



Overlap Authorization

Overview

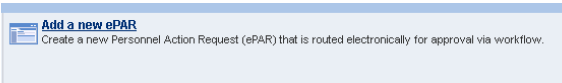
Overlaps are requested when there is a need to have multiple people occupy the same budgeted position for a temporary period of time, usually for less than one (1) month. The primary reason for an overlap is the need for the terminating employee to train the newly hired employee.



When a position is occupied by multiple people via an overlap, salaries and benefits for all incumbents will be encumbered as long as multiple employees occupy the position.

Step 1: Access ePAR

Step 2: Select “Add a new ePAR” menu item.



Step 3: Enter Transaction Information

Add a New ePAR

Add a New Value

Business Unit

Department

Type of ePAR

Payroll Action Request ID

Business Unit: *UNT = NT752 HSC = HS763 DAL = DL773 SYS = SY769*

Department: This is the Home Department and begins with a different number for each institution. You will be limited to the departments within the business unit selected. You can click the to see the departments for which you have security access.
UNT begins with 1 or 2 HSC begins with 3 or 4
DAL begins with 5 SYS begins with 9

Type of ePAR: Select *Overlap Authorization* from the following options:

Type of ePAR

- Employee Transaction
- Overlap Authorization
- Post a Job
- Vacant Position (New/Chg/End)

Payroll Action Request ID: ‘NEXT’ will default and cannot be changed. An ID number will be automatically assigned when the transaction is “saved as a draft” or “submitted to workflow for approval”.

Click

Step 4: Identify/Select the position number

Select Position

ePAR Header

Business Unit: NT752 Home Deptid: 121100 Last Update Date/Time: **Next >>** **3**
 PAR ID: NEXT Biological Sciences Submitted Date/Time:
 PAR Status: Initiated Created by: Asher, Donna Brooks
 Type of ePAR: Overlap Authorization Phone: 940/369-5610

Enter the position number or click the button labeled 'Search' to see occupied positions for the department chosen.

1 Position Number: must be eight characters

<input type="radio"/>	00000892	Assoc Professor	0300	Assoc Professor	Funding Details
2 <input type="radio"/>	00001009	Instructional Lab Supervisor	47130	Instructional Lab Supervisor	Funding Details
<input type="radio"/>	00001132	Instructional Lab Supervisor	47130	Instructional Lab Supervisor	Funding Details

1. If you know the position number, enter it using all 8 digits or leave it blank and click **Search** to see all occupied positions for this department.
2. Select the radio button of the position you want.
3. Click **Next >>** in the upper right corner of the header.

Step 5: Enter details related to the overlap

ePAR Header

Business Unit: NT752 Home Deptid: 121100 Last Update Date/Time: by:
 PAR ID: NEXT Biological Sciences Submitted Date/Time:
 PAR Status: Initiated Created by: Asher, Donna Brooks dba0004
 Type of ePAR: Overlap Authorization Phone: 940/369-5610

Position Number: 00008653 Administrative Specialist **1** Effdt:
2 Position Overlap End Date:

3 Comments: 251 characters remaining

Fields highlighted in **Yellow** are updatable fields.

1. Enter the start date for the overlap period in the "Effdt" field.
2. Enter the end date for the overlap period in the "Position Overlap End Date" field.
3. Enter "Comments" as needed.

Step 6: Identify the Source of Funds

ePAR Header

Business Unit: NT752 Home Deptid: 121100 Last Update Date/Time: by:
 PAR ID: NEXT Biological Sciences Submitted Date/Time:
 PAR Status: Initiated Created by: Asher, Donna Brooks dba0004
 Type of ePAR: Overlap Authorization Phone: 940/369-5610

Position Number: 00008653 Administrative Specialist Effdt: [3]

Position Overlap End Date: [3]

Identify Source of Funds Attachments

You must identify the source of funds for this overlap as it will cost more money to pay multiple people for one position.

Click on the **Identify Source of Funds** to enter funding source information.


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.

	C/D Level Account	Department *	Fund Category *	Fund *	Function *	PC Business Unit	Project	Activity	Program Code	Purpose	Site	Percent of Distribution
<input type="button" value="+"/>	<input type="text"/>	121100	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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  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: Add Attachments (if applicable)

ePAR Header

Business Unit: NT752	Home Deptid: 121100	Last Update Date/Time:	by:
PAR ID: NEXT	Biological Sciences	Submitted Date/Time:	
PAR Status: Initiated		Created by: Asher, Donna Brooks	dba0004
Type of ePAR: Overlap Authorization		Phone: 940/369-5610	

Position Number: 00008653 Administrative Specialist Effdt:

Position Overlap End Date:

1

1. Attach document(s) as needed using **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

2 Please do not attach medical documentation. Contact Human Resources directly if you have medical documentation to share with them and/or that should be placed in the employee's personnel file.

[Return to ePAR](#)

3 no file selected

4

Description

File Attachment x

[Help](#)

Choose File Test attachme... ePAR testing

5 Upload Cancel

Add Attachment Please do not attach medical documentation. Contact Human Resources directly if you have medical documentation to share with them and/or that should be placed in the employee's personnel file.

7 Return to ePAR

Please select a document before clicking "View" or "Delete"

#	Description	view	Delete
6 1	test doc	View	Delete

Step 8: Review ePAR for accuracy and submit

Position Number: 00008653 Administrative Specialist Effdt: 09/01/2018 2 attachments

Position Overlap End Date: 09/15/2018 [x]

Identify Source of Funds

Comments: employee is retiring and we need to cross train for 2 weeks.

194 characters remaining

Cancel Save As Draft Next >> **1**

Position Number: 00008653 Administrative Specialist Effective Date: 09/01/2018

Comments: employee is retiring and we need to cross train for 2 weeks.

194 characters remaining

2 Submit PAR for Approval

1. Click Next >> if ready to proceed with submission
2. Click Submit PAR for Approval if workflow looks correct and is ready to submit for approval.