FTE CHANGE CHECKLIST

PROCEDURE DETAILS
For detailed instructions, please see the appropriate procedure found at:

HTTP://WWW4.UWM.EDU/HR/HRS/PRO/FORMS/INDEX.CFM

HRS SPECIFIC FORMS COMPLETED BY THE DIVISION

□ Staff Hire & Job Change Form
  o Employee Name
  o Empl ID
  o Empl Rcd #
  o Position #
  o Reason (select Change FTE – Temp-Voluntary or Change FTE – Perm-Voluntary)
  o Standard Hours (consult FTE Conversion Chart)
  o Effective Date

ACTION FOLLOWING FORM COMPLETION

Forms need to be signed by a Division Head or designee prior to being sent to HR. Route all completed forms to the Central Human Resources Office for processing.

CONTACT FOR HELP

Divisional or Departmental staff should first contact their Divisional PREP for assistance. Divisional PREPs should contact the central HR office professional based on their existing client group contacts. When in doubt, use hr-contact@uwm.edu.