

# Updating FTE on LTE & ULE Job Data Records

## Table of Contents

Overview .....	1
Monitoring LTE & ULE FTE.....	1
When does an LTE or ULE become WRS eligible? .....	2
Important Notes Before You Begin .....	2
Steps to enter the FTE when the employee is WRS eligible at the time of hire/rehire .....	3
Steps to update the FTE when the employee becomes WRS eligible after hire/rehire .....	5
What happens after the FTE is updated? .....	8
Employees with multiple active jobs .....	8
When does an LTE or ULE lose WRS eligibility? .....	9

## Overview

The FTE (Full-Time Equivalent) field on job data normally populates from the employee’s position record. Historically, LTE and ULE (Unclassified LTE) positions have been set up with an FTE of 0.0.

However, the ETF Benefits System requires WRS-eligible LTE and ULE employees to have an FTE on their **job data record** and a benefits eligibility fld value that is not **NOTELIG**.

It is the agencies responsibility to update and monitor LTE and ULE FTE.

For LTE and ULE employees:

- Do **not** update the FTE on the position.
- Update the FTE directly on the employee’s job data record instead.

For all other employee classes, FTE changes must continue to be submitted through the position change request process.

---

## Monitoring LTE & ULE FTE

Use the available query to identify LTE and ULE positions and review incumbent job data. This query can be used to monitor FTE updates and identify situations where the FTE may have been changed on a position when it should not have been: **WI\_HR\_LTE\_FTE**

---

# When does an LTE or ULE become WRS eligible?

An LTE or ULE employee may become WRS eligible in any of the following situations:

1. At the time of hire or rehire
2. When work expectations change
3. On the one-year anniversary of employment
4. During the 12-month rolling look-back process

Additional information about WRS eligibility can be found here:

[WRS Eligibility, Lookback Reporting, and Rehired Annuitants Guide](#)

---

## Important Notes Before You Begin

- These updates must be completed on the employee's job data record.
  - Do not update the position FTE.
  - FTE can only be edited on job data:
    - for employees with an empl class of LTE or ULE, and
    - when adding a new job data row.
  - Existing saved job data rows cannot be edited by agency staff.
    - If an existing job data row needs the FTE corrected you will need to submit a JIRA ticket for Central HR to fix it.
-

## Steps to enter the FTE when the employee is WRS eligible at the time of hire/rehire

1. Enter the hire/rehire as usual.
2. When entering data on the job information tab the FTE field will be editable (for LTE and ULE empl class only).

Enter an FTE value:

- If LTE is working 1040 hours/year enter .49 FTE on each eligible empl record if there are two or less active LTE/ULE appointments at the same time
- If LTE working less than 1043 hours/year enter the actual FTE they are projected to work if there are two or less active LTE/ULE appointments at the same time
- If there are more than two LTE/ULE empl records appointments at the same time please reach out to [DOADLDPMEnterpriseHCM@wisconsin.gov](mailto:DOADLDPMEnterpriseHCM@wisconsin.gov) for guidance.

Important:

- The 0.49 FTE value does not reflect the employee's actual work schedule.
- This value is used only for reporting to ETF.
- ETF uses this value to determine whether the employee is considered part-time or full-time for benefits purposes and to calculate employer health insurance contributions.

Number of LTE Jobs	Total FTE	PT/FT	Health Premium Employer Share
One	.49	PT	Half
Two	.98	FT	Full
> Two	Ask DPM Enterprise HCM		

Job

- Work Location
- Job Information**
- Job Labor
- Payroll
- Salary Plan
- Compensation

Employee Empl ID Empl Record

**Job Information Details** 1 of 2

---

Effective Date: 05/17/2026 Go To Row

Effective Sequence: 0

HR Status: Active

Payroll Status: Active

Action Reason: Job Indicator: Primary Job Future

---

Job Code: 13- Non Supervisor

Entry Date: 09/22/2025

Supervisor Level: NONSUPVR

Supervisor ID:

Reports To: Full/Part: Full-Time

Regular/Temporary: Regular

Empl Class: **LTE** \*Officer Code: Not Applicable

Regular Shift: Not Applicable

Classified Ind: Limited Term Employment Shift Rate:

Shift Factor:

---

**Standard Hours**

Standard Hours: 40.00

FTE: **.49** Work Period: W Weekly

As of Date: 05/17/2026

Adds to FTE Actual Count?  Encumbrance Override

Combined Standard Hours: 40.00 FTE: 0.000000

---

**Contract Number**

Contract Number:  Next Contract Number

Contract Type:

USA

- Job Data
- Employment Data**
- Earnings Distribution
- Benefits Program Participation

- Save
- Return to Search
- Previous in List
- Next in List
- Notify
- Refresh
- Update/Display
- Include History

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

**3. After all fields on all job data pages/tabs have been completed, save job data**



## Job

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Empl ID [redacted]  
Employee [redacted] Empl Record [redacted]

