

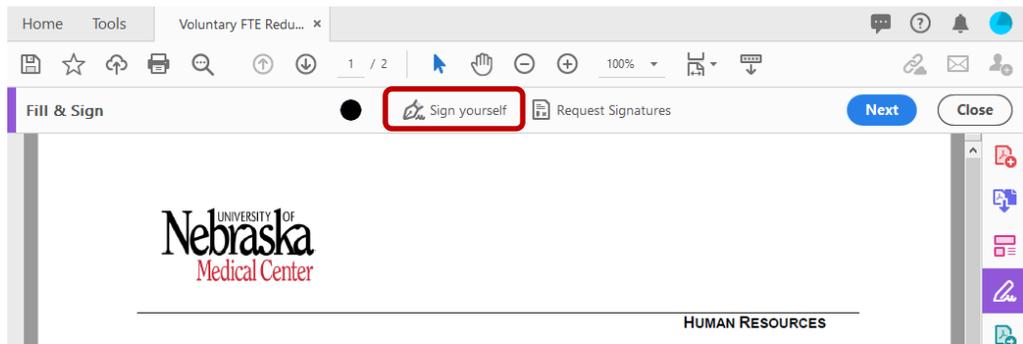
**FTE Voluntary Reduction Request Form - Procedures**

- Please review Page 2 prior to completing form
  - Contact HR Compensation at [unmccompensation@unmc.edu](mailto:unmccompensation@unmc.edu) for questions about this form.
1. To input information into the fields then sign the document > select the Fill & Sign icon on the right side of the screen.

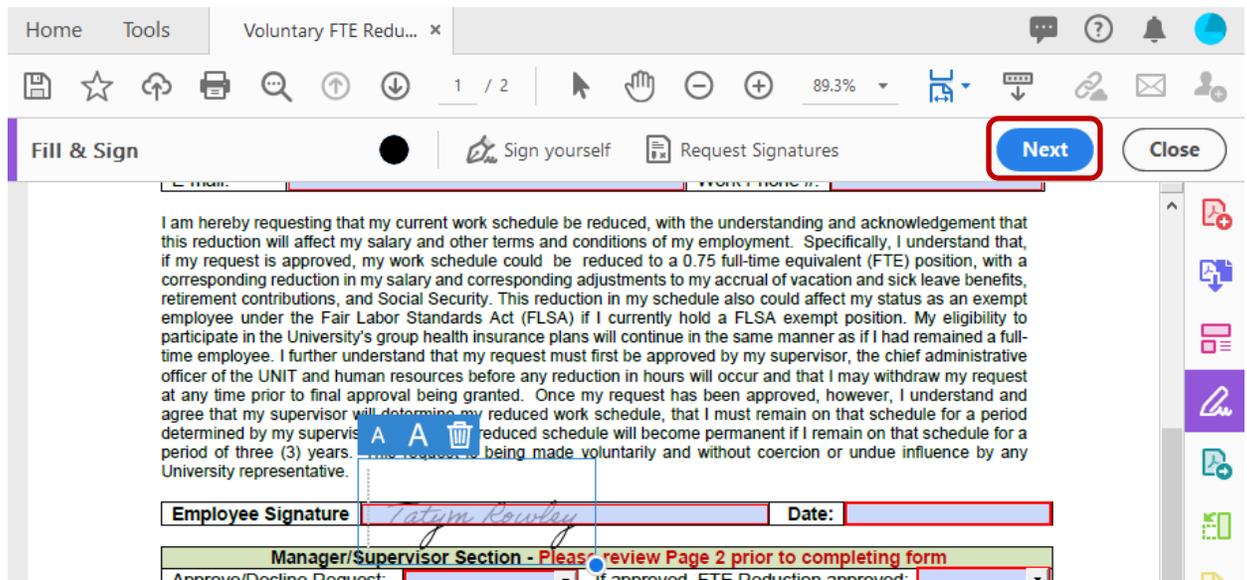
2. A pop-up will ask “Who needs to fill and sign”, select Fill and Sign under ‘You’ to add text and fill out all required fields.

