SUBMIT AN EMPLOYEE FTE DECREASE TO TR STATUS

When employees will be decreasing their FTE to TR status (0.001), the leader will need to complete two steps in this process: Enter a requisition for a TR position and enter a requisition to replace the employee decreasing to TR. Once the TR requisition is approved, you will coordinate with your recruiter to place the employee into the TR requisition.

NOTE: FTE decreases to TR will result in loss of benefits. Please discuss this with the employee so they are aware before a change of status is completed.

NOTE: The employees remaining ET balance will be cashed out during the pay period in which the employee decreased their FTE.

STEPS 1 AND 2: OPEN REQUISITIONS FOR TR AND REPLACEMENT POSITIONS

In order for an employee to drop their FTE to TR status, a new requisition for the TR position must be submitted for approval. When an employee wishes to decrease their FTE to TR, you have to submit a new requisition for approval to replace the employee decreasing their FTE. You will have to enter two requisitions to complete this process, one for the TR position and one for the FTE replacement position. Follow the steps outlined below to enter both requisitions.

1. From the left-hand panel, click on **Acquire Talent** and then **Create Requisition**.
2. From the Create Requisition screen, continue to create the new job requisition by filling in all fields with the appropriate information beginning with the Position Code field – noting the required fields as indicated by the red asterisks.
3. If a list of searchable items is available, you will see a magnifying glass to the right of the field. If you click this, you can search by several different fields. ***Tip: There may be times where you may just wish to type in what you need – but Infor does prefer you always use the search function and click on the selection you want instead.*

4. Once you have completed entering all necessary information, click **Save** on the top right of the page.
5. Once you receive confirmation that the requisition has saved successfully in the upper right-hand corner, click the **Request Approval** button. The requisition will then be routed to the appropriate approval chain. Your one-up leader will receive an email requesting them to approve or reject the requisition.
   a. NOTE: An approved job requisition must be ready in order for a recruiter to post the job.
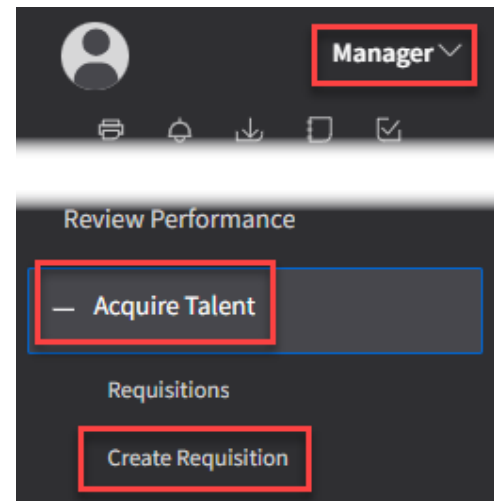
SENIOR-LEVEL MANAGER, DIRECTOR, EXECUTIVE RESPONSIBILITY:

After a requisition has been submitted for approval by a leader, the requisition is routed to the appropriate one-up leader for approval. Below outlines how to approve a requisition request.

1. Begin by clicking on the My Inbasket icon in the upper-left of the manager view. Your personal inbasket appears.

2. Double-click on a requisition to review the details.
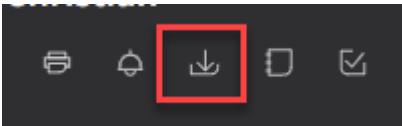
Work Items

☐	Work...	Work Description
☐	268615	Job Requisition 6526:REGISTERED NURSE - 2 MED/PEDS Is Available For Approval

3. Click on either Approve or Reject. If rejected, the manager who entered the requisition (and designated recruiter) will receive an email notification. If approved, the next approver in the approval chain will be sent an email notification.