CHANGE IN FTE ACCEPTANCE STATEMENT
FOR CIVIL SERVICE EMPLOYEES

This is to certify that I am voluntarily accepting a change in the percent time of my position. I understand that certain benefits, such as insurance, holiday pay and service time are based on my total job percent time, and that a change in my overall FTE will change the rate at which benefits are calculated. I further understand my employment rights and that my new appointment will remain in effect indefinitely. I acknowledge that it is my responsibility to contact University Payroll and Benefits (UPB) regarding these changes (217-265-6363).

Current Job FTE: __________________________  Position Number: __________________________
Requested Job FTE: __________________________
Effective Date: __________________________

_____________________________  __________________________
Employee Name       UIN

_____________________________  __________________________
Employee Signature       Date

_____________________________
Classification

_____________________________
Department/Unit

_____________________________
Authorized Department/Unit Administrator

_____________________________  __________________________
Authorized Department/Unit Administrator Signature       Date

Note to department/unit administrator: Any change in the above employee’s Job FTE will be effective the beginning of the payroll period following receipt of this form by the Staff Human Resources. This signed document must be included with your Human Resource Front End (HRFE) Transaction as an attachment.