2018-2019 FTES Trades Report Due dates

Fall 2018  DUE: 09/28/2018
Spring 2019  DUE: 02/22/2019

Procedure for FTES Trades Reporting

1. The department that owns the class (“FROM” dept.) enters the FTES Trades Class Attribute “FDPT” on the section.
   a. The value to enter for the attribute is the Academic Org number for the department that pays the faculty (“TO” department), typically the faculty member’s primary department.
   b. Departments in DIFFERENT colleges should complete FTES Trades reporting each term.
   c. Departments within the SAME college may report FTES trades; consult with your College office for guidance.

2. Check the FTES Trades report on the APSS Website:
   https://emsint.csuchico.edu/APSS/FacultyWorkload/FTESTrades/Default.aspx
   a. If corrections are needed, contact the “FROM” department to correct.

3. The FTES Trades report is used by Academic Affairs to adjust the official total FTES at the college level. The final adjusted FTES report determines the college resource allocation for the next academic year.

4. The FTES Trades Report is automatically frozen after the due dates and no corrections or changes can be made to the report after the above date.

5. Contact Academic Publications and Scheduling Services with questions, apss@csuchico.edu