

Faculty FTE Registry

Introduction

FFTE Resource Team

Sponsors:

- Robert Continetti, IEVC
- Mary McNally, AAFA-AVC

Project Manager:

- Kevin Waldrop, AAFA-COE

Registry Developer:

- Jude Poole, SBS

Registry Administrator:

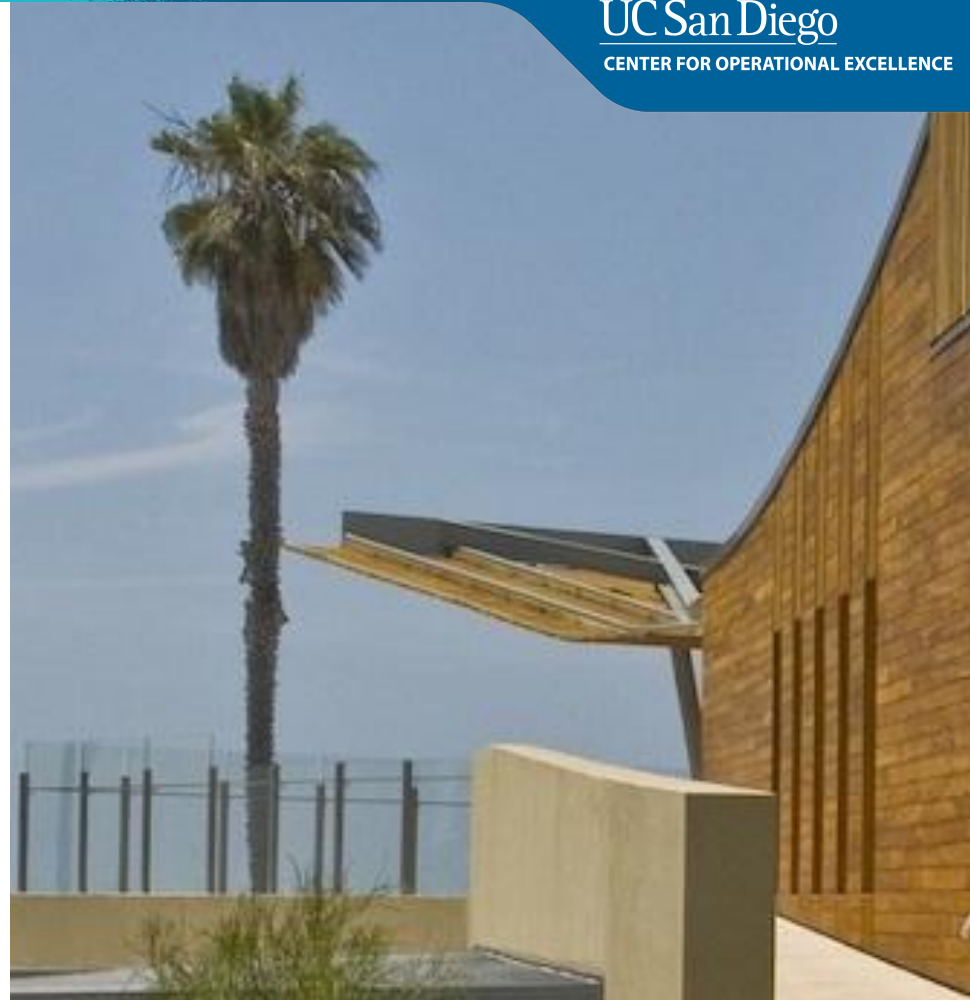
- Heide Trimble, AAFA-Finance

FFTE Request Form

- Kate Balderston, AAFA-COE

AAFA-Finance Team:

- Adam DiProfio - Jen Louie
- Adrian Petersen - Nirvana Navarro



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FFTE Registry Definitions

Faculty FTE Registry

- The UC San Diego **system of record** for authorized faculty full-time equivalents (FTEs).
- Tracks **ladder-rank faculty** positions from initial authorization through active occupation, periods of vacancy, ongoing recruitment, and more.
- Bridges the formal authorization process managed by the Office of the EVC with the operational payroll data maintained in UCPATH, providing a **single authoritative view of the faculty landscape** across schools and departments in Academic Affairs.
- Designed to assist the EVC & school Assistant Deans in **planning recruitment needs**.

