### FTE Change/Update

- **Effective Date** *(Required)*: Choose the first date in which the FTE of the position should be changed/updated by clicking the calendar icon on the right-hand side of the field.

- **Employee Name** *(Required)*: Enter the employee’s last name, followed by a comma, and then the employee’s first name.

- **Employee ID** *(Required)*: Enter the employee’s 7-digit KU employee ID number.

- **Department #** *(Required)*: Enter the 7-digit KU department number. Once entered, make sure to click the magnifying glass on the right-hand side of the field.

- **Position #** *(Required)*: Enter the 8-digit position number.

- **Submitted By / Contact Information** *(Required)*: Enter the name of the employee submitting the PAF along with contact information for that employee.

- **RGS-Funded** *(Optional)*: Only select this checkbox if this PAF needs to be routed to RGS/KUCR for approval.

- **Dean Funding Approval** *(Optional)*: Only select this checkbox if this PAF needs to be routed to a University School’s Dean’s Office for approval.

- **Dean Funding Approval Dropdown** *(Optional)*: If this PAF needs to be routed to a University School’s Dean’s Office for approval, select the appropriate University School.

- **Personnel Action Workflow** *(Required)*: Choose the “Position Data Update” value.
- **Effective Date** *(Required)*: Choose the first date in which the FTE of the position should be changed/updated by clicking the calendar icon on the right-hand side of the field.

- **Action Code** *(Required)*: Choose the “FTE Change” value.

- **Comp Rate** *(Required)*: Enter the comp. rate for the position. Remember to enter the rate 6 digits after the decimal point.

- **Frequency** *(Required)*: Choose the appropriate frequency designating whether an employee is on contract pay or receives payment on a biweekly or hourly basis.

- **Comments** *(Optional)*: Add any comments explaining the transaction being requested by this PAF.
- **Effective Date** *(Required)*: Choose the first date in which the FTE of the position should be changed/updated by clicking the calendar icon on the right-hand side of the field.

- **Work Schedule/Days of the Week fields** *(Required)*: Enter the work schedule of the position for which the PAF is being submitted. Use the 7 “Days-of-the-Week” fields and enter the appropriate number of hours worked accordingly must be in ¼ (0.25) hour increments.

- **Comments** *(Optional)*: Add any comments explaining the transaction being requested by this PAF.