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 primarily 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

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:

- 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

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

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

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.

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 [link](#) 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)

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.
Step 8: Review ePAR for accuracy and submit

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.