

# HIRING UNT DALLAS POLICE OFFICERS FOR SPECIAL SECURITY DETAIL

FULLY COMPLETE AND SUBMIT THE REQUEST FOR [SECURITY STAFFING REQUEST](#) TO LT. JAKIM WILLIAMS. THE FORM CAN BE FOUND ON THE POLICE DEPARTMENT WEB PAGE POLICE.UNTDALLAS.EDU, UNDER THE CAMPUS SERVICES TAB.

UPON RECEIPT OF THE APPROVED FORM, FROM THE POLICE DEPARTMENT, YOU WILL BE PROVIDED WITH THE NAME(S), EMPLID(S), AND HOURLY RATE(S) FOR THE INDIVIDUAL(S) ASSIGNED TO WORK THE EVENT.

THE HIRING DEPARTMENT SUBMITS AN ePAR FOR EACH OFFICER HIRED FOR THE EVENT.

INSTRUCTIONS FOR COMPLETING THE ePAR IS SHOWN BELOW.

### Add a New ePAR

[Add a New Value](#)

Business Unit

Department

Type of ePAR

Payroll Action Request ID

### Select Action and Employee

▼ ePAR Header

Business Unit: DL773	Home Deptid:	Last Update Date/Time:
PAR ID: NEXT		Submitted Date/Time:
PAR Status: Initiated		Created by:
Type of ePAR: Employee Transaction		Phone:
Action: <input type="text" value="Hire"/>		
Reason: <input type="text" value="Hourly"/>		

Enter the emplid or any portion of the first and/or last name.

EMPLID:  **CONTACT POLICE DEPARTMENT FOR OFFICER ID(s)**

First Name:  Last Name:

EFFECTIVE DATE IS THE FIRST (1<sup>ST</sup>) DAY OF THE MONTH IN WHICH THE EVENT OCCURS.

Select Action and Employee

ePAR Header

Business Unit: DL773 Home Deptid: Last Update Date/Time: by: ePAR Help Resources

PAR ID: NEXT Submitted Date/Time: Next >>

PAR Status: Initiated Created by:

Type of ePAR: Employee Transaction Phone:

Action: Hire

Reason: Hourly

Empl ID: Empl Rcd: Name: Please enter effective date to populate current data Attachments

Effdt: 11/01/2019 ENTER THE 1st OF THE MONTH

JOB CODE TO USE: 1814 (NON-STUDENT HELP – HOURLY).

STD. WEEKLY HOURS: NUMBER OF HOURS OF THE OFFICER IS EXPECTED TO WORK, MINIMUM 4.

HOURLY RATE: CONTACT UNT DALLAS POLICE DEPARTMENT ADMIN FOR THIS RATE.

(RATE MUST EQUAL THE OFFICERS 1.5 COMPENSATORY OVERTIME RATE, IN ACCORDANCE WITH UNT DALLAS POLICY 5.018 COMPENSATORY LEAVE AND OVERTIME GUIDELINES).

Job Data

Current Home Deptid: New Home Deptid:

Position Number: Position Number:

Employee Status: Employee Status: Active

Job Code: Job Code: 1814 Non-Student Help - Hourly

Location: Location: UNTD SELECT APPLICABLE LOCATION FROM THE LIST

Salary Grade: Salary Grade: H01

Std. Weekly Hours: Std. Weekly Hours: 8.00 MINIMUM OF 4 HOURS

FTE: FTE: 0.20

Hourly Rate: Hourly Rate: CONTACT POLICE DEPARTMENT FOR THE HOURLY RATE(S)

Reports to Supv ID: Reports to Supv ID: 10280771 Christopher Shaw AS PER CHIEF SHAW

Webclock/Desk Patrol DO NOT CHECK WEBCLOCK

UNDER DEPARTMENT BUDGET DATA: FUNDING END DATE WILL BE THE LAST DAY OF THE MONTH IN WHICH THE EVENT OCCURS.

Department Budget Data

Current

Effective Date	Funding End Date	Funding Deptid	Account	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program Code	Purpose	Site	Pot of Distrib

ENTER LAST DAY OF THE MONTH

New

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	Pot of Distrib
1		11/01/2019	11/30/2019		50341										100 000

ENTER CHART STRING OF THE FUNDING ACCOUNT

Comments: PROVIDE EVENT NAME, DATE, AND TIMES

CHART STRING TO USE: THAT OF THE HIRING DEPARTMENT(S). IF MORE THAN ONE DEPT IS PAYING FOR THE SERVICES, CLICK THE + AND ADJUST THE PCT OF DISTRIBUTION ACCORDINGLY.

**Department Budget Data**

**Current**

Effective Date	Funding End Date	Funding Deptid	Account	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program Code	Purpose	Site	Po Dis

**New**

SpeedType Key

+ -

**ENTER LAST DAY OF THE MONTH**

Spensd Project	Effective Date	Funding End Date	Funding Deptid	Account	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program Code	Purpose	Site
	11/01/2019	11/30/2019		50341									

ENTER CHART STRING OF THE FUNDING ACCOUNT

**Comments:** PROVIDE EVENT NAME, DATE, AND TIMES

Pct of Distrib: 100.000

ATTACHMENTS: REQUEST FOR SECURITY STAFFING OR SECURITY EVALUATION FORM AND ANY RELATED CORRESPONDENCE OR EMAILS MUST BE ATTACHED TO THE ePAR.

★ PLEASE FORWARD THE ePAR APPROVAL TO THE POLICE DEPARTMENT AND THE INDIVIDUAL(S) WORKING THE EVENT.