Home Page

Home Open FTE Occupied FTE EVC Views EVC Staff Tools Utility UCP 2026-06-22 Page Info Contact Us

- Home
- Utility
- UCP
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Navigation Bar

Open FTE

This section includes information about Hiring Plans (aka Recruitment Plans) and Disposed FTE.

Occupied FTE

This section includes:

- FTE and appointed faculty in each School
- Split Appointments
- All Occupied by Dept

EVC Views

This area is dedicated to reports and lists:

- EVC Summary Grids - reports for All FTE, Colleges, and each School
- All Faculty - list of all faculty, including historical
- All Claims - list of FTE Claims on portions of appointments
- Disposed FTE - list of all FTE IDs that have been disposed

EVC Staff Tools

This section is only accessible to the Registry Developer and Manager.

Utility

This section contains lists of definitions for terminology, types, codes, and other information.

UCP

The date displayed represents the most recent data pull from UCP. The date is updated as needed, with the Schools before the data is fully integrated in the Registry.

Page Info

The 'Page Info' guides are located throughout the Faculty FTE Registry. The guides provide key elements about the page you are viewing.

Contact Us

Use the [Contact us](#) link to contact the AAFA Faculty FTE Resource Center.

Claim Types

Department Hierarchy

Disposal Types

Employee Status Codes

Evc Control Status Codes

FTE Types

Initiatives

Job Codes

Key Terms

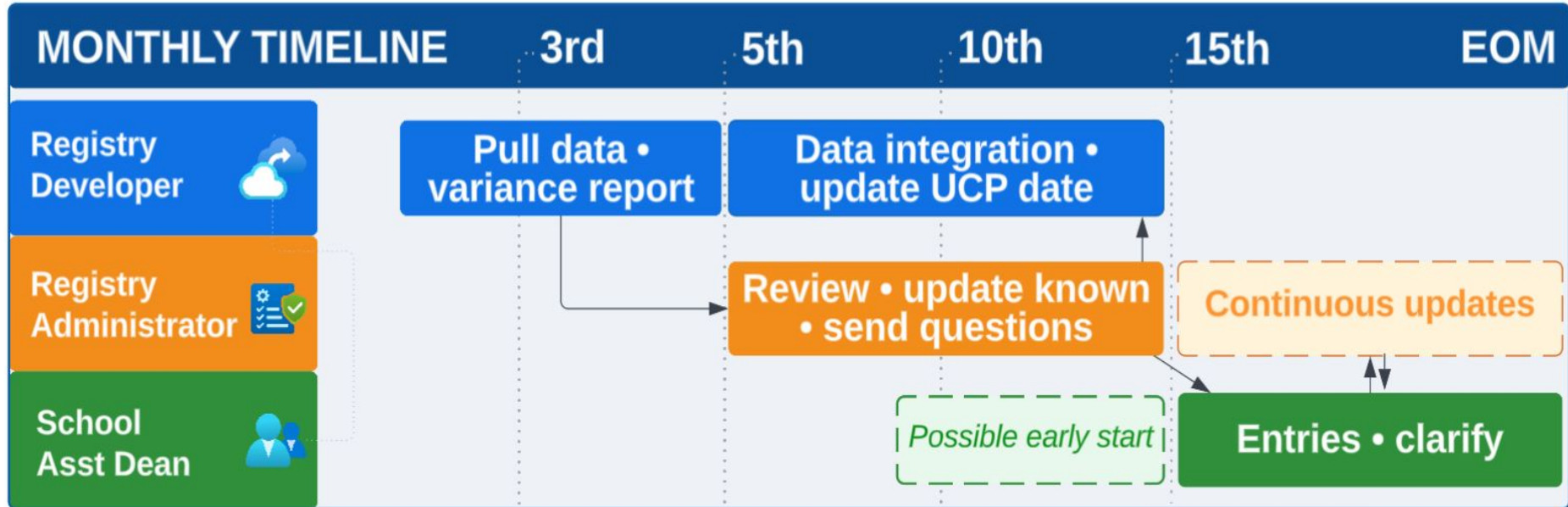
Page Info Guides

Recruitment Status Codes

