

FTE DECREASE

1. Obtain employee's voluntary FTE reduction email request, which should include:
 - a. **The employee's voluntary FTE reduction request**
 - b. **Employee's acknowledgment that their benefits may be impacted**
 - c. **Employee's acknowledge that the FTE may be permanent and any future request to increase the FTE may not be feasible**
 - d. **Agreement by Supervisor/Department of FTE reduction**
2. Complete the COM-T FTE Reduction Request Form
3. Submit email(s) and FTE Decrease Form to COM-T HR Richard Chavez and Jerie Schulz, who will review and then obtain UAHS-HR approval.

Transaction Process

- UAccess
- Request MSS Transaction
- Employment and Job
- Request Employment/Job Change
- Transaction Type - Job Data Change
- Search for Employee
- Modify Job Attributes
- Check box, continue
- Change FTE
- Change end date (if there is one)

Attachments Needed

- Employee's email request
- Approval email from COM-T and UAHS

Notes

- If the FTE will be decreased to .49 or lower, the employee will no longer be eligible for benefits.

Resources

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