FTE Request Form

Divisions should only request additional FTE if the division as a whole will exceed its authority with filled positions. It is not necessary to request additional position authority if vacancy levels generally remain at a high enough level that authority is not exceeded. Before submitting a request, please utilize the position control reports to ensure that your unit is already using currently allocated FTE positions to capacity. Position control reports can be accessed here: https://mbo.wisc.edu/position-control-reports/

**All fields are required.**

Name of Requester: *

John Smith

Fund: *

- [ ] 128
- [ ] 131
- [ ] 136

Division or Budgetary Unit (Example A03): *

A78

Please provide a brief but descriptive narrative that provides an overview of the changes and how it will impact FTE levels (use bullet points to delineate separate requests and be sure to include the number of FTE requested for each): *

We are currently near 100% utilization of our authorized FTE. We have some new initiatives in the upcoming fiscal year that will put us over our current authorized level. The costs of the new FTE will be covered by fees for services.

* 3.5 FTE - Demand for our developer services has continued to grow. To keep up with demand we will be hiring 3.5 FTE to manage projects and support our developer team.
* 6 FTE - We will be hiring additional developers to handle the backlog of system development work.