

DECREASE IN EFFORT FROM FULL TIME TO PART-TIME

A fully approved faculty comp change form (FCCF) or offer letter is needed for this action showing the decrease in the faculty member's effort, changing to part-time status, and new faculty contract salary.

***Make sure the faculty member has been referred to HR-Benefits and is aware of the benefit implication of reducing to part-time effort.**

Please follow these steps to process.

Before submitting anything in Pitt Worx - Submit a ticket to hrss@pitt.edu attaching the approved FCCF/offer letter, position number the faculty member is in, and effective date of action.

- a. CC – Sandi Honick, Diane Huchber, Chris Hafera
- b. HCM Solutions data team will remove the position number from the Pitt Worx record and email the department back stating the adjustment has been made.
- c. The action can now be processed in Pitt Worx – **it is the departments responsibility to enter in the new percent of effort, working hours, change to part-time regular status, update faculty contract salary and annual salary.**
- d. **NOTE: the position number will be frozen in the event the faculty member chooses to return to full time status. Departments cannot reopen the position number.**

HOW TO SUBMIT THE PITT WORX ACTION:

CHANGE IN FTE – percent of effort change

My Client Groups

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CHANGE ASSIGNMENT

Search for employee record

Action Details - When and Why

When does the assignment change start: effective start date of change

What's the way to change the assignment: FTE Change (percent of effort)

Why are you changing the assignment: FTE Change (percent of effort)

Continue

Assignment Section – change to part-time regular or select from drop-down list

Working hours - To change the FTE adjust the **Working Hours**. The FTE will be automatically calculated.

The Working Hours frequency should always remain **Weekly**.

Continue

Additional Assignment information

End date current faculty details record

ADD new faculty details record copying all information over only updating the faculty contract salary

Continue

Salary

Enter new Salary Amount (USD Monthly), the Adjustment Percentage and Annual Salary will automatically calculate

Continue

Include required attachments

Submit

REQUIRED ATTACHMENTS NEEDED

1. Fully approved and signed FCCF
2. Any letters/other backup documentation needed
3. Current CV