

# Vacant Position: Change Position Details



UNT | SYSTEM™

## Overview

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



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*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.*

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## 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

**Add a New Value**

Business Unit

Department

Type of ePAR

Payroll Action Request ID

**Add**

**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 **Vacant Position (New/Chg/End)** from the following options:

Type of ePAR

quest ID

- 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 **Add**

## Step 4: Identify Action & Select the position number

### Select Action and Position

**ePAR Header**

Business Unit: NT752 Home Deptid: 121200 Last Update Date/Time: by: ePAR Help Resou

PAR ID: NEXT Chemistry Submitted Date/Time: Next > **4**

PAR Status: Initiated Created by: Asher, Donna Brooks dba0004

Type of ePAR: Vacant Position (New/Chg/End)

Action: **Change Position Details** **1**

Enter the position number or click the button labeled 'Search' to see all positions.

**2** Position Number:  must be eight characters

**Search**

**3** Search Results

Position Number	Position Title	Job Code	Job Title	Funding Details
<input type="radio"/> 00000239	Professor	0200	Professor	<a href="#">Funding Details</a>
<input type="radio"/> 00000310	Senior Lecturer (Continuing)	0604	Senior Lecturer (Continuing)	<a href="#">Funding Details</a>
<input type="radio"/> 00000311	Professor	0200	Professor	<a href="#">Funding Details</a>

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

# Step 5: Enter details in yellow fields, where appropriate

## Select Action and Position

**ePAR Header**

Business Unit: NT752 Home DeptID: 121200 Last Update Date/Time: by: ePAR Help Resources  
 PAR ID: NEXT Chemistry Submitted Date/Time: Next >>  
 PAR Status: Initiated Created by: Asher, Donna Brooks dba0004  
 Type of ePAR: Vacant Position (New/Chg/End) Phone: 940/369-5610  
 Action: Change Position Details

Position Number: 00011923 Administrative Coordinator

Please enter effective date to populate current data  
 Effdt: 10/01/2018

Attachments

Expand/Collapse All

**Vacant Position Data**

<b>Current</b> Status: Active Job Code: 50010 Job Title: Administrative Coordinator Home DeptID: 121200 Chemistry Reports To: 00008293 Ms. Donna Asher Standard Hours: 30.00 FTE: 0.75 FLSA Status: Exempt Retirement Elig: TRS Eligible Annual Salary: \$40,000.00 Default Appt Term: 12 MONTH Grade: 09 Min: \$35,900 Mid: \$44,900 Max: \$53,900 Location: CHEM Chemistry Building Academic Rank: Previous Incumbent:	<b>New</b> Status: Active Job Code: 50010 Job Title: Administrative Coordinator Home DeptID: 121200 Chemistry Reports To: 00008293 Ms. Donna Asher Standard Hours: 30.00 FTE: 0.75 FLSA Status: Exempt Retirement Elig: TRS Eligible Annual Salary: \$45,000.00 Default Appt Term: 12 MONTH Grade: 09 Min: \$35,900 Mid: \$44,900 Max: \$53,900 Location: CHEM Chemistry Building Academic Rank: Current Incumbent: Vacant
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Identify Source of Funds

Post Job upon Final Approval

## Department Budget Data

Current															Find
Effective Date	Funding End Date	Funding Deptid	Account	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program Code	Purpose	Site	Pct of Distrib		
09/01/2018		121200	50143	105	800001	100							100.000		

New															Find
SpeedType Key	Spnsrd Project	Effective Date	Funding End Date	Funding Deptid *	Account *	Fund Cat *	Fund *	Function *	PC Bus Unit	Project	Activity	Program Code	Purpose	Site	Pct of Distrib
1		10/01/2018		121200	50143	105	800001	100							100.000

Changes to future dated rows (in blue) must be processed in a separate ePAR.

Comments:

254 characters remaining

Cancel Save As Draft Next >>

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

1. Enter the Effdt for when the position should begin.
2. Enter "Comments" as needed.
3. Add attachments as needed (see instructions at step #8 below)
4. If the salary increases, identify the source of funds by clicking on the **Identify Source of Funds**
5. Click the Post upon Final Approval box, if needed, and complete Posting Instructions section at the bottom accordingly (see step #7)

2

## Step 6: Identify the Source of Funds


### 4 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"/>	<input type="text" value="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: 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:

**Job Posting Instructions**

**Posting Option**

External\*    Internal to Dept (n/a to HSC)    Internal to Institution

\*A position MUST be posted externally in order for employees at the other UNT System institutions or hourly staff to apply.

**Work Schedule**

Mon-Fri 8:00 AM to 5:00 PM    Other [ ]

Driving University Vehicle Required  
 100% Sponsored Project (UNT)

**Post Position**

at Entry Salary    with Salary Commensurate with Experience    Post at [ ]

Monthly    Annual

Hiring Manager's EMPLID: [ ]

Hiring Manager's Name: Ms. Donna Asher

Phone: 940/369-5610











Email: donna.asher@untsystem.edu

**Additional Contacts that Need Access to Posting:** [ ]

Faculty Posting instructions for UNT only:

▶ Job Posting Instructions

▼ VPAA-130 - Faculty Recruitment Request

Is this an Endowed Chair/Professor position?	<div style="background-color: yellow; height: 50px; width: 100%;"></div> 
Non-Tenure Track Term Limits: One Year or Multiple Year (# of Years)	<div style="background-color: yellow; height: 50px; width: 100%;"></div> 
Anticipated Hire Date	<div style="background-color: yellow; height: 50px; width: 100%;"></div> 
Requested Salary	<div style="background-color: yellow; height: 50px; width: 100%;"></div> 
Search Committee Chair Name (if known)	<div style="background-color: yellow; height: 50px; width: 100%;"></div> 
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)	<div style="background-color: yellow; height: 50px; width: 100%;"></div> 
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.	<div style="background-color: yellow; height: 50px; width: 100%;"></div> 
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.	<div style="background-color: yellow; height: 50px; width: 100%;"></div> 
(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?	<div style="background-color: yellow; height: 50px; width: 100%;"></div> 
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.	<div style="background-color: yellow; height: 50px; width: 100%;"></div> 

## 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 add any approver or review to the workflow by clicking on 