User List

User Roles

UCPath Monthly Update Process



Open FTE

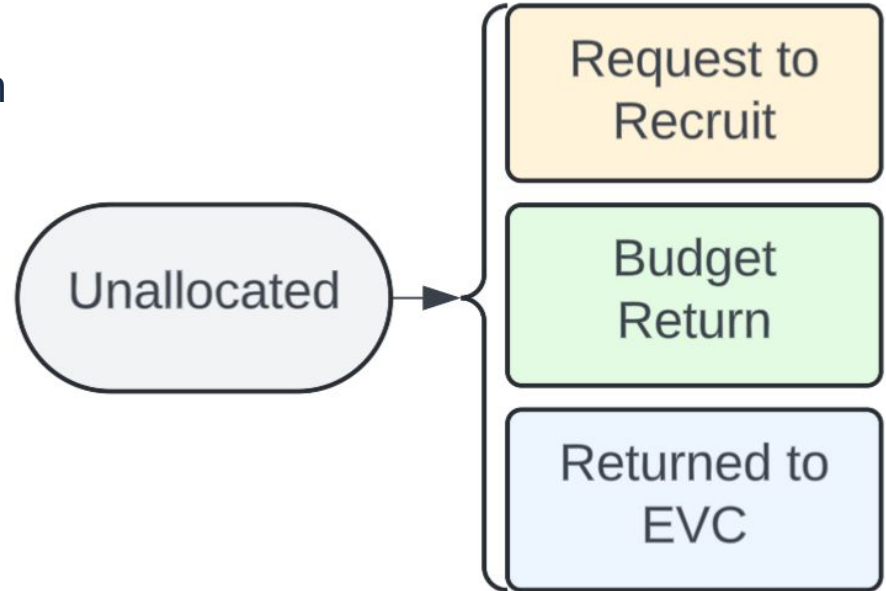
Open FTE

[\(i\) Page Info](#)

- **Hiring Plans**
 - Approved recruitment with a unique Registry identifier assigned as **HP ID**
 - Both the Recruitment and School sections are maintained by the school
 - FTE displays in the Hiring Plan section until the start date
- **Unallocated** *(see next slide)*
- **Disposed**
 - Use radio button at the top to view
 - FTE no longer resides in school *(See Utility > Disposal Types)*

Unallocated

- FTE is pending a disposition decision
- Does not count in Summary Totals



Note: Unallocated FTE may contain Claims not yet processed.

Claims

An FTE portion that will return to the Claimant upon vacancy of the FTE.

Types

- Chancellor's Joint
- Spousal/Partner
- Transfer Return

Locations

- All Claims (EVC Views)
- FTE ID Page

Note: Only known Claims thus far; An audit of Claims and process is pending.

Occupied FTE

Occupied FTE

Red Numbers

- Indicate the current appointment (not claims) is different than the FTE reflected in UCPath.

Occupied Faculty FTE - 000011 SCH-BIOLOGICAL SCIENCES

FTE ID	Name	Employee ID	Department	FTE	UCpath FTE
3448	Desai, Arshad B	10361857	CELL & DEVELOPMENTAL BIOLOGY	0.500	1.000

- Click on the linked EMPL ID to view the faculty's full FTE split. *(This sample is Spousal Hire)*

4146	Sigvardsson, Kjell Aake Mikael	10515840	MOLECULAR BIOLOGY	0.330	1.000
4032	Sigvardsson, Kjell Aake Mikael	10515840	MOLECULAR BIOLOGY	0.670	1.000

Note: An audit of 'True Zero' FTE is pending.

