Change in FTE

Purpose

Use this procedure to change an employee's employment percentage (FTE).

Change in FTE is not used for hourly or task worker employees.

Trigger

Perform this procedure when an employee's FTE is to be increased or decreased.

Procedure

1. Enter the web address for MSS via Portal: https://ibis.sap.txstate.edu:50001/irj/portal

   SAP Netweaver Portal

2. Input user ID and password.

3. Click Logon button.

   Portal Welcome Screen

4. Click Manager Self-Service tab

   Selection of Personnel Change Requests

5. Click on the name of the employee you are creating the PCR for

6. Click To Form Selection.

57 Click Change in FTE located below the employee's data.

   Change FTE

6. Click at the top right corner of the screen to maximize the screen area.

7. Enter effective date

8. Click located to the right of the Effective Date field.

9. Complete the following fields:

   - Reason
   - Employment Percentage
   - Monthly Salary
10. Review the following fields.

- Supervisor
- Percentage
- Cost Center
- Order
- WBS
- Fund

No change is required if the information is correct.

11. If Grant funded, enter Funding End Date mm/dd/yyyy

12. Input the reason for the PCR in the Comments - REQUIRED field.

13. Click Check For Errors.

The system is checking to ensure that all funding sources equal 100%, no matter the employee's employment percentage.
The system displays the message, "Success Message. Form data is consistent."

13. Click Print.

Save a copy of the document to your desktop or print an extra copy. The system will not store a copy of the PCR until we have Workflow in place.

14. Click Close.

15. Route the printed document with any required paperwork for approval signatures. Student worker PCRs are sent directly to the HR Master Data Center. All graduate student PCRs are routed to the Graduate College. Grant funded PCRs are routed to OSP for approval. After approvals or for all other PCRs, route to Human Resources or Faculty Records for processing.

16. You have completed this PCR

Result

You have created a Change in FTE for an employee.