

IFAS Shared Service Centers (SSC)

Change FTE for Faculty, TEAMS, or USPS

To standardize processes for all departments, please email all documents (scanned or electronic copies) to the appropriate Shared Service Center ([McCarty](#) or [Fifield](#)). Each email should have a subject line containing **HR OTHER**. (Example: **Subject: HR Other – FTE Change for Smith**).

Step 1: Contact HR Benefits Office if reducing an FTE

- If you are reducing an FTE on a filled position, you are required to provide a letter to the employee notifying them of the reduction in his/her work hours. The letter must be signed by the employee and must accompany your request. SSC will forward the letter to Classification and Compensation when the ePaf is completed.

Step 2: Unit prepares documents to be sent to the SSC

- Prepare an email to be sent to the appropriate SSC ([McCarty](#) or [Fifield](#)); remember to use the subject line as indicated above. Please include the required information as described below or use the [Change in FTE email template](#).
- If an FTE *reduction*, please attach the letter referenced above.
- Be sure image(s) is/are legible and attach to email.

Required in the Body of the Email:

- Effective date
- Position number, for Faculty, TEAMS & USPS
- New FTE
- *If increasing FTE* - Project or fund to be used for payment of increase
- Name and UFID of employee
- Departmental contact name and phone number

Step 3: SSC receives and processes the Job Action

- SSC reviews email and supporting documentation.
- SSC processes the request in PeopleSoft.
- When FTE change has been approved at all UF levels, the SSC will notify the unit contact person.

For assistance with this process or anything else, please contact your Shared Service Center:

McCarty

Phone: 352-294-3199
Email: mccarty-ssc@ufl.edu

Fifield

Phone: 352-273-4583
Email: fifield-ssc@ufl.edu