

FTE ID

FTE ID Information

Wherever a linked FTE ID is displayed, clicking the number will open its 'FTE ID Information' card.

Dispose and **Claim** buttons are for use by the Registry Administrators.

FTE Info

This section contains the basic information about an individual FTE in the Registry.

- ID is a unique number created and used in the Registry.
- Status will display as "ACTIVE" if an FTE ID is in use - Occupied, Unallocated, or attached to a pending Hiring Plan.
- Type will display one of several FTE Types available in the Registry that is assigned upon creation of the FTE ID. To see a full list, visit the Utilities Tab and select [FTE Types](#).
- Percent displays the numeric value of the FTE and contains 3 decimal places.
- Claim Unit when applicable, displays the Dept who has a Claim to this portion of the FTE.
- Claim Type when applicable, displays the FTE Type of this portion of the FTE.

Occupancy Status Information

Located to the right of the 'FTE Info', this section displays the Occupancy Status of this FTE and its associated assignment information.

Related FTE:

This section displays the 'other portions' of a faculty's FTE when the FTE ID Percentage above is not 1.00.

When the FTE ID Percentage above is 1.00, No related FTE' will be displayed.

All Employee ID/Position Associations

This section provides a list of all FTE associated with the faculty (by EMPL ID) who occupies this FTE ID. The list includes (repeats) the FTE ID of this information page.

Unallocated Records

Information shown here indicates the FTE ID is/was associated with an open position at some time.

FTE Claims:

This section will display any FTE Claims on this specific FTE ID.

When there are no claims on this FTE ID, 'no claims' will be displayed.

FTE Notes:

This section will display any notes attached to this specific FTE ID.

When there are no notes for this FTE ID, 'no Notes' will be displayed.

Add Note (button)

- This feature is currently only available to the Registry Admin users.
- Used for important documentation about this specific FTE ID (not the Faculty or Hiring Plan).
- Notes will display with the most recent at the top.