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**.

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![My Task List](image1.png)

![Employee Details](image2.png)
4. Click the **FTE** tab.

5. Right-click in the **Proposed FTE** field.

![FTE tab and Proposed FTE field](image)

6. Select **Update FTE** from the pop-up menu. For example, change the FTE to "0.5".

![Update FTE menu](image)

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

![Effective End Date field](image)

8. Press **[Delete]** to remove the Effective End Date to make this an ongoing change.

9. 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/