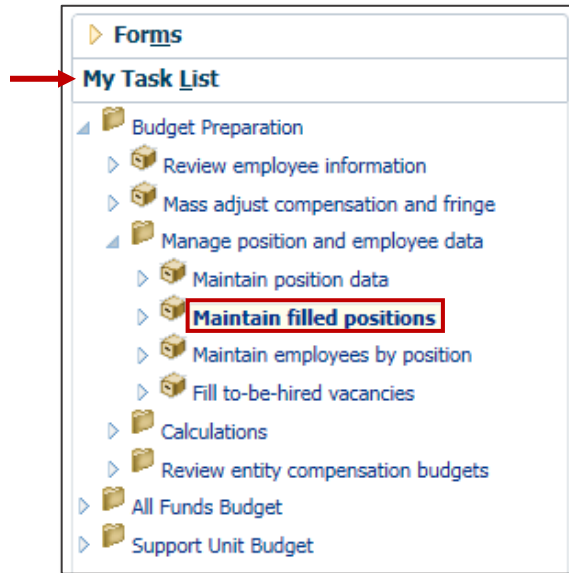


Change FTE from 1 to .5

Follow these steps to change a position's FTE from 1 to .5.

1. Navigate through the My Task List drop down menu: **My Task List > Budget Preparation > Manage position and employee data > Maintain filled positions.**



2. Right-click an individual's **Name/UFID**.
3. Click the **Edit Employee Details** option.

P_00004089	Thoms,Jim	021	LECTURER - 000531	7/1/16
P_00004779	Wilson, Amy	0600	Calculate Compensation Expense	7/1/16
P_00004869	Johnson, Mack	8080	Allocate Compensation Budget to GL Accounts	7/1/16
P_00005734	Greenhill,Tawny	16890	Delete Employee Assignment	7/1/16
P_00005736	Corden,James	.0770	Assign Employee	7/1/16
P_00005737	James,Pamela	9668	Edit Employee Details	7/1/16
P_00005739	Lawrence,Gina	-2258	Change Status	7/1/16
P_00005814	Felicitano,Malcolm	1600	Review Employee Allocation Results	7/1/16
P_00008608	Curtis,Dominique	4110	Edit	7/1/16
P_00008831	Clarke,Victoria	5490	Adjust	7/1/16
P_00009022	Morton,Carrie	.1936	Comments	7/1/16
P_00009080	Morrow,Holly	6930	Supporting Detail	7/1/16
P_00017120	Riser,Warren	4483	Change History	7/1/16
			Web Developer - 001899	7/1/16
			DEVELOPMENT/ALUMNI AFF, CRD 4 - 001363	7/1/16

Right click here →

- Click the **FTE** tab.
- Right-click in the **Proposed FTE** field.

Current Year of View: FY17

Employee Details

4. **FTE**

5. **Proposed FTE**

	Proposed FTE	FTE Start Date	FTE End Date
1st Assignment	1	7/1/...	

- Select **Update FTE** from the pop-up menu. For example, change the FTE to **".5"**.

- Return to Previous Form
- Calculate Compensation Expense
- Allocate Compensation Budget to GL Accounts
- Update FTE**
- Adjust Period Level Details
- Edit
- Adjust
- Comments
- Supporting Detail
- Change History
- Attachments
- Lock/Unlock Cells
- Filter
- Sort

- Click in the **Effective End Date** field.

Runtime Prompts - Update FTE

Prompt Text	Value
* Enter FTE	.5
* Enter Effective Start Date	07-01-2016
Enter Effective End Date	

- Press **[Delete]** to remove the Effective End Date to make this an ongoing change.
- Click the **Add** button.

Make sure to run the two calculations either by edit or by massive calc.

If you need help with...

- Technical issues, contact the UF Help Desk:
 - 392-HELP(4357)
 - helpdesk@ufl.edu

- Policies and Directives, contact the UF Budget Office:
 - 392-2402
 - <http://cfo.ufl.edu/administrative-units/budget/>