

## Change Appointment FTE

1. [Search for an Employee.](#)
2. From the *Employee Appointment Menu* screen, select **Appointment Information**.
3. From the *Appointment Selection List* screen, select the appropriate **Internal ID**.
4. From the *Appointment Information* screen, select the **Eff PPd Change Date** and modify **Appt FTE**. Select **Update**.
5. From the *Appointment Information* screen, select **Salary Worksheet**.
6. From the *Salary Worksheet* screen, clear (using the **Delete** key) the entries in both the **Base Annualized Salary** AND the **FTE Annualized Salary** field. Type new salary information into either the **Base Annualized Salary** OR the **FTE Annualized Salary** field. Select **Update**.
7. From the *Salary Worksheet* screen, select **Return to Appointment**.
8. From the *Appointment Information* screen, select **Release Changed Data for Approval**.
9. From the *Data to be Released for Approval* screen, select **Release for Approval**.

**Report:** Use the **APPT Activity Suite** to see this data. Go to the [WOW Front Page](#) to use this report.