



**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

**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 (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:** To meet the RTWB requirements in the General Staff Agreement 2006 (clause 43.7.6) or the Academic Staff Agreement 2006 (clause 28.7.6), employees returning to work after accessing the RTWB must return at an FTE equal to or > 50% of their FTE prior to commencing parental leave.

Also, 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**

Processed in Alesco by  Date (dd/mm/yy)