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.

**Hourly**

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)

<table>
<thead>
<tr>
<th>40 hour employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours in a Year</td>
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<table>
<thead>
<tr>
<th>37.5 hour employees</th>
</tr>
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<tr>
<td>Hours in a Year</td>
</tr>
</tbody>
</table>

**Examples:**

1. 40 Hour type position, employee is scheduled to work 2 hour a day, 3 days a week for 25 weeks in 2009.
   6 Hours a week * 25 Weeks = FTE .072
   \[
   \frac{2088}{25} \times 6 = 0.072 
   \]

2. 40 Hour type position, employee is scheduled to work 30 hours a week for 4 weeks in 2013.
   20 Hours a week * 4 Weeks = FTE .039
   \[
   \frac{2080}{4} = 0.039 
   \]

3. 40 Hour type position, employee is scheduled to work 30 hours a week for 52 weeks in 2009.
   30 Hours a week * 52 Weeks = FTE .747
   \[
   \frac{2088}{52} = 0.747 
   \]

4. 37.5 Hour type position, employee is scheduled to work 30 hours a week for 52 weeks in 2009.
   30 Hours a week * 52 Weeks = FTE .747
   \[
   \frac{2088}{52} = 0.747 
   \]
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.
   \[2 \text{ Days} \times 1 \text{ Week} = \text{FTE}.008\]
   \[\frac{260}{260}\]

2. Employee is going to present at a 2 day seminar and is funded by 3 departments.
   \[2 \text{ Days} \times 1 \text{ Week} = \text{FTE}.008\]
   \[\frac{260}{260}\]

3. Employee is going to present at a 3 day seminar, on four different dates.
   \[3 \text{ Days} \times 4 \text{ Week} = \text{FTE}.046\]
   \[\frac{260}{260}\]

4. Employee to tooter students on Saturday for 30 weeks.
   \[1 \text{ Days} \times 30 \text{ Week} = \text{FTE}.115\]
   \[\frac{260}{260}\]

5. Employee to work 4 days for 48 weeks.
   \[4 \text{ Days} \times 48 \text{ Week} = \text{FTE}.738\]
   \[\frac{260}{260}\]

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.