

Calculating FTE for Hourly and Salary Employee Jobs Using the FTE Calculation Tool

The FTE for hourly and salary employee jobs can be calculated using the MS Excel **FTE Calculation Tool**.

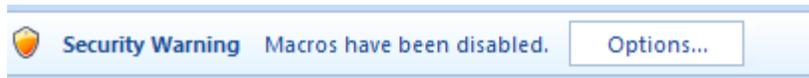
Download the FTE Calculation Tool		
STEP 1:	GOTO www.usnhgateway.org	Use any web browser.
STEP 2:	SELECT Availability, Downloads, & Support	Middle of menu bar.
STEP 3:	SELECT Software Downloads	
STEP 4:	SELECT FTE Calculation Tool	
STEP 5:	Follow the instructions provided.	Setup security to enable macros and add-ins

Running the FTE Calculation Tool

Once the above steps are complete, you can run the tool by double clicking the **FTE Calculation Tool** icon on your desktop. The data entry window should display.

NOTE: If you are using MS Excel 2007, you will need to:

1. Click the **Options...** button on the following Security Warning message displayed above the worksheet.



2. Select the **Enable this content**
3. Click **OK**

How to use the FTE Calculation Tool

In the data entry window, calculate the FTE by entering the following data for either hourly employee jobs OR salary employee jobs:

Hourly Employees

Fiscal Year
40 Hours Position OR 37.5 Hours Position
Hours
Weeks

Salary Employees

Fiscal Year
Days
Weeks

After entering the appropriate data select the **Compute!** button. Your calculated FTE will be displayed.

Switching between Hourly and Salary Calculations

Use the **Clear All** button when switching between calculating Hourly OR Salary FTE.

Displaying the Tool

If the tool is not displaying, here are the steps to be taken to reactivate the tool:

- Office 2003, select Macro from the Tools menu and select the Auto_Run macro and click Run
- Office 2007, select the View tab, choose Macros, select View Macros, Select Auto_Open, and click Run.

Exiting the MS Excel Worksheet

Close the tool by clicking on the **X** in the upper right corner before you can exit the worksheet. When exiting, **DO NOT** save changes to the FTE CALCULATION TOOL.