

New FTE Calculation Tool

STHR's has created a new [FTE Calculation Tool](#) to help users calculate the FTE for status and casual/part-time/full-time temp appointments.

The tool is available for download off of the [Enterprise Systems Gateway](#). After you have accessed the gateway page to download the tool:

Select **Availability, Downloads, & Support**

Select **Software Downloads**

Select **FTE Calculation Tool** and follow the instructions for downloading the tool to your desktop.

Be sure to review our instructions for [Calculating FTE for Hourly and Salary Employee Jobs Using the FTE Calculation Tool](#)

Next we will work with our HR IT team to develop a trapping to ensure appropriate FTE values are used with the new casual, part-time and full-time temp appointment categories.