Update Position FTE

Prior to reading this job aid, please review the Position Management and Workforce Administration CBTs.

From the main SHARP Homepage, select the Manage Positions Homepage, select the Manage Positions tile, and then the Add/Update Position Info page. Enter the Position Number and click Search.



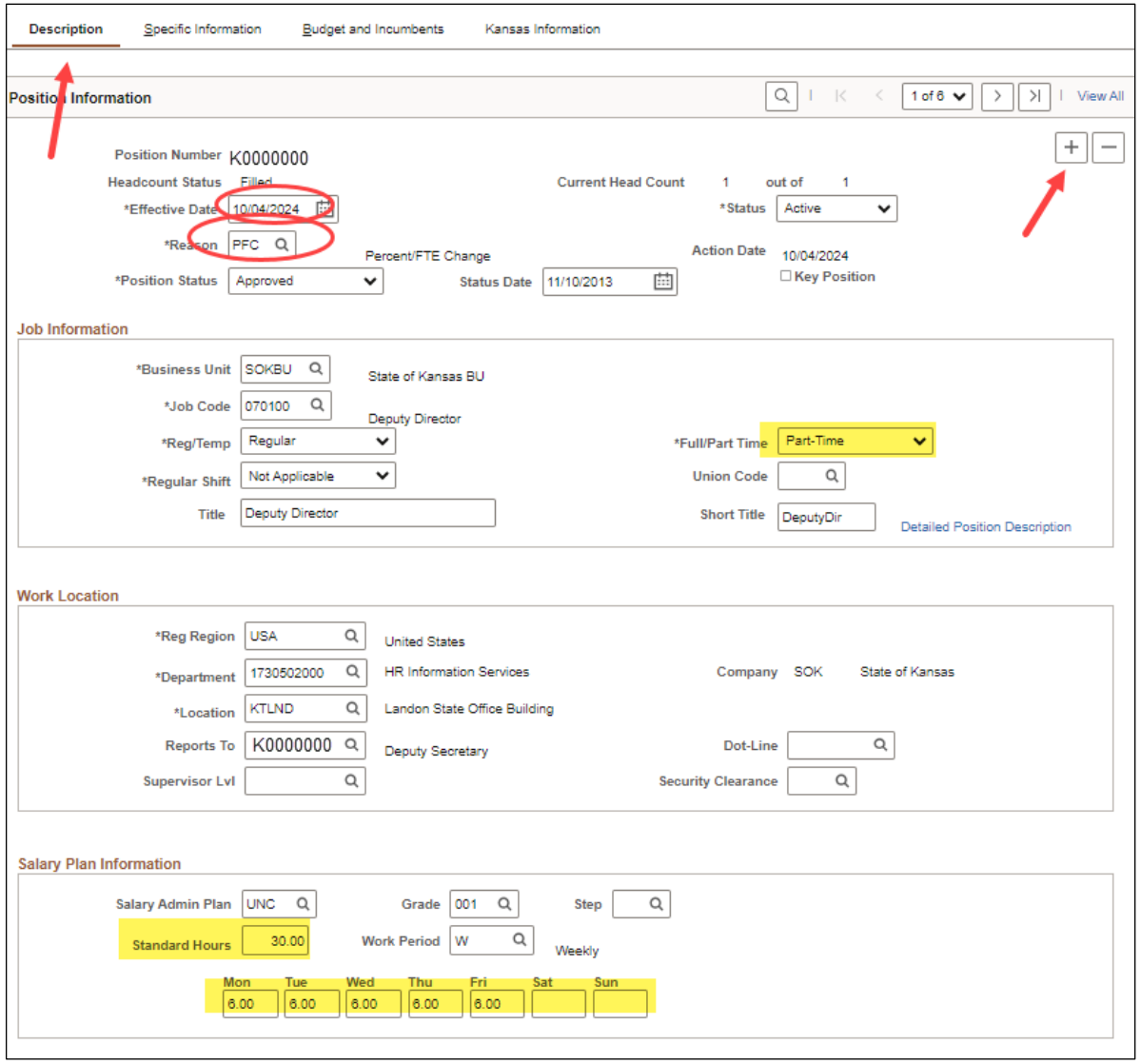


Update Position FTE

If a change needs to be made to a position's FTE, the Standard Hours field on the Description page must also be updated as well. The Full/Part-Time field may also need to be updated; any FTE less than 1.0 needs to be Part-Time.

