***Please distribute this alert to any users within your agency who are responsible for FTE activity in SAP.***

**Updates to the FTE Indicator Via PO13 (DMVA, PGCB, DHS and DOC only)**

* Information regarding updates to the FTE OT Indicator via PO13
* Revised Alert (11/30/2017): This revision adds PGCB and DOC as impacted agencies

If an update is needed to the “FTE OT Ind” on IT9105 (Detail Position Attribute) for a filled position, an E-PAR must be submitted in the category of Position Changes/Updates. This will be routed to Agency Services staff for completion. If the same change is required for several employees, create one E-PAR and attach an Excel spreadsheet identifying personnel numbers. The E-PAR should be completed for the first person listed on the spreadsheet. Please remember to include all pertinent information about the employee so a search can be completed if necessary.

If the effective date of the update is in the past, time evaluation must be forced back to the effective date to push the effective date change on the position side to the personnel record side. This will ensure accurate pay. In these cases, ***be sure to include a note emphasizing the need for time evaluation to retro to update the personnel record***.

If the position is VACANT, agency staff can make the necessary updates.

**Questions?**
If you have any questions regarding this alert, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category.  You may also call for time support at 877.242.6007, Option 2.