

ePAR Project

Set-up Tables Valid Values

Business Unit Default Table:

Navigation:

- Manage GTeForms
- ePAR Setup
- Business Unit Default Table

Business Unit:

- HR730 UH Main
- HR759 UH Clear Lake
- HR765 UH Victoria
- HR783 UH System
- HR784 UH Downtown

Pay Group:

Comp Frequency:

- H Hourly
- M Monthly

Pay Group:

- CBW Clear Lake Bi-Weekly
- DBW Downtown Bi-Weekly
- HBW Houston Bi-Weekly
- SBW System Bi-Weekly
- VBW Victoria Bi-Weekly
- CMO Clear Lake Monthly
- DMO Downtown Monthly
- HMO Houston Monthly
- SMO System Monthly
- VMO Victoria Monthly

Holiday Schedule:

Reg/Temp Flag:

- R Regular
- T Temporary

Holiday Schedule:

- CHS Clear Lake Holiday Schedule
- DHS Downtown Holiday Schedule
- EHS UHS Employee Holiday Schedule
- NONE Not Eligible for Holiday Pay
- VHS Victoria Holiday Schedule

ePAR Project Set-up Tables Valid Values

Employee Class Defaults Table:

Navigation:

Manage GTeForms
ePAR Setup
Employee Class Default Table

Empl Class:

- F Faculty
- O Faculty Overload
- S Grad Assts
- A Prof/Admin
- J Hourly Student Workers
- I Monthly Student Workers
- K Support Staff

Page 1 – Employee Class Defaults Table:

Comp Frequency:

- H Hourly
- M Monthly

Rate Code:

- NAANL Annual
- NAHRLY Hourly

Business Unit:

- HR730 UH Main
- HR759 UH Clear Lake
- HR765 UH Victoria
- HR783 UH System
- HR784 UH Downtown

Reg/Temp Flag:

- R Regular
- T Temporary

Job Code:

Empl Class/Job Code Worksheet attached

ePAR Project Set-up Tables Valid Values

Page 2 – Benefit Program Defaults

Officer Code:

- A 9 pay 9 Faculty
- B 9 pay 12 Faculty
- C 10 month Faculty
- D 11 month Faculty
- E 12 month Faculty
- F Fall Semester
- G Spring Semester
- H Summer
- N None
- O 10 pay 12 Faculty
- P 11 pay 12 Faculty

Reg/Temp Flag:

- R Regular
- T Temporary

Standard Hours:

- Less Than 40
- 40

ePAR Project Set-up Tables Valid Values

Ben Program:

- F10 Faculty FT 10 pay 10
- F11 Faculty FT 11 pay 11
- F12 Faculty FT 11 pay 12
- F13 Faculty FT 10 pay 12
- FA1 Faculty FT 9 pay 9
- FA2 Faculty FT 9 pay 12
- FT3 Faculty FT 12 month
- P10 Faculty PT 10 pay 10
- P11 Faculty PT 11 pay 11
- P12 Faculty PT 11 pay 12
- P13 Faculty PT 10 pay 12
- PA1 Faculty PT 9 pay 9
- PA2 Faculty PT 9 pay 12
- PT3 Faculty PT 12 month
- FT1 Staff FT Non-Exempt
- FT2 Staff FT Exempt
- PT1 Staff PT Non-Exempt
- PT2 Staff PT Exempt
- IN1 Ins Elig GAs 12 month
- IN9 Ins Elig GAs 9 month
- CMP NBE Non-Exempt
- NBE NBE Exempt