

632-2 **Purpose**

It is necessary that an appropriate working time factor (FTE) be assigned to every position for which salary funds are budgeted.

632-10 **Guidelines**

The following excerpt from the letter of June 14, 1960 from Harry R. Wellman concerning the assignment of FTE for split appointments with stipends provides guidelines for recording separately the stipend portion of an appointee's compensation and the base academic salary:

“When an administrative stipend is applied to one portion of a split appointment, no FTE shall be assigned to the stipend portion of the staff member's compensation, and the stipend shall be recorded separately from the base academic salary. To aid in maintaining this separate identification, a special position title code number (code number 1099) has been established, which is to be used only in conjunction with the stipend portion of the total compensation of deans, directors, etc.”