

Tips for a Successful F1 Submission

Nursing Business Operations

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Types of Forms Used

- The below forms will need to be submitted before F1 is submitted To PCC.
 - Employee Separation
 - FTE Change form
 - Transfer Form

Employee Separation

(Policy: UW E-07)

I. NOTIFICATION

When an employee of SUNY Upstate or the Research Foundation of SUNY decides to separate employment, they must provide official notice of separation to their supervisor through the on-line separation application in self-serve. The supervisor must approve the separation transaction through the on-line separation application in self-serve upon such notice by the employee or as soon as possible thereafter. If an employee provides notice to separate via e-mail or paper letter/form, they must be referred to the on-line separation application in self-serve to initiate an official separation. Employees who do not have regular access to computers should be provided use of a computer in the department/unit for such purposes. In cases of termination or job abandonment, the supervisor must create and submit an employee separation notice through the on-line application immediately following action to terminate.

Employee Separation Form

- For SEPARATIONS, please submit the following:
 - Completed Employee Separation Form (Self Serve → Applications → Employee Separation)
 - The form must signed by the employee and manager.
 - If the separation is an immediate termination or the employee refuses to complete the form the manager can complete the separation form on behalf of the employee. Manager must sign and attach resignation letter if the employee has resigned.

Employee Transfers

- This form must be completed prior to the date of transfer within SUNY Upstate.
- The form can be located at: <https://www.upstate.edu/nursing/prof-dev/nbo/pcc-staffing.php>

FTE Change Form

- Completed Nursing Department FTE Change Request Form signed by the employee and manager (this is a NEW form created to help manage the information needed on the many FTE changes processed through NBO). The form can be located at https://www.upstate.edu/nursing/documents/intra/fte_change_nursing.pdf
- Complete the F1
- Attach the FTE change form in the Position Control Committee application.

F1 Definitions

- Reclass vs Replacement
 - Reclass = any time an employee is increasing or decreasing their FTE **or** converting a vacant title to another title i.e. MOA to an LPN.
 - Replacement = any time you are replacing any part of a vacant line
 - New (Unbudgeted) = Is a request for a position that **exceeds** the FTEs allotted for the job code in the current, approved budget and/or the total FTEs for the department in the current, approved budget.
 - New (Budgeted) = A request for a position that **does not exceed** FTE's allotted for the job code in the current, approved budget and/or the total FTEs for the department in the current, approved budget.

Where do you go to Enter an F1

- Self Serve



- Applications



- Position Mgmt (F1/JD)

Completing an F1- Replacement

Create Position Requisition

New Requisition Type: Replacement

Replacement For Employee:*

Submit

* Required Field

Replacement (State or RE funding only)
Vacated position with no changes to the position duties or responsibilities. Examples for Nursing Departments (routine) would include both the SG16 and SG18 positions.

Reclassification (State or RE funding only)
Vacated positions with modifications to the position duties or responsibilities. Reclassifications require a review to determine the appropriate title/classification, and are in the same bargaining unit as the prior incumbent. You may be prompted to complete a Position Questionnaire and provide a Department Organization Chart.

New Budgeted (State or RE funding only)
A new position that is within your Department's established Budget. Includes the funding change of a vacated FTE, an additional FTE or a newly created position for the department. New positions require a review to determine the appropriate title/classification. You may be prompted to complete a Position Questionnaire and provide a Department Organization Chart.

New Unbudgeted (State or RE funding only)
A new position that is NOT part of your Department's established Budget. Includes the funding change of a vacated FTE, an additional FTE or a newly created position for the department. New positions require a review to determine the appropriate title/classification. You may be prompted to complete a Position Questionnaire and provide a Department Organization Chart.

MedBest
Any position being created with MedBest funding.

- Select New Requisition Type = Replacement
- Select the name of the employee that your are replacing
- Complete all of the starred (*) information on the F1
- Be sure you are using the state line # of the employee you are replacing
- If you're replacing the person in an FTE status different than they previous were, please make sure the FTE field reflects this. If combining with other line numbers, please note this in the 'hiring manager comments' field

Completing an F1- Reclassification

Create Position Requisition

New Requisition Type:

Reclassify Position Previously/Currently Associated With Employee:

- Optional Field

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MedBest
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- Fill out FTE Change form
- Select new requisition type = Reclassification
- Select the name of the employee who is **increasing or decreasing** their FTE
- Complete all of the starred (*) information on the F1
- Be sure to use the state line number of the employee that is increasing or decreasing FTE
- Go to PCC and attach the FTE change form to the Position Control Committee or email form to NBO

*Thank
You*

Any questions?

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