**Processing an Employee Data Change – FTE Change Quick Reference Guide**

**Last Updated:** 10/23/2018

This QRG outlines the **Employee Data Change – FTE Change** process of updating an employee’s FTE Status

Contents

[When to process an Employee Data Change – FTE Change 1](#_Toc1379302)

[Employee Data Change – FTE Change Process 1](#_Toc1379303)

[Access SuccessFactors 1](#_Toc1379304)

[Searching for an Employee 2](#_Toc1379305)

[Taking Action 2](#_Toc1379306)

[Updating Job Information 4](#_Toc1379307)

[Updating Work Schedule 5](#_Toc1379308)

[Updating Compensation Information 6](#_Toc1379309)

[Submitting the Change 6](#_Toc1379310)

|  |  |
| --- | --- |
| When to process an Employee Data Change – FTE Change | |
| Initiators will process an FTE change when a business or personal need arises to increase or reduce an employees FTE (i.e. taking an employee from 100% to 50%). | |
| Employee Data Change – FTE Change Process | |
| The Initiator will process the Employee Data Change – FTE Change. Once complete, it will route through workflow to the Budget Approver and central Payroll/Time. | |
| Access SuccessFactors | |
| Visit **OneCampus** and select **Employee Launchpad** or from the **Employee Self-Service web page** click **SuccessFactors**  Log in using Purdue Career Account ID and Password. | <https://one.purdue.edu/>    <https://www.purdue.edu/hr/global/pgnew.php> |
| From the **SuccessFactors** home page, type the name of the employee in the **Search** field on the navigation bar. |  |

|  |  |
| --- | --- |
| Searching for an Employee | |
| As the employee’s name is being typed, multiple matches will be displayed.  Scroll down to the correct employee’s name and click to select. |  |
| This will display the employee’s **Employee File.** |  |

|  |  |
| --- | --- |
| Taking Action | |
| There are two options available to begin processing an **Employee Date Change – FTE Change**.  The first option is found on the **SuccessFactors** home page.  Once the employee has been located, hover over their name to view their employee information on a separate pop up window.  Next, click **Take Action** to display action options. |  |

|  |  |
| --- | --- |
| Once the action options are  displayed, select **Change**  **Job and Compensation**  **Info** to begin processing the  **Employee Date Change –**  **FTE Change**. |  |
| The second option is found on the employee’s **Employee Profile**.  Click **Take Action** to display action options. |  |
| Once the action options are displayed, select **Change Job and Compensation Info** to begin processing the **Employee Data Change – FTE Change.** |  |
| Click the check boxes next to **Job Information** and **Compensation Information**.  Next, manually input the date (mm/dd/yy) that the change should take effect or click the **Calendar** icon to display a calendar that can be used to choose the date.  Click the day the change should take effect to populate the date field. |  |
| Updating Job Information | |
| Scroll to **Job Information** header until “***Show more”*** is displayed and click it to view the additional fields.  Manually change the **Standard Weekly Hours**.  **Note:** Do not change FTE – this will auto-populate.  Verify appropriate option is selected in **is Eligible for Benefit** (Yes/No) field.  Considerations:   * FTE will be below 0.5: NO * FTE will be above 0.5: YES * Concurrent employees: Consider full FTE. | |
|  | |

|  |  |
| --- | --- |
| Updating Work Schedule | |
| Scroll down to the **Time Information** section.  Adjust/verify the **Work Schedule.**  **Important notes for assigning/creating schedules for individuals with less than 1.0 FTE**   * Non-exempt employees: The number of hours of the work schedule assigned to / created for the employee must match the individual’s FTE (based on a 40 hour workweek). Failure to properly assign/create the schedule will result in pay errors as pay, including holiday pay, is derived from the schedule for the individual. It also will impact Time Off requests. Non-exempt employees who are assigned the Webclock time entry method should be assigned the AdHoc Monday through Friday (AdHocMF) schedule. It is important to review the available schedules before building a custom schedule. * Fiscal Year (FY) Exempt employees: Choose schedule Exempt – Monday to Friday – 8 hours, regardless of FTE. Additional standard options for FY schedules will be built after the initial SuccessFactors implementation. * Academic Year (AY) Exempt employees: Choose the AY schedules for the appropriate campus (AY-NW, AY-FW, AY-WL). Failure to properly assign/create the schedule will impact the individual’s ability to request Time Off in multiple day increments. * Note: If the work schedule is “ad hoc,” it is likely that no edit is needed. | |
|  | |
| Updating Compensation Information | |
| Scroll down to the **Compensation Information** header.   * Update the **Pay Component** field by reselecting its current contents to repopulate the associated fields with the correct information associated with the previous changes. (e.g. **Frequency** field updates to the correct frequency) * For salaried employees, update the **Amount** field   + For hourly employees, the FTE change automatically reduces their annual salary and the pay is taken care of without manually changing it.   Review the information that populates for accuracy.  Click **Save** to submit for approval. | |
|  | |
| Submitting the Change | |
| Click **Save** at the bottom right corner of the Change Job and Compensation Info screen. | |
| The **Warning** box appears.    Click **Correct** if edits are needed.  Click **Proceed** if the changes are ready for approval. |  |
| If **Proceed** is selected, a confirmation box will appear.  Enter any comments associated with the **FTE Change** inthe comment box**.**  Click **Confirm** to trigger workflow to **Budget Approver**.  Email notification is sent to the all workflow participants.  **Note:** Click **Show workflow participants** to display the individuals responsible for reviewing and approving the **FTE Change.** |  |