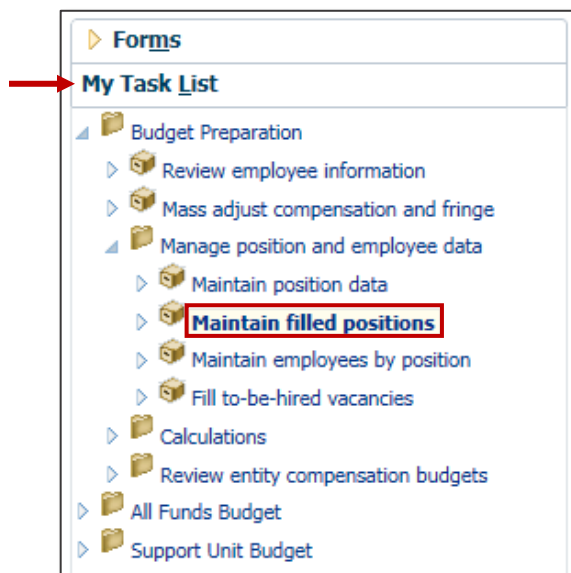


Change FTE from 1 to .5

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
P_00009080	Morrow,Holly	6930	Web Developer - 001899	7/1/16
P_00017120	Riser,Warren	4483	DEVELOPMENT/ALUMNI AFF, CRD 4 - 001363	7/1/16

Right click here →

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

The screenshot shows the 'Employee Details' form with the 'Current Year of View: FY17' header. The 'FTE' tab is selected and highlighted with a red box, labeled '4.'. Below the tabs, the 'Proposed FTE' field is highlighted with a red box, labeled '5.'. The table below shows the '1st Assignment' with a value of '1' in the 'Proposed FTE' column, and '7/1/...' in the 'FTE Start Date' column.

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

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

The screenshot shows a context menu for the 'Proposed FTE' field. The 'Update FTE' option is highlighted with a red box. Other options include 'Return to Previous Form', 'Calculate Compensation Expense', 'Allocate Compensation Budget to GL Accounts', 'Adjust Period Level Details', 'Edit', 'Adjust', 'Comments', 'Supporting Detail', 'Change History', 'Attachments', 'Lock/Unlock Cells', 'Filter', and 'Sort'.

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

The screenshot shows the 'Runtime Prompts - Update FTE' dialog box. It has a table with 'Prompt Text' and 'Value' columns. The 'Enter Effective End Date' prompt is highlighted with a red box.

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

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/>