[**Change in Percent of Assignment**](http://ctclinkreferencecenter.ctclink.us/m/79718/l/1039212-9-2-entering-a-fte-change) **- Classified**

**Job Data**

**Work Location tab:** Add + row, change the Effective Date, Add Action (Data Change), Reason (Status Change).



**Job Information tab:**  change Standard Hours and FTE. Refresh and change FTE back to what it should be, if necessary.



**Job Labor tab:** shouldn’t be any changes.

**Payroll tab:** should be the same if it is classified to classified.

**Salary Plan tab:** nothing to change.

**Compensation tab:** Multiply the FT rate by the FTE, enter new Comp Rate, leave the Frequency at S and hit Calculate, Save.



**Employment Information tab:** should be the same.

**Time and Labor Data:** should not change.

**Benefit Program Participation link:** no change

Benefits should be the same so no need to go there.

That’s it. 😊