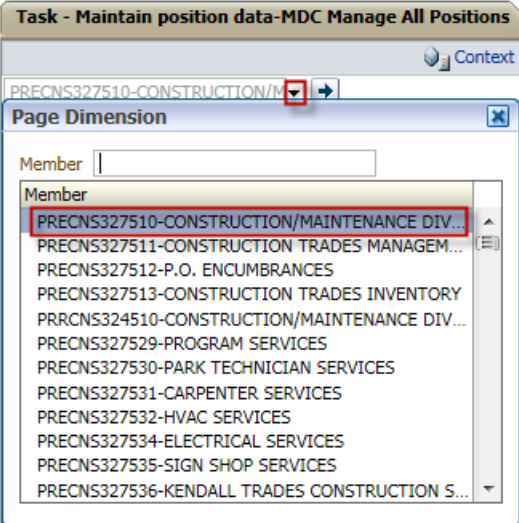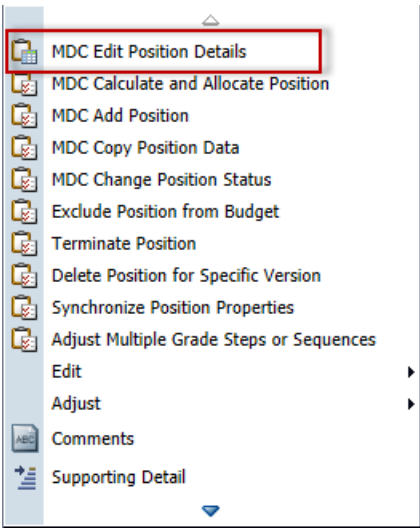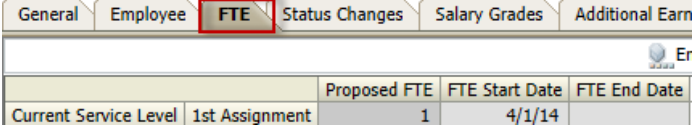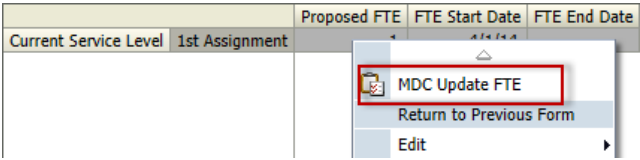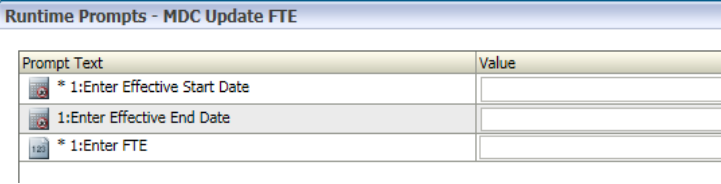# Job Aide: Add/Reduce FTE on a Position
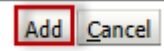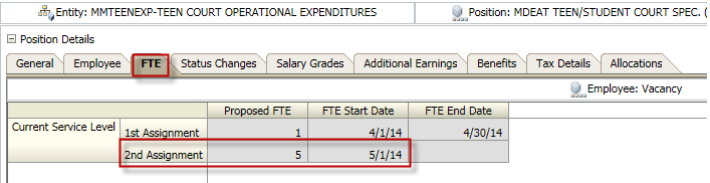
This job aide will guide you through the steps to add and reduce FTE on a position. If you have a position that requires addition or reduction in FTE, follow the steps below.

**Important:** When entering new, adjusted FTE numbers for a position, the amount entered on the screen will be the **New Total FTE Amount** for the position.