Click the plus sign to add a row, enter the effective date (defaults to today's date), use reason code PFC, update Full/Part-Time field (if needed), update Standard Hours, and daily schedule.

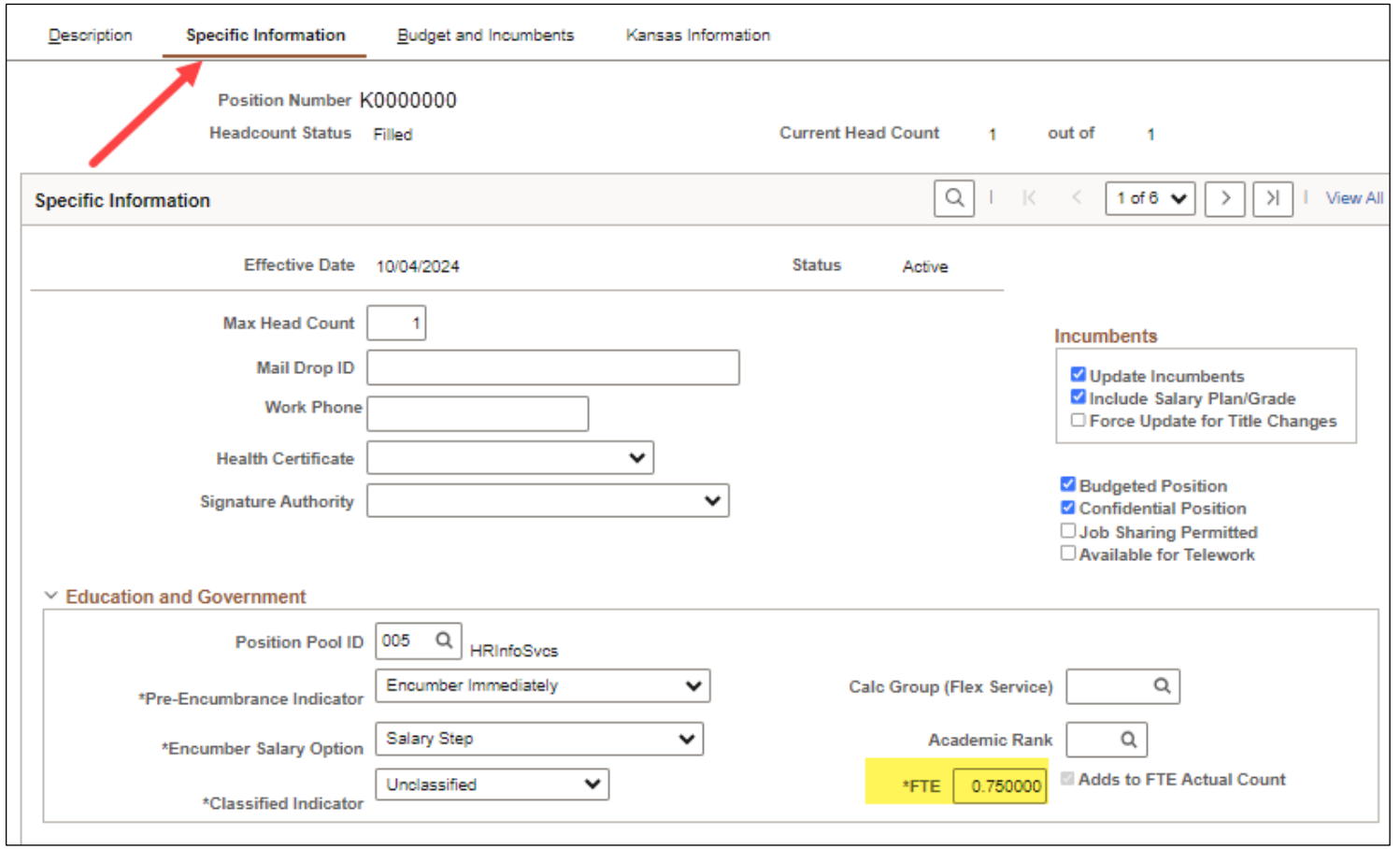
Other updates such as Reports To, Job Code, Location, etc. may also be made at this time if needed.



Update Position FTE

Next, click on the Specific Information page to update the FTE. The FTE and Standard Hours need to correlate. For example, 20 Standard Hours has a .50 FTE. 30 Standard Hours has a .75 FTE etc.

Click save when finished.

