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.

<table>
<thead>
<tr>
<th>Part-Time/Full-Time Temp/Casual Salary</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Look at one pay period within the contract period to calculate:</td>
<td>10 – ½ days = 5 FT days</td>
</tr>
<tr>
<td># of full time [FT] days worked during the pay period</td>
<td>5 FT days per pay period</td>
</tr>
<tr>
<td></td>
<td>10 FT days per pay period</td>
</tr>
<tr>
<td>10 full time [FT] days per pay period</td>
<td>= 0.50 FTE</td>
</tr>
<tr>
<td>7 – FT days = 7 FT days</td>
<td>7 FT days per pay period</td>
</tr>
<tr>
<td></td>
<td>10 FT days per pay period</td>
</tr>
<tr>
<td>10 FT days per pay period</td>
<td>= 0.70 FTE</td>
</tr>
<tr>
<td>10 – FT days = 10 FT days</td>
<td>10 FT days per pay period</td>
</tr>
<tr>
<td></td>
<td>= 1.00 FTE</td>
</tr>
</tbody>
</table>

*Always convert partial days to full time days.*