Summary Grids

EVC Summary Grids

FTE SUMMARY

UNIT

OCCUPIED

HIRING PLANS

TOTAL

UNALLOCATED

- **Unit**
 - EVC Summary - List of Schools
 - School Summary - List of Departments (with FTE)
- **Occupied FTE + Hiring Plan** (*Approved to Hire*) = **Total FTE**
- **Unallocated FTE** = Faculty departed and the FTE is pending a disposition decision

Resources

Faculty FTE Resources

- AAFA-Finance Website
- Faculty FTE Registry
- Contact Us

AAFA Finance Website

AAFA BUDGET AND FINANCE ADMINISTRATION

UC San Diego

Meet The Team

Travel & Special Entertainment

Allocation Models

Financial Resources ▾

Fiscal Contacts Group

ASM ▾

Q ▾

[AAFA-Budget and Finance Administration](#) / [Financial Resources](#) / [Faculty FTE Resources](#)

Faculty FTE Resources

Faculty FTE Resources

Contents:

- [Faculty FTE Overview](#)
- [Faculty FTE Request Form & Actions](#)
- [Faculty FTE Registry](#)
 - [Navigation Bar](#)
 - [UCPath Update Process](#)
 - [Registry Utility Pages](#)
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- [Contact Us](#)

Faculty FTE Request Form

Need to initiate FTE actions? Use this Kuali Build form and approval routing to submit FTE action requests.

FORM NAVIGATION

1 Faculty FTE Request Form

2 Summary & Attachments

Back

Next



Discard

Save

Submit

Faculty FTE Request Form

First, please tell us what Faculty FTE action you would like to request:

For detailed, step-by-step form guidance, please visit the [Faculty FTE Request Form Instruction Guide](#).

FTE Allocation	Position Upgrade	Budget Reduction
• Net New • Separation Return • Advanced Recruitment • Spousal Hire	• Faculty Type (Series) • Rank / Step • Anticipated Salary • Startup Costs • Renovation Costs	

Approved Form to APS

AP Recruit requires the approved .pdf file from the Faculty FTE Request Form be attached in the Documents section.

Do not open an AP Recruit without the approved .pdf attached.

The approval .pdf file is in 2 sections:

- The Form pages, including **Comments**
- Approval Workflow and **Notes**

Always read the **Comments** and **Approval Notes** from AVC McNally and IEVC Continetti.

The screenshot displays the 'AP Recruit' form interface. The main content area is divided into several sections:

- Comments from AAFA AVC (Optional):** This section contains a comment from Mary McNally, dated August 11, 2026, at 2:45pm, stating 'I approve. Mary McNally AVC-F&A'. Below the comment, it says 'additional comments may appear here...'. This section is highlighted with a purple border.
- Comments from IEVC (Optional):** This section is currently empty and is also highlighted with a purple border.
- Form Submission - Proposer:** This section indicates the form was 'Submitted for Approval | Proposer'.
- AAFA AVC Approval:** This section shows the approval status as 'Approved'. It includes a timestamp 'McNally, Mary - August 3, 2026 at 7:58 PM (America/Los_Angeles)' and the text 'I approve. Mary McNally AVC-F&A'. Below this, the name 'Diprofo, Adam' is listed.
- EVC Notification:** This section shows 'Notification Sent'.
- Arntsen, Carolyn - August 3, 2026 at 7:58 PM (America/Los_Angeles):** This section is highlighted with an orange border.
- EVC Approval:** This section shows the approval status as 'Approved'. It includes a timestamp 'IEVC Continetti - August 3, 2026 at 9:32 PM (America/Los_Angeles)' and the text 'approved per MMM'. This section is highlighted with an orange border.

On the right side of the form, there is a sidebar containing additional form pages. Two pages in the sidebar are highlighted with purple and orange borders, corresponding to the sections in the main content area.

Contact Us

CONTACT US

Need to contact the FFTE Teams?

Use this Kuali Build form to create a SNOW ticket regarding the Faculty FTE Resources.

Request Types

- Registry Access
- Assistance
- Update Data (not UCPath)
- Suggestion
- Other

Resources

- FFTE Registry
- FFTE Request Form
- FFTE Resources Website

Thank you!