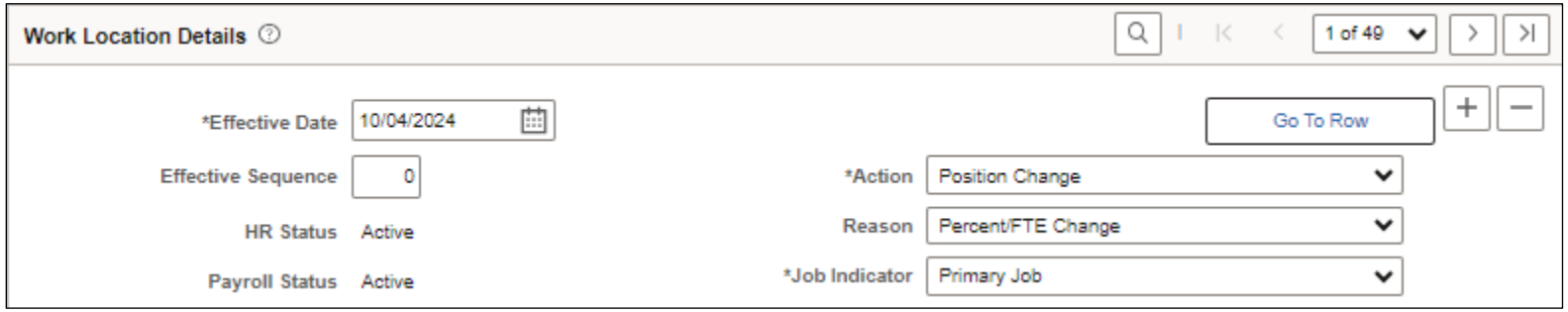


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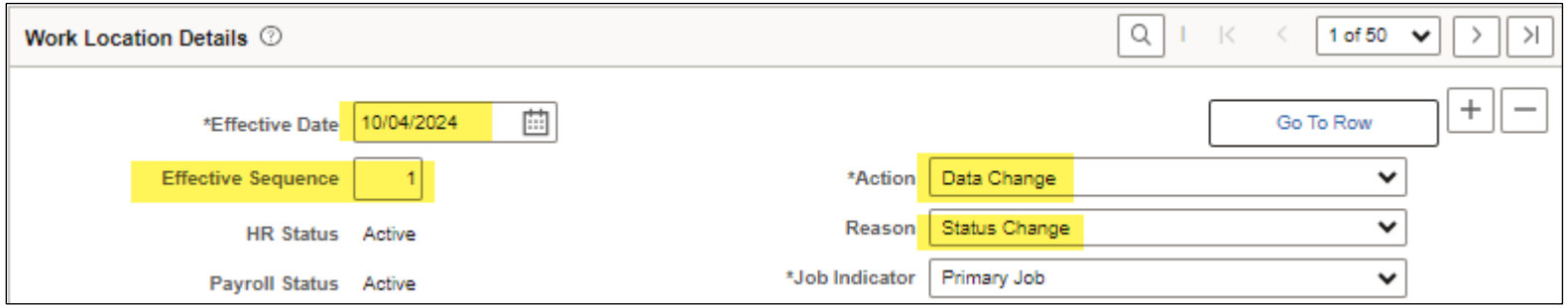
A position's Standard Hours is used, in conjunction with an EE's hourly rate, to calculate an EE's annual salary. Any changes to a position's FTE/Standard Hours when a position is filled, will affect the EE's annual salary and ABBR. As a result, when the position is filled, you will need to proceed to Job Data and add an effective sequence row with the same effective date using Data Change/Status Change in order to update the holiday schedule (if needed), work schedule (if needed), ABBR (always), and benefit program participation code (if needed). As of the publication date, the SEHP manual states any EE working 30 hours or more per week is eligible for Full-Time Group Health Insurance (GHI) premiums. See next page for examples.

Update Position FTE

The Position Change/Percent/FTE Change row will flow up to the Job Data row of the EE in the position.