**For example:** If the current FTE for a position is 5 and we need to add 4 new FTEs, the FTE amount entered for the position is 9.

| Step | Action | Notes |
|------|--------|-------|
| 1. | From the Task List, navigate to **Human Capital Planning Preparation > Manage Position and Employee Data > Maintain position data**  | |
| 2. | From the **Entity** drop-down list, select the desired **Entity** (Index Code).  | |

| Step | Action | Notes |
|------|--------|-------|
| 3. | A list of **Positions** display on the screen. Select the position which you want to add or reduce FTE(s). | |

|  | | | | FY14-15 | FY14-15 | FY14-15 | |
|  | | Salary Sprea | Default Weekly Hou | Approval Status | Available FTE | ⊞ Total FTE | ⊞ |
| OFFICE SUPPORT SPECIALIST 2 (POS000021) | ge | ▼ | 40 | Partially Approved | 3 | 4 | |
| TRAINING SPECIALIST 2 (POS000422) | ge | ▼ | 40 | Approved | 1 | 1 | |
| ADMINISTRATIVE OFFICER 2 (POS000811) | ge | ▼ | 40 | Approved | 1 | 3 | |
| ADMINISTRATIVE OFFICER 3 (POS000812) | ge | ▼ | 40 | Partially Approved | 4 | 5 | |
| CLINICAL PSYCHOLOGIST 1 (POS003117) | ge | ▼ | 40 | Approved | 0 | 1 | |

| Step | Action | Notes |
|------|--------|-------|
| 4. | Right-click the position name and select **MDC Edit Position Details**. | |

MDC Edit Position Details
MDC Calculate and Allocate Position
MDC Add Position
MDC Copy Position Data
MDC Change Position Status
Exclude Position from Budget
Terminate Position
Delete Position for Specific Version
Synchronize Position Properties
Adjust Multiple Grade Steps or Sequences
Edit ▶
Adjust ▶
Comments
Supporting Detail

| Step | Action | Notes |
|------|--------|-------|
| 5. | Click the **FTE** tab. | |

| General | Employee | FTE | Status Changes | Salary Grades | Additional Earn |

|  | | Proposed FTE | FTE Start Date | FTE End Date |
|---|---|---|---|---|
| Current Service Level | 1st Assignment | 1 | 4/1/14 | |

| Step | Action | Notes |
|------|--------|-------|
| 6. | Right-click the **Proposed FTE** field and select **MDC Update FTE**. | |

|  | | Proposed FTE | FTE Start Date | FTE End Date |
|---|---|---|---|---|
| Current Service Level | 1st Assignment | | | |

MDC Update FTE
Return to Previous Form
Edit ▶

| 7. | The following prompts will appear: <br><br> • **Enter Effective Start Date =** FTE Start Date <br> • **Enter Effective End Date =** FTE End Date (optional) <br> • **Enter FTE =** *Total FTE for the position <br><br> <u>**Important**</u>: In the **Enter FTE** field, type the new <u>total</u> FTE for the position. <br><br> <u>**Example**</u>: If current FTE in the position is 3 and you need to increase it by 2 FTE. The amount in the **Enter FTE** field is 5. <br><br> **Runtime Prompts - MDC Update FTE** <br><br> | Prompt Text | Value | <br> |---|---| <br> | * 1:Enter Effective Start Date | | <br> | 1:Enter Effective End Date | | <br> | * 1:Enter FTE | | | |
|---|---|---|
| 8. | Click **Add** to add or reduce FTE. The new FTE total will be updated. <br><br> Add  Cancel | |
| 9. | Once the **FTE** has been updated, you may view it on the **Position / FTE** tab. <br><br> Entity: MMTEENEXP-TEEN COURT OPERATIONAL EXPENDITURES    Position: MDEAT TEEN/STUDENT COURT SPEC. <br> Position Details <br> General  Employee  FTE  Status Changes  Salary Grades  Additional Earnings  Benefits  Tax Details  Allocations <br> Employee: Vacancy <br><br> | | Proposed FTE | FTE Start Date | FTE End Date | <br> |---|---|---|---| <br> | Current Service Level  1st Assignment | 1 | 4/1/14 | 4/30/14 | <br> | 2nd Assignment | 5 | 5/1/14 | | | |

**--END--**