Calculating FTE for **Part-Time/Full-Time Temp/Casual** Hourly and Salary Employees

Use the chart below to calculate the FTE for Part-Time/Full-Time Temp/Casual Hourly and Salary employees.

<u>Hourly</u>

Hours * Week
--------------------   = FTE
Hours in a year

Hours   = Number of hours the employee will work in a week.
Weeks   = Number of weeks the employee will work in a year. (Use table below)
Hours in a year = Number of weeks the employee will work in a year. (Use table below)

<u>40 hour employees</u>

Year	2009	2010	2011	2012	2013	2014	2015	2016	2017
Hours in a Year	**2088**	**2088**	**2088**	**2088**	**2080**	**2088**	**2088**	**2096**	**2088**

<u>37.5 hour employees</u>

Year	2009	2010	2011	2012	2013	2014	2015	2016	2017
Hours in a Year	**1957.5**	**1957.5**	**1957.5**	**1957.5**	**1950**	**1957.5**	**1957.5**	**1965**	**1957.5**

Examples:

1. 40 Hour type position, employee is scheduled to work 2 hour a day, 3 days a week for 25 weeks in 2009.
   <u>6 Hours a week * 25 Weeks</u> = FTE .072
           2088

2. 40 Hour type position, employee is scheduled to work 30 hours a week for 4 weeks in 2013.
   <u>20 Hours a week * 4 Weeks</u> = FTE .039
           2080

3. 40 Hour type position, employee is scheduled to work 30 hours a week for 52 weeks in 2009.
   <u>30 Hours a week * 52 Weeks</u> = FTE .747
        2088

4. 37.5 Hour type position, employee is scheduled to work 30 hours a week for 52 weeks in 2009.
   <u>30 Hours a week * 52 Weeks</u> = FTE .747
           2088

Salary

Days * Week

-------------------- = FTE

   260

Days   = Number of Days the employee will work in a week..

Weeks   = Number of weeks the employee will work in a year. (Use table below)

Examples:

1. Employee is going to present at a 2 day seminar.
   <u>2 Days * 1 Week</u> = FTE .008
       260

2. Employee is going to present at a 2 day seminar and is funded by 3 departments.
   <u>2 Days * 1 Week</u> = FTE .008
       260

3. Employee is going to present at a 3 day seminar, on four different dates.
   <u>3Days * 4 Week</u> = FTE .046
       260

4. Employee to tooter students on Saturday for 30 weeks.
   <u>1 Days * 30 Week</u> = FTE .115
       260

5. Employee to work 4 days for 48 weeks.
   <u>4 Days * 48 Week</u> = FTE .738
       260

Student Hourly / College Work Study

Student Hourly / College Work Study employees with a Job ECLS of SH, SW, SX, or SN are assigned an FTE = 1.000 and is unrelated to the number of hours worked per week.

If the Job ECLS is one other than SH, SW, SX, or SN, use the Hourly or SALARY method above.

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