**FTE Voluntary Reduction Request Form - Procedures**

- Once finished filling out each area > select Sign Yourself at the top of the screen > select Add Signature.

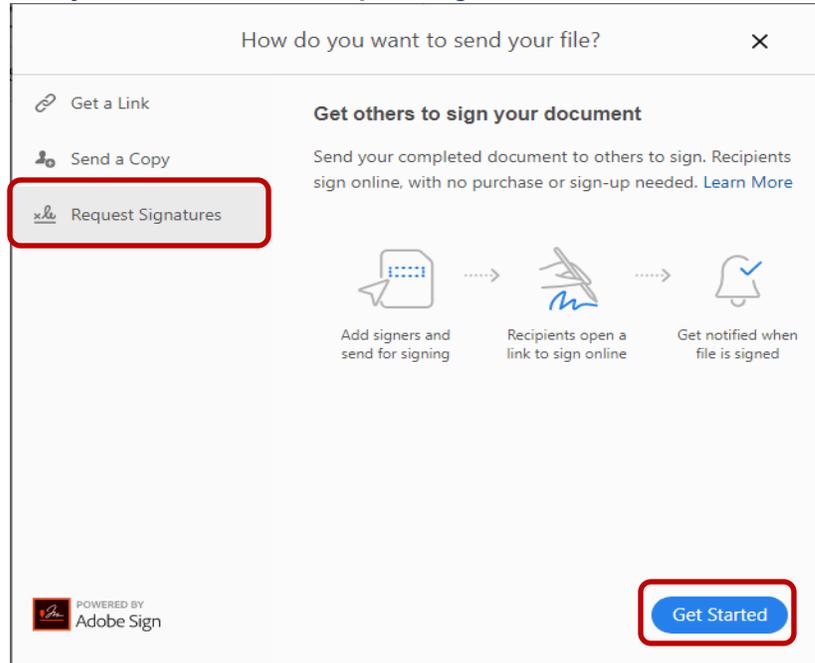


- Once your name has been “written”, drag it to the place a signature is required. After signing and dating > select Next > select Request Signatures > select Continue.

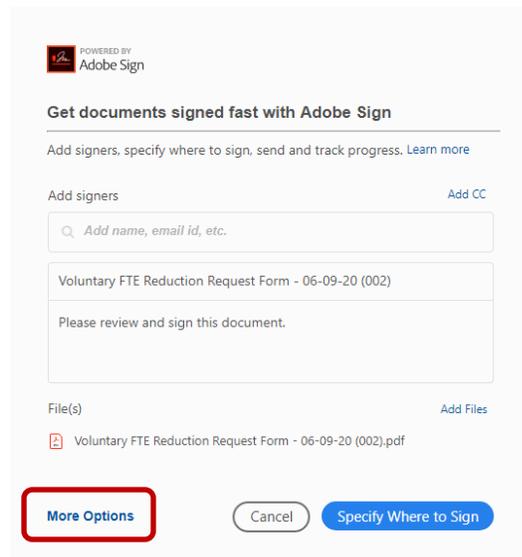


**FTE Voluntary Reduction Request Form - Procedures**

5. If you have never requested signatures before, a pop-up box will appear and ask “How do you want to send your file?” > select Request Signatures > then select Get Started.

