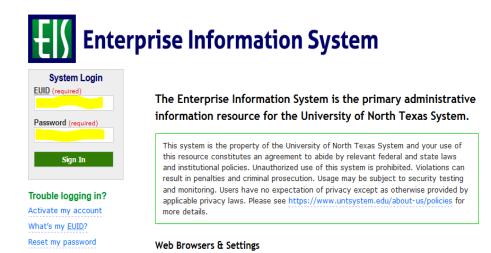


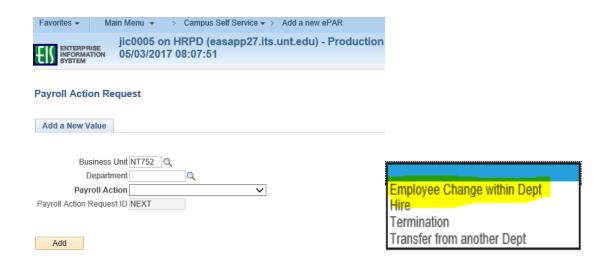
Additional Pay for Current Employees

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.



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



- 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.

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 fieds will open.
- You will then need to select the correct effective date.

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.

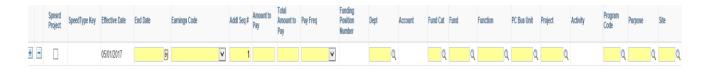
Please enter effective date to populate current data

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.)



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

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, <u>AskHR@unt.edu</u>, 8 a.m. to 5 p.m., Monday through Friday.

Thank you for your assistance and your service to UNT!

