HR Front End Transaction Tips – FTE Change

Transaction Type – Employee Job Record Change

Documents to attach –Letter of FTE reduction if FTE is being reduced

1. Select employee from Home page or Employee Search
2. Enter View date of desired change (MUST be greater than the last paid date). If you need a retroactive FTE change enter last paid date plus one day in the View Date Field.
3. Click View
4. Select transaction type Employee Job Record Change
5. Open job which requires change to FTE
6. If FTE change should have occurred on or prior to the job's last paid date then enter desired date of change in the PERSONNEL date field.
7. Update Job FTE field (enter decimal between 0 and 1.0)
8. Click OK to the default earnings notification
9. Double check that salary calculated correctly
10. Enter Job Change Reason of FT001
11. Enter HR contacts e-mail and phone # in the Job Comments field, Click Add
12. Click Save
13. Attach documents (click the attachments tab)
    a. Click add attachment
    b. Click Browse, select document to attach (either on your hard drive or network drive)
    c. Click open
    d. Click add, select document type (Letter General, etc)
    e. Repeat as necessary for additional documents.
    f. Once all are listed, click upload. Check the message at the top of the screen to ensure that no error occurred.
    g. Click done.
    h. You may change the document type from ERV by clicking the drop down box, select appropriate document type and click save.
14. Dept reviews changes and Clicks Route
15. If this is a GRAD transaction the Dept reviewer retrieves from group inbox, takes ownership, reviews, and routes (may require more than one College route depending on the orgs involved).
16. If this is an ACADEMIC transaction the College retrieves from group inbox, takes ownership, reviews, and routes (may require more than one College route depending on the orgs involved).
17. Central HR steps:
    a. Retrieves transaction from group inbox
    b. Takes ownership
    c. Verifies that all required Electronic Documents are attached to the transaction
    d. Reviews transaction
    e. Send FYI to Benefits for change in Benefits Category, if necessary
    f. Applies transaction