BP updates FTE in an existing position in HCM and submits.

Central HR Ops receives FTE position request.
Central HR Ops routes to appropriate TAC for review.

1) BP Start:
Update Pos

2) HR Ops Receives & Routes

Navigation:
CU Resources>
HCM Community Users>
Non-Pay Actions> Position Management> Add/Update Position Info> Find Existing Value> Enter Position Number> Click Search

Note: BP will follow up with additional questions if there needs to be clarification prior to approval.

BP completes “Voluntary Change in FTE or Percent” letter and returns to their TAC for review.

4) TAC Determines Letter Template

If the FTE change is voluntary, TAC will have BP complete the “Voluntary Change in FTE or Percent” letter.

If the FTE change is involuntary, TAC will route to HR and gather additional relevant information from BP.

5) BP Completes Letter

BP enters and submits ePAR PAY RATE CHANGE in HCM Action: Pay Rate Change Reason: Increase in Pay OR Decrease in Pay.

8) BP routes Letter for Signatures.

Resources:
CLICK HERE to access the “Voluntary FTE Change” letter, under the University Staff Offer Letter Templates section.