



Date:

To: Employee

From: Dean/Director/Supervisor

SUBJECT: Change in Appointment/Increase in FTE

This letter is your notification of a change in your appointment.

Your current job has a full time equivalency (FTE) of _____%. Due to the workload and business needs of the department/division, please be advised that your job is being increased to _____ FTE . This FTE change will be effective on (Date) and continue until (Date).

Your salary and benefits will be prorated accordingly. Prior to the effective date of this action, I encourage you to consult with a representative in Human Resources/Benefits to learn how the change in your FTE will affect your benefits.

Your annual salary at your current FTE is \$_____, and biweekly is \$_____. With the increase in FTE to _____%, your new salary will be \$_____ and biweekly will be \$_____.

If you have any questions about this notification, please let me know.

cc: Dean/Director
Human Resources