



**HUMAN RESOURCES
FTE/ROSTER**

This form is to be used where an employee's Full-time Equivalent (FTE) or roster details are to change.

SECTION 1 - CURRENT FTE/ROSTER DETAILS

Employee Number Family Name

First Names Ext.

Work Area

Position Number Position Title

Current FTE **Note:** Conditions may apply to 457 visa holders who were nominated by UWA: <http://www.immi.gov.au/Work/Pages/Work.aspx>

Is employee on an Employee Funded Leave Agreement (ie Deferred or Purchased Leave)? Yes No

Current Roster (Hours per day)

M	T	W	Th	F	S	Su	M	T	W	Th	Pay Day F	S	Su

SECTION 2 - NEW FRACTION/ROSTER

Position Number New FTE

New Roster (Hours per day)

M	T	W	Th	F	S	Su	M	T	W	Th	Pay Day F	S	Su

From Monday (dd/mm/yy) To (dd/mm/yy) →

(If ongoing change, do not complete "To")

After this date, reverts to current roster? Y N
If no, please complete and forward to HR Services another FTE/Roster change form 2 weeks prior to end date.

Please note: I understand that if I have a parking deduction the amount will be adjusted in line with the current fees applicable to my FTE.

SECTION 3 - ENDORSEMENT BY EMPLOYEE

I understand that this adjustment does not constitute a change to the conditions of my appointment and all accrued rights and privileges will be preserved and agree to the changes above.

Name (please print)

Employee's Signature

Date (dd/mm/yy)

SECTION 4 - APPROVAL

Name of Approved Delegate (please print)

Signature of Approved Delegate (see HR Delegations)

Contact ext.

Date (dd/mm/yy)

SECTION 5 - HR SERVICES USE ONLY

- Parking Deduction updated (when applicable) with FTE changes (F/T - P/T rates)
- Check leave bookings
- Notify Benefits if CFTE