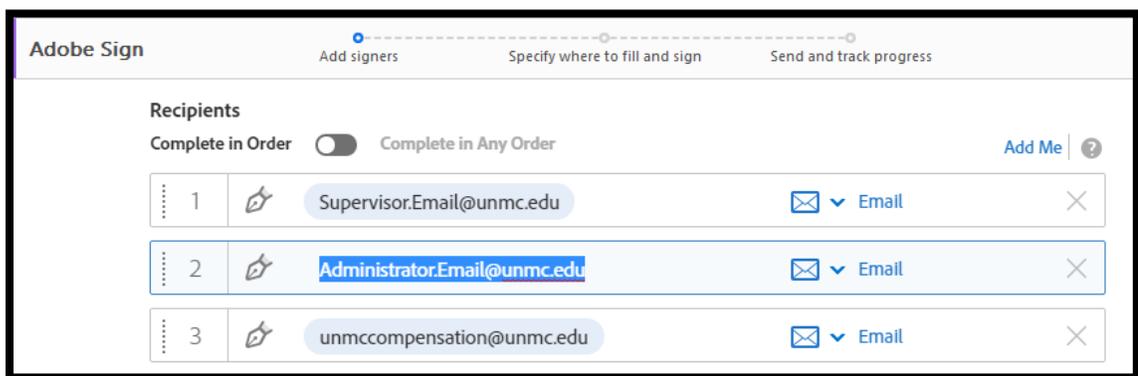


6. If you have requested signatures before > select more options to input the Approvers' information.

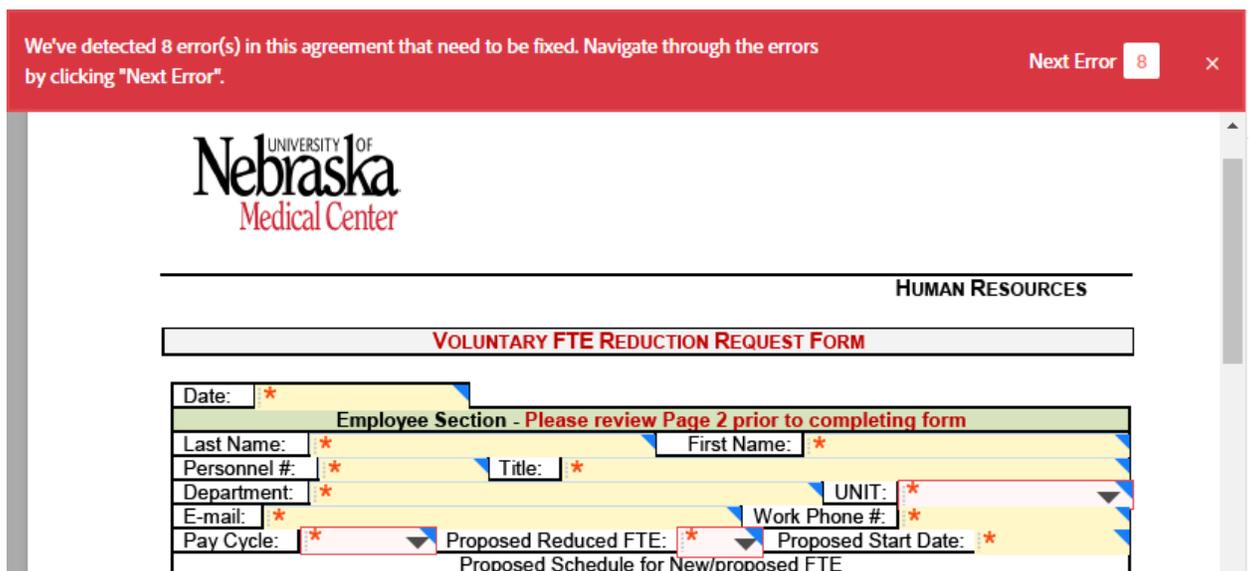


**FTE Voluntary Reduction Request Form - Procedures**

- Complete in Order the Recipients (Approvers) email addresses > Add [unmccompensation@unmc.edu](mailto:unmccompensation@unmc.edu) as the last recipient > select Next at the bottom of the page.



- Once all the recipients' email addresses have been entered and Next has been selected, the screen will direct you to a final review of the document. If you have errors, a red notice bar will appear at the top of the page > please correct any errors before proceeding.



**FTE Voluntary Reduction Request Form - Procedures**

**Example of Error:**

Must delete blank option in each dropdown. To correct this > select the dropdown > highlight the blank option > click delete > select okay > select next error in upper right hand corner.