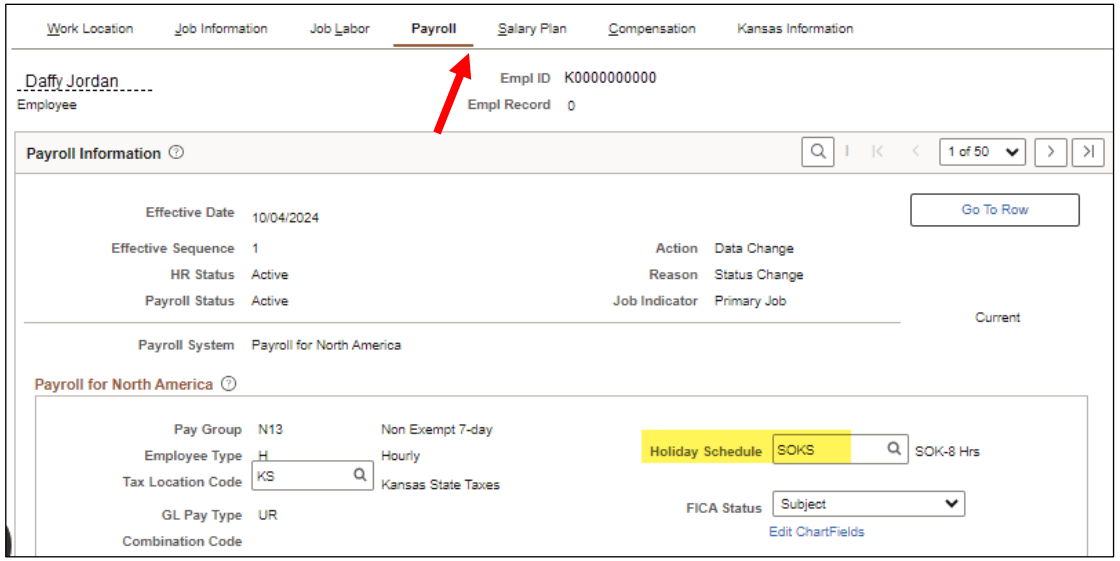


You will need to add a Data Change/Status Change row using the same effective date and the next available effective sequence number.

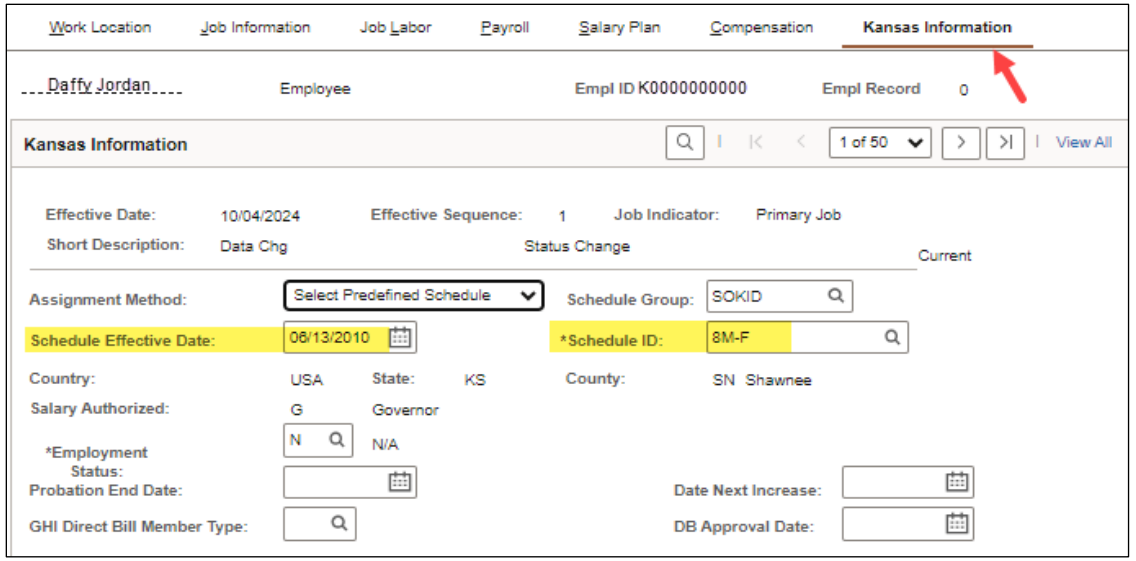


Update Position FTE

Click on the Payroll tab to update the Holiday Schedule if needed.



Click on the Kansas Information tab to update Work Schedule if needed. Change the Schedule Effective Date to match the Data Change/Status Change effective date and select a new Schedule ID.



Update Position FTE

Click on the Benefits Program Participation tab and update the Annual Benefits Base Rate (ABBR). If the FTE causes a change in Full/Part-Time GHI premiums, update Elig Fld 2 as needed, click the plus sign in the 'Benefit Program Participation Details' section, enter the effective date to match the FTE Change effective date, and update the Benefit Program code. Click Save.

