

BE THE NURSE EVERYONE LOOKS TO FIRST



College of Nursing
UNIVERSITY OF COLORADO
ANSCHUTZ MEDICAL CAMPUS

College of Nursing

FTE Change Request

Date Request Submitted:

Instructions:

Faculty member and/or Staff member should complete the blue sections and submit to their supervisor for approval. It is advised that a conversation occur between faculty member and supervisor about the implications of the FTE change prior to the supervisor approving the request. Once the supervisor approves the request, they should submit to CON.HR@ucdenver.edu for processing.

Employee Information

Employee Name: (Last Name, First Name, Middle Initial)

Job Title:

EID:

Office Phone:

Supervisor Email:

Deadline for submitting FTE changes is the 15th of the month prior to the month the change occurs (e.g. a change effective in October would need to be submitted to CON.HR@ucdenver.edu by Sept. 15th.)

Effective Date of FTE Change:

Current FTE:

New FTE:

Benefits Consideration: FTE changes going below 0.5 FTE can result in a loss of benefits or vice versa if the FTE is going above 0.5. Please consult with CON HR or Employee Services to discuss the implications as relates to benefits.

Justification of FTE Change:

Funding Distribution:

Percent

SpeedType

Description

Funding End Date

Total:

Approval for FTE Change:

Supervisor Approval (Required):

Date:

Confirmation FTE Change has been keyed in HR System

Keyed by (Required):

Date: