7. Requesting Express FTE Changes for AY Faculty and TAs

This chapter describes the procedures for performing express FTE (time base) changes for academic-year temporary faculty and teaching associates using E-TRAC.

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7.1. What is an Express FTE Transaction for AY Faculty & Teaching Associates

Express FTE (time base) change transactions are used specifically to change the time base for multiple academic year-appointed temporary faculty/TAs for a designated department where the time base for the spring semester is changing from the fall semester. If the employee has a fall-only appointment and is receiving a subsequent appointment for the spring, do not use Express FTE changes; use Express Reappointments or Employee Change (Data Change/New Temp Appointment)

7.1.1. Before processing a Faculty Express FTE transaction

From the Query Manager, run the SFO_FACULTY_ROSTER for Fall to identify and review academic year appointees and time bases. If you do not have access to run the query, contact your College Dean’s office coordinator to obtain the report data for your department. Please note that the Express feature for Faculty Express FTE (time base) changes is for temporary faculty or Teaching Associates whose salary or position is not changing from the previous appointment.

7.2. Requesting an Express FTE (time base) Change Transaction


2. Select Express Reappointments.

3. Click Add. Express Reappointments Requests page appears.

4. Select Faculty FTE (time base) Changes from the *Type drop down list.

5. Note that the DeptID field defaults to the department for which you have security access, override if necessary. If you do not know the department ID, place your cursor in the DeptID box and click the magnifying glass. A list of all
department IDs will appear. Click the link for the department that you will perform the express reappointment request. The department ID will appear in the DeptId box.

6 In the Year and Term boxes, enter the year (YYYY) and the term that the FTE (time base) change will be effective. The valid values are FALL, SPR (Spring) and SUM (Summer). For example, for changes effective Fall 2007, enter 2007 in the Year field, and FALL in the Term field.

7 TAB out of the Term field.

At this point E-TRAC will process your request and display the link Select Employees.

8 Click Select Employees link.

You will see a page displaying all the employees in your department who have academic year appointments (Fall through Spring).
9 Select the check boxes that correspond to the faculty for whom you wish to change the FTE (time base) effective Spring semester.

10 If you wish to change the FTE (time base) all faculty members in the list, click the Select All button.

11 If you find that you have selected the wrong faculty member(s) and wish to start over, you may click the Deselect All button.

12 Once you have selected the faculty members that require FTE (time base) changes for spring, press OK.

7.2.1. Main tab

The main tab displays eight columns: name, EmplID (Employee ID), EmplRcd# (Employee Record Number), Eff Date (effective date), Position, Job Code, Description, and Status. Next to each row is a “minus” button. Clicking this button will delete the row in which it lies.

1 In the Main tab, the Eff Date will auto-populate according to the year and term you selected and Appt Dur value. In cases where the effective dates are different than the Academic Year dates established for semesters, you will need to process a transaction using E-TRAC Hire or Employee Change.

2 If you click on Position, you can change the position number with the same job code and department ID to GFD or Trust.
7.2.2. **Compensation tab**

1. Click the Compensation tab.

The compensation tab contains twelve columns: Name, EmplID (Employee ID), Empl Rcd# (Employee Record Number), Eff Date, Grade, Old FT Com (Old Full Time Compensation), Old WTU, Old FTE, Old Act Comp, New WTU, New FTE, New Act Comp. Next to each row is a “minus” button. Clicking this button will delete the row corresponding to it.

![Figure 8-8 View of compensation tab](image)

In the Compensation tab, you will indicate the new time base for each employee by entering units in the New WTU field or a decimal time base in the New FTE field. The values appearing in these fields default with what units or FTE was for the current appointment. Accordingly, double check this value to make sure it is appropriate for the current academic year/semester. You may enter WTUs or a time base. Entering values into either of these fields will auto-populate the other field with the valid value. For a listing of valid WTUs and corresponding time bases, you may click on the magnifying glass next to the New WTU field.

Also the New Act Comp (new actual compensation) will calculate based on the new FTE or WTU value you enter.

**IMPORTANT:** If you do not change any value on either tab, no transaction is required and the FTE (time base) will carry forward from the previous fall semester worked by the employee. Carefully verify your data in Express FTE (time base) Changes before submitting. If the time base for spring is NOT changing, click the minus button to remove the employee from the list.

7.2.3. **Notes**

The Notes section is intended for the purpose of informing the approvers of information relevant to the employee who is receiving a time base change. This tab contains five columns: Name, Empl ID (employee ID), Empl Rcd # (Employee Record Number), Effective Date and Notes. Next to each row is a “minus” button. Clicking this button will delete the row in which it lies. Reference the action-reason translation for guidance regarding what should be put in the Notes box.

![Figure 8-9 Notes tab](image)
1. Reference the action-reason translation for pertinent notes to be entered.

2. Enter the information in the Notes box.

3. Finally, you may submit this transaction by clicking **Save Work**, confirming your decision, then finally clicking **Submit**.

A view only page of the Express Reappointment page displays.

### 7.2.4. View Only Express FTE (time base) Changes Page

The Express Reappointments page contains the following pertinent information: E-TRAC ID and Approval History.

**E-TRAC ID:** The E-TRAC ID is used to track E-TRAC transactions. This number is generated by the system in a sequential order once a transaction is saved. Make note of this number in order to easily retrieve previous transactions.

**Approval History:** The Approval History section allows you to see at which stage the E-TRAC transaction resides. It also allows you to see who the next approver is.

Each approver will have the ability to review and make changes to the E-TRAC request. Therefore, if you determine after you submitted the E-TRAC that you made a mistake, you can always ask one of your approvers to make the necessary change. You will receive an e-mail in the event that any changes were made to your E-TRAC request. Approvers are asked to either approve or reject each transaction. If a transaction is rejected, it is closed to any further updates, and cannot be reused.

After your department approvers have approved the transaction, it will be routed to the Budget Office and Human Resources, Safety and Risk Management. The transaction is finalized only after Human Resources, Safety and Risk Management has approved the transaction and loaded the record to the database. You will receive an e-mail message to let you know when this has happened and any new position or employee IDs that were created as a result of the process.
Note: The E-TRAC transaction that you have submitted will be viewable in the My E-TRAC Transactions section for 30 days. After 30 days you will have to select the Include Completed, then specify the number of days in the advanced mode of Sort/Filter My E-TRAC Transactions. For more information on viewing your E-TRAC Transactions see Chapter 3 Approving a Vacant Position Change.