

Notification Process for FTE changes in CALS.

Prior to increasing his/her FTE status that is being funded by a grant, contract or gift, a faculty member must initiate the process by sending notification to the department chair and the department HR person, preferably by e-mail (see attached template). The faculty member will need to discuss his/her workload plan with the department chair. Following receipt of the faculty member's notification the department HR person will work with Laurie to prepare the necessary payroll paperwork (appointment letter, PA and Distribution form) to affect the FTE and associated benefit changes. The payroll forms and a copy of the workload plan with the increased effort will be forwarded to the Dean's Office for processing. As retroactive FTE adjustments are not allowed, the Dean's Office must receive the necessary paperwork at least one day prior to published payroll deadline established by HR for the payroll changes to be effective. Example, if the payroll deadline is Nov 4th for the Nov 15th payroll, all necessary paperwork needs to be in to the Dean's Office by Nov 3rd for an FTE change to be effective Nov 1 thru Nov 15th.

Please note, in order to expedite the appointment letter process, extension faculty members may sign their appointment letters increasing their time beyond the base .8 FTE appointment before they are sent to the Dean's Office. All other faculty appointment letters must be signed by the chair, dean and provost prior to being signed by the faculty member.

Retroactive FTE and associated benefit changes are not permitted under the Collective Bargaining Agreement. In the case where effort was put onto a project that goes back in time, the retroactive payment due for this effort must be made with an Additional Pay Voucher (APV) according to the provisions described in Article 19 of the Collective Bargaining Agreement. In these cases, the faculty member will follow the same process as above. The department HR person will prepare the APV instead of the appointment letter, PA and Distribution form. The APV and a copy of the workload plan reflecting the additional past effort will be forwarded to the Dean's Office for processing. It's important to note that no benefits will accrue to payments processed using the APV. As always, anything going back more than 30 days will require a late cost memo.

Questions on this process should be directed to the CALS HR person, Laurie Juskiewicz.

Template for Notification

TO: (Department Chair and Financial Officer)

FROM: (Faculty member)

DATE:

SUBJECT: Increase in FTE

I am requesting the following change to my current FTE status.

	Current	Proposed
Effort	_____FTE	_____FTE
Salary	\$_____	\$_____

Additional funding received from:

Additional tasks to be undertaken for the additional workload effort:

Other relevant information:

Action by Chair: Approved or Disapproved

Signature and Date _____

Upon chair approval, please submit to the Dean's Office along with the necessary payroll forms and a revised workload plan