

## Calculating FTE for Part-Time/Full-Time Temp/Casual Salary Employees

Use the chart below to calculate the FTE for a Part-Time/Full-Time Temp/Casual salary employee.

Part-Time/Full-Time Temp/Casual Salary	Example
Look at one pay period within the contract period to calculate:	10 – ½ days = 5 FT days
	$\frac{5 \text{ FT days per pay period}}{10 \text{ FT days per pay period}} = 0.50 \text{ FTE}$
# of full time [FT] days worked during the pay period	
----- 10 full time [FT] days per pay period	7 – FT days = 7 FT days
	$\frac{7 \text{ FT days per pay period}}{10 \text{ FT days per pay period}} = 0.70 \text{ FTE}$
	10 – FT days = 10 FT days
<i>Always convert partial days to full time days.</i>	$\frac{10 \text{ FT days per pay period}}{10 \text{ FT days per pay period}} = 1.00 \text{ FTE}$