## SUBMIT AN EMPLOYEE FTE DECREASE (REMAINING ABOVE TR)

When employees will be decreasing their FTE but still remain above TR (0.001), the leader will need to enter the transfer request into Infor Global HR (GHR). Submitting a transfer request to decrease an employee's FTE is for employees who will remain in a total FTE above TR (0.001) but will be decreasing their current total FTE.

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1. Log in to Infor ESS by selecting the desktop icon. Use two-factor authentication to access Infor.
2. On the left-hand panel, select the Employee drop down menu and select Manager.
3. On the Manager homepage, click the employee you would like to submit an FTE decrease for.
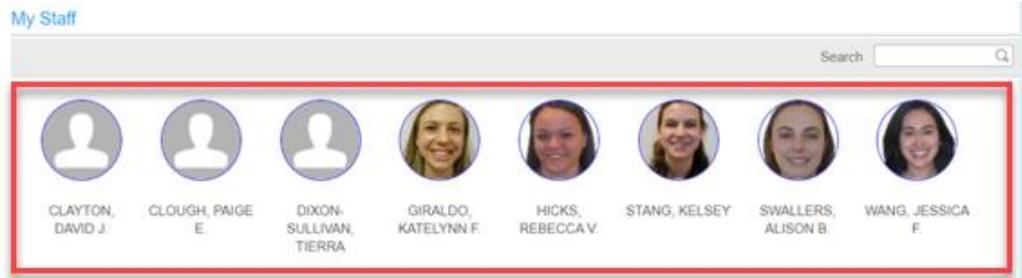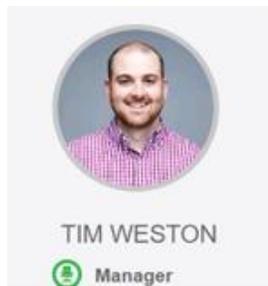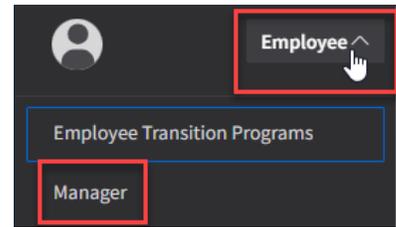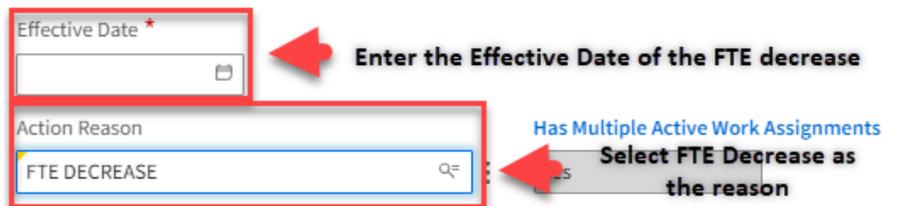

4. Click **Transfer** in the upper right hand corner.
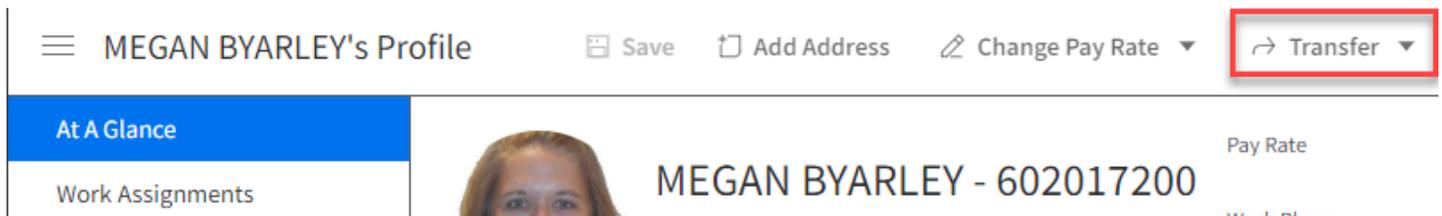
5. Enter the **Effective Date** of the decrease. Best practice is to use the start of a pay period.
6. Select FTE DECREASE as the **Action Reason**.

7/25/2023 5:42:00 PM

7. Review the Position, Location or Preferred Job Title, but do not make any changes as only the FTE is changing.

8. Change the **FTE** to what the employees FTE is changing to. You will also need to change the **Work Type** to match. See chart below:
   a. FT – Full-time – 0.9 to 1.0
   b. PT1 – Part-time with benefits – 0.5 – 0.89
   c. PT2 – Part-time without benefits – 0.1 – 0.49
   d. TR – On-call, no benefits – 0.001

Note: FTE stands for Full Time Equivalent. To find out FTE for employees who are not TR is to divide the hours they work each week by 40. *Example – 30 worked hours per week/40 = 0.75*

9. Review the Manager and Compensation information, but do *not* make any changes.

10. Enter all relevant FTE decrease **comments** including a short summary of what was discussed with the employee in relation to their FTE decrease.

<mark>NOTE: FTE decreases could possibly result in loss of benefits. Please discuss this with the employee so they are aware before a change of status is completed.</mark>

11. Attach the employees written FTE decrease in the **Attach Supporting Document** section.

12. Click **Submit** to complete.

<mark>NOTE: If the employees FTE decrease results in a loss of benefits including ET accrual, the employees remaining ET balance will be cashed out during the pay period in which the employee decreased their FTE.</mark>