

# FTE INCREASE

## **Prior to submitting for a FTE Increase:**

- Consult the Recruitment Administration guidelines prior to submitting a FTE Increase. A new Talent requisition and/or Letter of Offer may be required.
- Contact Richard Chavez and Jerie Schulz

## **Submit to Richard and Jerie the following:**

- Department or supervisor request to increase the FTE
- Employee's agreement with the FTE change
- Completed FTE Increase form

The request will be reviewed by Richard and Jerie, and they will consult with the UAHS-HR partner if necessary. Advisement will be provided if a new requisition or Letter of Offer is required.

## **Once Approved, submit a job data change:**

- UAccess
- Request MSS Transaction
- Request Employment/Job Change
- Job Data Change
- Search for Employee
- Modify Job Attributes
- Check box, Continue
- Enter Effective Date
- Change Job FTE
- Add Expected End Date (only if there is one)
- Add comment

## **Attachments Needed**

- Attach email from department head or authorize personnel requesting/supporting FTE increase and employee's acceptance of the increase
- Completed FTE Increase form
- New Letter of Offer (only if needed)

## **Notes**

- If the FTE will be increased to .50 or higher, the employee will now be eligible for benefits. If this changes the employee's employment category, a new LOO will be needed.

## **Resources**

- Recruitment Administration Guidelines - <https://hr.arizona.edu/sites/default/files/Recruitment%20Administration%20Guidelines.pdf>