin software system used by UNT System Human Resources as an Applicant Tracking System. Each campus utilizes a different version of this program. All applicants seeking employment with UNT System entities must apply for vacancies using this system.

Payroll: An ePar submission is necessary to add (or remove) an employee to the payroll. After hiring, managers work with Payroll staff to manage time and labor and related salary record keeping.

RSM: Recruitment Strategy Meeting. The initial conversation between the hiring manager and a recruiter to gather key details regarding a job requisition.

Req: Requisition. A vacant or new position that has been approved for posting on PeopleAdmin.

Self-Service: Refers to personal employee information found on EIS sites MyUNT, MyHSC, MyDallas, MySystem. An employee ID and password is required to access these sites, which shows vacation, sick leave, paychecks, log in for emergency notification and similar private information. New hires cannot access EIS until they receive an EUID.

SLA: Service Level Agreement. An agreement between two parties delineating the level of service expected from the service provider.

Shortlist: A list of preferred qualified candidates that have been selected for final consideration.

Talent Acquisition: The Human Resources department that assists departments at all System locations, as we seek to recruit and hire qualified individuals who will add skills and value to our workforce.