

FTE Change Request for Faculty, TEAMS, & USPS – This template can be copied and pasted in your email for submitting an FTE Change Request. Scan and attach any required documents to your email with subject line containing the phrase HR OTHER. Be sure image is legible.

Department:

Effective date of the change in FTE:

Position number (Faculty/TEAMS/USPS):

New FTE:

If increasing FTE, project or fund to pay for increase:

Employee name:

Employee UFID:

Unit contact person:

Unit contact phone number: