FTE Change eForm
How to submit an FTE Change eForm

FTE forms are now located in PeopleSoft. Managers or clerks will submit this eForm to notify HR that an employee’s FTE is changing.

You can access Employee Self Service from Payroll Home Page on the district website. [http://www.spps.org/payroll](http://www.spps.org/payroll)

Click the link on the left menu to get to the Employee Self Service home page.)

This will bring you to the home page under the Payroll website that provides the link to the Self Service portal. The home page also provides internet browser compatibility information as well as notifications when the site may be down for routine maintenance.

Click on the “PeopleSoft Self Service Portal” link

Type in your User ID and Password. Your User ID is your Employee ID without the “e” in front of it.

Click the HR button.

If you have forgotten your password, you can use the “forgot password link” if you have previously set up a security question. If you have not set up a security question, or if it is your first time accessing PeopleSoft Self Service, contact payroll for further assistance with getting your new password.
Once you have logged into the PeopleSoft Self Service Portal, you will can access the FTE Change eForm through the manager action pagelet. This pagelet is located on the main page once you login.

**If the budget information is NOT changing:**
1. Enter the employee ID of the employee whose FTE is changing.
2. Enter the new standard hours per week the employee will be working. *Additional bus hours for TA’s and EA’s should NOT be included in these hours.*
3. Enter the effective date of this change. Effective dates must be within the last 14 days or be a future date.
4. Click “Submit”.

**If the budget information is changing:**
1. Enter the employee ID of the employee whose FTE is changing.
2. Enter the new standard hours per week the employee will be working. *Additional bus hours for TA’s and EA’s should NOT be included in these hours.*
3. Enter the effective date of this change. Effective dates must be within the last 14 days or be a future date.
4. Select “Yes” to “is the budget code or budget allocation changing?”
5. Enter the budget code in budget code 1. Up to three (3) different budget code can be entered. If more need to be entered, please email your accounting clerk after you submit the FTE Change form.
6. Enter the percentage for each budget code. *Please note the “Total Percentage Increases” must equal 100%.*
7. Click Submit.