Work Location Details ⓘ

\*Effective Date: 05/17/2026 [calendar icon]  
Effective Sequence: 0  
HR Status: Active  
Payroll Status: Active  
\*Action: Data Change [dropdown]  
Reason: WRS Eligible [dropdown]  
\*Job Indicator: Primary Job [dropdown]

Go To Row [+] [-]

Position Number [input] [search icon] [redacted]  
Override Position Data [button]

Position Entry Date: 09/22/2025 [checkbox] Override Position Entry Date  
Position Management Record [checkbox]

Regulatory Region: USA United States  
Company: WIS State of Wisconsin  
Business Unit [redacted]  
Department [redacted]  
Department Entry Date [redacted]  
Location [redacted]

Date Created: 05/11/2026

Last Start Date: 09/22/2025  
Expected Job End Date [calendar icon]  
WRS Enrollment Date [calendar icon]

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Update/Display | Include History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

### 4. Open the job information tab

### 5. Update the FTE field

Enter an FTE value:

- If LTE is working 1040 hours/year enter .49 FTE on each eligible empl record if there are two or less active LTE/ULE appointments at the same time
- If LTE working less than 1043 hours/year enter the actual FTE they are projected to work if there are two or less active LTE/ULE appointments at the same time
- If there are more than two LTE/ULE empl records appointments at the same time please reach out to [DOADLDPMEnterpriseHCM@wisconsin.gov](mailto:DOADLDPMEnterpriseHCM@wisconsin.gov) for guidance.

Important:

- The 0.49 FTE value does not reflect the employee's actual work schedule.

- This value is used only for reporting to ETF.
- ETF uses this value to determine whether the employee is considered part-time or full-time for benefits purposes and to calculate employer health insurance contributions.

Number of LTE Jobs	Total FTE	PT/FT	Health Premium Employer Share
One	.49	PT	Half
Two	.98	FT	Full
> Two	Ask DPM Enterprise HCM		

**Job**

Work Location | **Job Information** | Job Labor | Payroll | Salary Plan | Compensation

Employee | Empl ID | Empl Record

**Job Information Details** 1 of 2

Effective Date: 05/17/2026  
 Effective Sequence: 0  
 HR Status: Active  
 Payroll Status: Active  
 Action Reason: [ ]  
 Job Indicator: Primary Job  
 Future

Job Code: [ ]  
 Entry Date: 09/22/2025  
 Supervisor Level: NONSUPVR  
 Supervisor ID: [ ]  
 Reports To: [ ]  
 Regular/Temporary: Regular  
 Empl Class: LTE  
 Full/Part: Full-Time  
 \*Officer Code: Not Applicable  
 Regular Shift: Not Applicable  
 Classified Ind: Limited Term Employment  
 Shift Rate: [ ]  
 Shift Factor: [ ]

**Standard Hours**

Standard Hours: 40.00  
 FTE: .49  
 Work Period: W Weekly  
 As of Date: 05/17/2026  
 Adds to FTE Actual Count?  Encumbrance Override  
 Combined Standard Hours: 40.00 FTE: 0.000000

**Contract Number**

Contract Number: [ ]  
 Contract Type: [ ]  
 Next Contract Number: [ ]

USA

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Update/Display | Include History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

## 6. Verify Benefits Eligibility Information

Review the **benefits** section and confirm the fields are accurate and update or request corrections (JIRA ticket) as needed.

## 7. Save the job data row

---

## What happens after the FTE is updated?

Once entered:

- the FTE value will continue to populate on future job data rows for that employee
  - the position FTE will no longer override the job data FTE for LTE and ULE employees
  - all other position-related fields will continue to populate normally
- 

## Employees with multiple active jobs

If an employee has multiple active employee records, the FTE values are combined on the file sent to ETF.

### Example

An employee has:

- two LTE jobs
- both jobs are WRS eligible
- each job data record has an FTE of 0.49

Result:

- ETF receives a combined FTE of 0.98 for the employee.

Follow the applicable instructions in this job aid to add FTE on job data depending on if the employee is a new hire/rehire or if they become eligible after hire/rehire.

**If an employee has more than two LTE appointments, either within the same business unit or between multiple business units please reach out to**

**[DOADLDPMEEnterpriseHCM@wisconsin.gov](mailto:DOADLDPMEEnterpriseHCM@wisconsin.gov) for guidance on what the FTE on each empl record should be.**

---

## When does an LTE or ULE lose WRS eligibility?

An LTE or ULE employee may no longer be WRS eligible if:

1. The employee moves to another agency and the new position is not expected to qualify for WRS.
  - Example: WRS eligible LTE terminates and is rehired into a non-WRS eligible position at a different agency.
  - Make sure the FTE on job data is updated to 0.0 on the rehire or transfer row.
2. The employee has a break in employment of 12 or more consecutive months.
3. The employee terminates employment and then receives:
  - a retirement annuity
  - a separation or lump-sum benefit
  - a disability annuity benefit

(Reference: WRS Manual Section 312 – Continuation of Participation)