Dropdown14

Drop down options cannot be blank or contain only spaces.

Export values cannot be blank or contain only spaces.

Assigned To: Anyone ▼

Required       Mask field data

Drop Down Options Show export values

AA

9. Once all errors have been fixed (if applicable), the text fields for each Approver must be assigned to respective fields.

Manager/Supervisor Section - Please review Page 2 prior to completing form			
Approve/Decline Request:	*Select... ▼	If approved, FTE Reduction approved:	*Sel... ▼
Approved Start Date: *		Approved End Date: *	
Approved Schedule for New FTE			
*			
Supervisor Signature	*Signature	Date:	*
UNIT/Department Administrator Section - Please review Page 2 prior to completing form			
Approve/Decline Request:	*Select... ▼	If approved, FTE Reduction approved:	*Sel... ▼
Administrator Signature	*Signature	Date:	*
Human Resources Section			
Approve/Decline Request:	*Select... ▼	Approved Start Date:	*
HR Signature: *		Date:	*

**FTE Voluntary Reduction Request Form - Procedures**

To assign fields > double-click the colored arrow in the right corner of each text box > a pop up box will appear with the appropriate options for each field. For each box > select the drop down box located next to Assigned To and select the appropriate Approver. Repeat this motion for each text box except the Signature.

**Manager/Supervisor Section - Please review Page 2 prior to completing form**

Approve/Decline Request: \*Select...  
 Approved Start Date: \*  
 Approved Schem  
 \*  
 Supervisor Signature \*Signature  
**UNIT/Department Administrator Section - P**  
 Approve/Decline Request: \*Select...  
 Administrator Signature \*Signature  
**Human Reso**  
 Approve/Decline Request: \*Select...  
 HR Signature: \*  
 Page

**Voluntary F**

- Only Full Time (FTE 100% - 40 hours a week) staff e
- Employees who are working for the University under
- to participate in this program.
- Voluntary FTE eligibility to participate in the Universit
- manner as if employee had remained a full-time emp
- Employee FTE reduction cannot be changed below C
- Reduction in FTE will reduce salary. Salary will be p
- accruals - vacations/banked/floating/sick leave - will b
- Retirement contributions and Social Security contribu

Approve / Decline

Assigned To: Anyone

Required  Mask field data

Drop Down Options [Show export values](#)

Approve  
Decline

Enter each drop down option on a separate line.

Default Value: Select...

Tooltip:

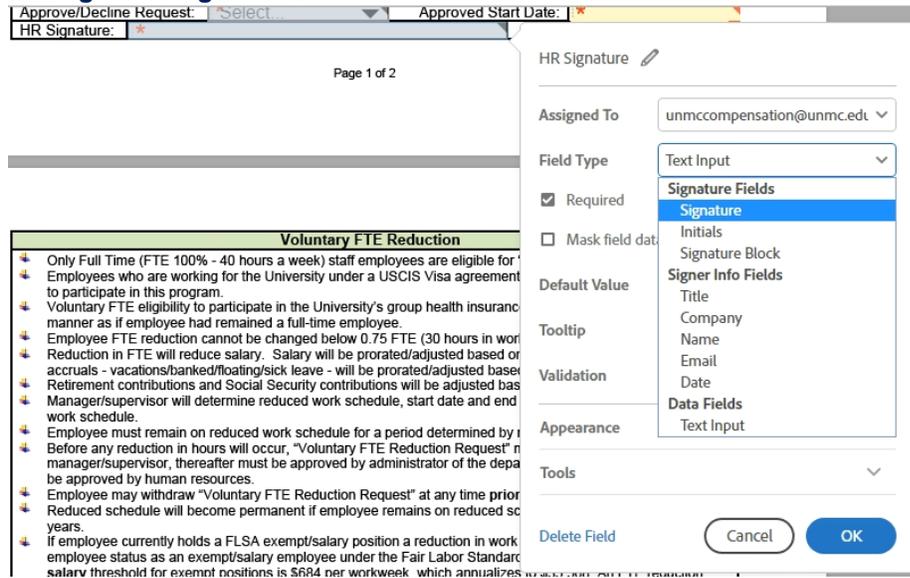
Appearance:

