Change FTE for Faculty, TEAMS & USPS

FTE Changes for TEAMS, USPS and Faculty are carried out as position actions in Organizational Development. Note that you should always contact your HR Benefits Office regarding FTE reductions, as this may impact an employee’s benefits. A reduction in FTE requires a signed letter from the employee. The letter should be routed to Classification & Compensation.

Security Roles
You need the Originator or Approver security roles to perform the actions described in this guide:
- The Originator Roles: UF_HR Department Hiring and UF_HR View/Inquiry
- The Level 1 Approver Role: UF_HR_Level 1 Approver, UF_HR_APPR_POSN1 and UF_HR View/Inquiry

Before you begin, you will need the following:
- Effective Date
- Position number
- New FTE/Standard Hours

Procedure
1. Log on to myUFL. Click the Main Menu link.
2. Click the Organizational Development link.
3. Click the Position Management link.
4. Click the Maintain Positions/Budgets link.
5. Click the Add/Update Position Info link.
6. Enter the Position Number.
7. Click the Search button.
8. Data within myUFL is held in 'rows'. To make any changes, you need to add a row. Click the plus + sign.
9. You can enter the Effective Date, or you can use the calendar to look up. Note that the Effective Date should always be the first day of a pay period. Details of payroll schedules can be found at www.fa.ufl.edu/payroll/
10. Click the Reason field.
11. In the Look Up screen you can choose to search using any of the fields shown, or you can click the Look Up button to see all options.
12. Select FTE: FTE Change
13. In the Job Information section, verify all details are correct. If moving from full time to part-time (or vice versa), use the dropdown list to change the Full/Part Time field.
14. Enter new weekly hours in the Standard Hours field.
15. In the Specific Information tab ensure both Update Incumbents and Include Salary Plan/Grade boxes are checked.
16. Click to expand the Education & Government section. Change the FTE to match the new hours.
17. Click Save
18. You may see a warning note regarding the Report To field. If you need to enter this, go back and do so. If not you can ignore this warning and click OK.
Initiate the approval process workflow for the position action

1. Use the navigation breadcrumb trail at the top of the page to select the **Position Management** link.
2. Click the **UF_HR_APPR_POSN_GBL** link.
3. Notice the **Position Number** has populated.
4. Click the **Search** button.
5. Click the text box in the **More Information** field. Here you can add comments to assist the approval process.
6. Click the **Save** button.
7. Click the **OK** button.

You have completed the FTE Change for TEAMS, USPS and Faculty and the action is in workflow. You can view the action status at any time through this page. **Note that the effective year (in the effective date field) will be 9999 until the position action is approved. Following approval, the effective date will change to the current year.**

**Additional Help**

If you need help with:
- Technical issues contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.
- Policies and directives, contact Classification & Compensation at 392-2477.