

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

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

Part-Time/Full-Time Temp/Casual Hourly	FTE Calculation Example
<p>The FTE Base for Part-Time/Full-Time Temp/Casual Hourly FTE calculations is 40 hrs/week.</p> <p>Estimate how many hours the employee will work during an average pay period within the contract dates to calculate FTE.</p>	<p>40 hrs/week = 80 hrs/pay period</p> $\frac{80 \text{ hrs/pay period}}{80 \text{ hrs/pay period}} = 1.000 \text{ FTE}$ <p>10 hrs/week = 20 hrs/pay period</p> $\frac{20 \text{ hrs/pay period}}{80 \text{ hrs/pay period}} = 0.250 \text{ FTE}$ <p>25 hrs/week = 50 hrs/pay period</p> $\frac{50 \text{ hrs/pay period}}{80 \text{ hrs/pay period}} = 0.625 \text{ FTE}$
Student Hourly/College Work Study	
<p>Student Hourly/Work Study = 1 .000 FTE and is unrelated to the number of hours worked per week</p>	<p>4 hrs/week = 8 hrs/pay period            10 hrs/week = 20 hrs/pay period            25 hrs/week = 50 hrs/pay period            always = 1.000 FTE</p>