Tools:

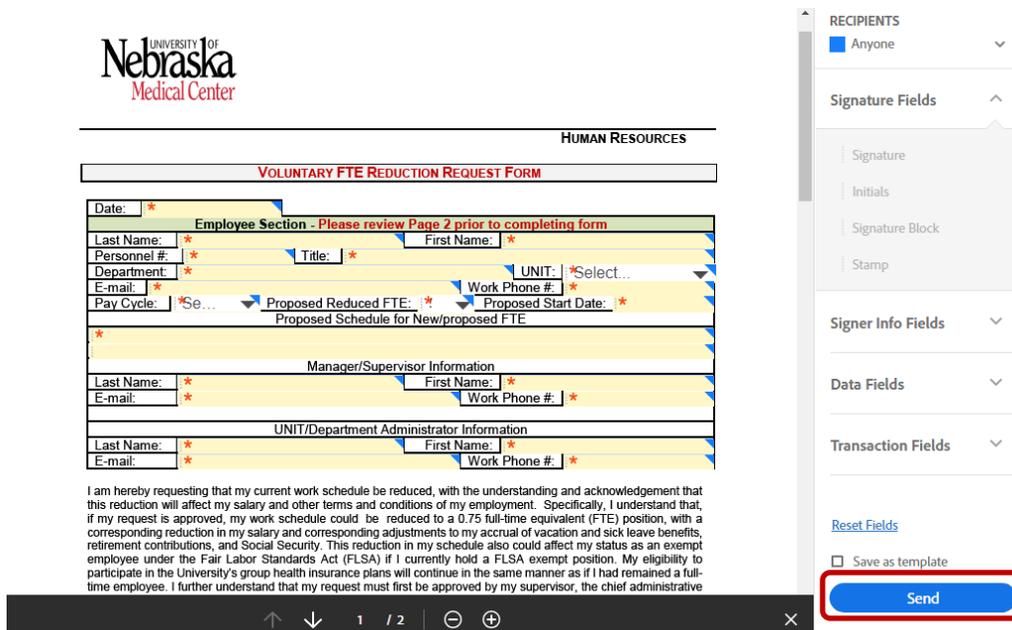
Delete Field

**FTE Voluntary Reduction Request Form - Procedures**

10. For the Signature text fields > select the drop down box located next to Assigned To and select the appropriate Approver > then select the drop down box located next to Field Type and change it to Signature > select OK.

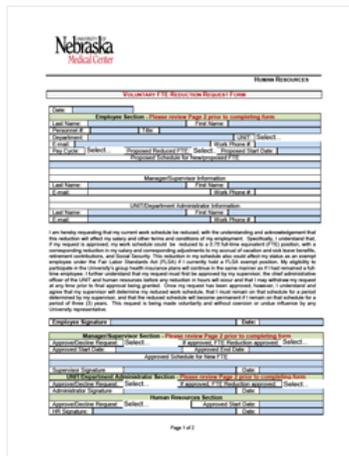


11. Once all fields are assigned to the appropriate approvers > select Send  
The recipients will receive an email requesting them to Review and Sign.



**FTE Voluntary Reduction Request Form - Procedures**

**12. The final screen will show that it was sent successfully.**



“Voluntary-FTE-Reduction-Request-Form - 09-15-20” has been successfully sent for signature

A copy has also been sent to you at [tatym.rowley@unmc.edu](mailto:tatym.rowley@unmc.edu) for your records. "Voluntary-FTE-Reduction-Request-Form - 09-15-20" was sent for signature to [tatum.hutchison@unmc.edu](mailto:tatum.hutchison@unmc.edu). As soon as the agreement is complete, all eligible parties will be e-mailed PDF copies.

Reminders

There are no reminders set for this document.

All agreements that are not completed within 365 days will be automatically expired.