

Intradistrict Communication

DATE: October 31, 2019
TO: Department Directors/Administrators
FROM: HR Administrators
SUBJECT: FTE Audit Report 2019-20

As promised, this year the FTE Audit Report may be completed electronically!

The HR administrators are excited to offer an electronic FTE audit report to all directors. Timelines for completing the audit are outlined below:

Electronic FTE Audit Process:

- 1) **November 4, 2019** – HR will share with directors and department administrative assistants the FTE Audit Report via Google Sheets. Please review the report with your administrative assistant. The report will include verification of faculty/staff, FTE, title and budget code(s). Please refer to the “Instructions” sheet in the document for assistance in completing the audit.
- 2) **November 11, 2019 – DUE DATE** for the FTE Audit Report to be completed for HR to process. Please email an HR Administrator when you have completed your audit.
- 3) **THE BEST NEWS OF ALL** – All corrections made on the FTE Audit Report will be made by HR upon return. **Change forms will not be required; however, new hires not listed on the report will require the submission of a hire sheet to HR.**

We are hopeful the electronic version of the FTE Audit Report process will be an improvement for you and your staff. Please feel free to share any feedback regarding this process with an HR administrator. We will consider all suggestions and work to improve this process for future use.

Thank you for your time and assistance.