

Additional Pay for Current Employees

To submit additional pay for a current employee you will need to do a new ePAR (electronic payroll action request.)

- Go To myhr.unt.edu and login.
- Enter EUID and password.
- Sign In or press Enter.



System Login

EUID (required)

Password (required)

Sign In

Trouble logging in?
[Activate my account](#)
[What's my EUID?](#)
[Reset my password](#)

The Enterprise Information System is the primary administrative information resource for the University of North Texas System.

This system is the property of the University of North Texas System and your use of this resource constitutes an agreement to abide by relevant federal and state laws and institutional policies. Unauthorized use of this system is prohibited. Violations can result in penalties and criminal prosecution. Usage may be subject to security testing and monitoring. Users have no expectation of privacy except as otherwise provided by applicable privacy laws. Please see <https://www.untsystem.edu/about-us/policies> for more details.

Web Browsers & Settings

Follow the navigation > **Main Menu** > **Campus Self Service** > **Add a new ePAR**

Favorites ▾ Main Menu ▾ > Campus Self Service ▾ > Add a new ePAR

EIS ENTERPRISE INFORMATION SYSTEM jjc0005 on HRPD (easapp27.its.unt.edu) - Production
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Payroll Action Request

Add a New Value

Business Unit

Department

Payroll Action

Payroll Action Request ID


Employee Change within Dept

Hire

Termination


Transfer from another Dept

- Enter the employee’s department number and then choose *Employee Change within Dept.* from the drop down.
- Search for the employee by EMPLID or First and Last Name.




AVOID PITFALL You will view all active records for that employee in that department. Check to make sure that you have selected the correct job record that needs the additional pay. If the incorrect record is selected it could lead to an error in the system such as an overpayment.

- When you have selected the employee, the ePAR fields will open.
- You will then need to select the correct effective date.



AVOID PITFALL Please make sure that the effective date for the start of the additional pay is correct – putting in an incorrect date can cause an overpayment! **Note:** Some additional pay items are prorated so be aware of this when you choose a date other than the first day of the month.

Please enter effective date to populate current data

Effdt: 


- Open the Additional pay section of the ePAR to enter funding.

▼ **Additional Pay Data**

(Effective date will auto fill with the date you entered at the start of the ePAR.)

Sponsor Project	SpeedType Key	Effective Date	End Date	Earnings Code	Addl Seq#	Amount to Pay	Total Amount to Pay	Pay Freq	Funding Position Number	Dept	Account	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program Code	Purpose	Site	
		06/01/2017			1																

- End Date is used to indicate the last day the additional pay item will be paid.



AVOID PITFALL The end date in the main ePAR funding date does not affect additional pay – you must put an end date in the additional pay line. If you need to end additional funding early you must do a change ePAR and enter a new additional funding end date.

- Select the earnings code from the drop down list. *(Make sure that the employee is eligible for the selected additional pay.)*
- Enter the amount to pay and the **Total Amount to Pay** , then select the **Pay Freq**
- For monthly employees you can only select **once monthly** only. **Semi-employees** have more than one option. They can be paid once monthly or semi-monthly.
- Enter in the correct funding ChartString. This may be different then the salary funding. Make sure to include any program codes, purpose codes or site codes as needed.
- In the **Comments** section of the ePAR please summarize the reason for additional pay and if payment has an end date. This will help approvers know what you were intending with the submitted ePAR.

Questions?

- Email [Payroll](#) or call 855-878-4357, from 8 a.m. to 5 p.m., Monday through Friday.
- Contact UNT Campus Human Resources, AskHR@unt.edu, 8 a.m. to 5 p.m., Monday through Friday.

Thank you for your assistance and your service to UNT!

