



THE BASICS

FTE Calculations

MADE SIMPLE

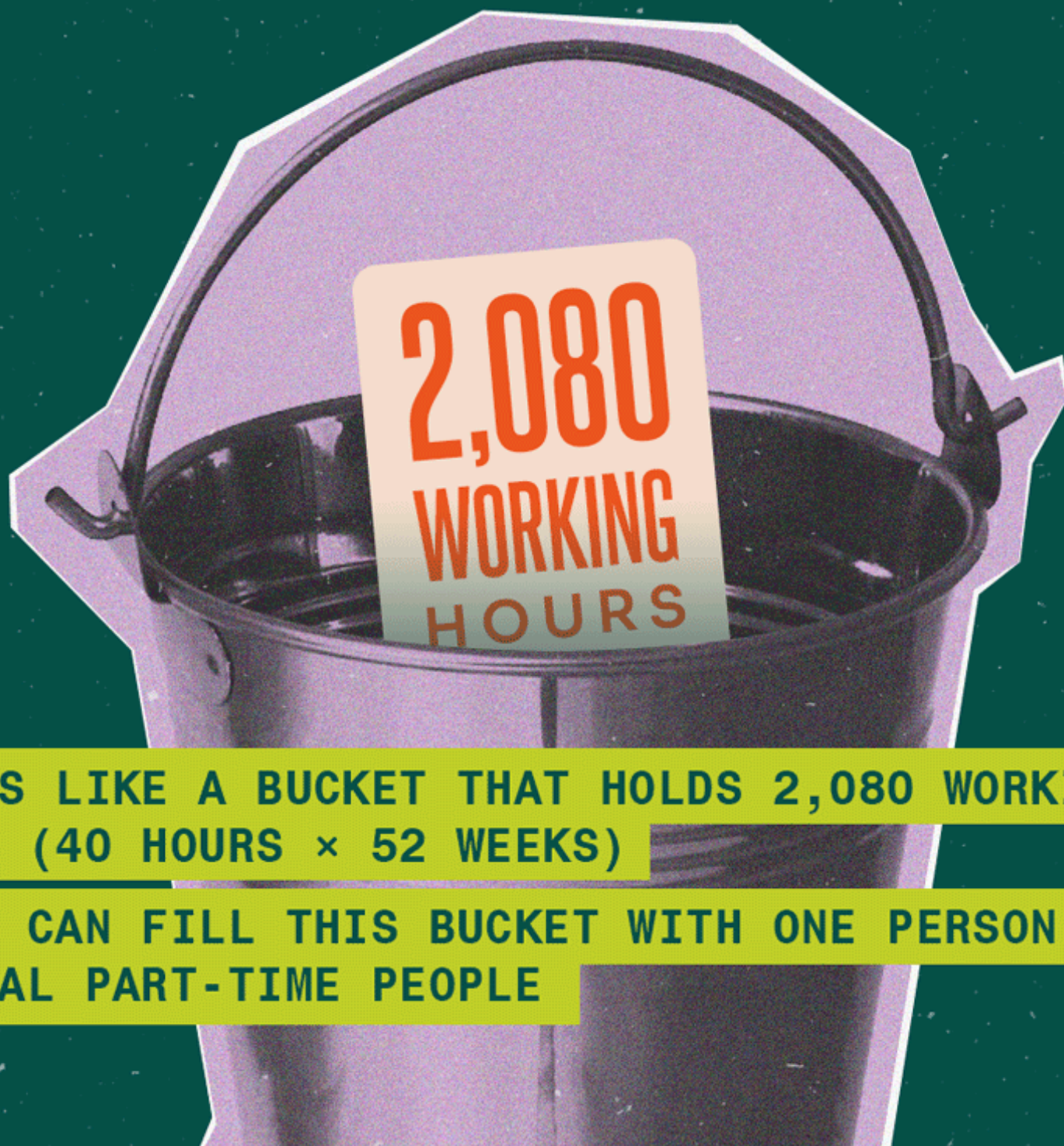
For New Leaders



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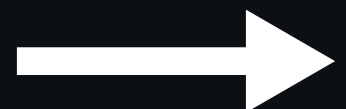
What is an FTE?

THINK OF 1.0 FTE AS ONE FULL-TIME PERSON'S WORK IN A YEAR.



- IT'S LIKE A BUCKET THAT HOLDS 2,080 WORKING HOURS (40 HOURS × 52 WEEKS)

- YOU CAN FILL THIS BUCKET WITH ONE PERSON OR SEVERAL PART-TIME PEOPLE





Need to Calculate Quickly?

FOR WEEKLY HOURS

$$\frac{\text{TOTAL HOURS WORKED IN A WEEK}}{40} = \text{FTE}$$

FOR ANNUAL HOURS

$$\frac{\text{TOTAL HOURS WORKED IN A YEAR}}{2,080} = \text{FTE}$$



The Simple Math

METHOD 1 USING WEEKLY HOURS

$$\text{FTE} = \text{WEEKLY HOURS} \div 40$$

SOMEONE WORKING 40 HOURS/WEEK = $40 \div 40 = 1.0$ FTE

SOMEONE WORKING 20 HOURS/WEEK = $20 \div 40 = 0.5$ FTE

SOMEONE WORKING 32 HOURS/WEEK = $32 \div 40 = 0.8$ FTE

METHOD 2 USING ANNUAL HOURS

$$\text{FTE} = \text{TOTAL ANNUAL HOURS} \div 2,080$$

2,080 HOURS PER YEAR = $2,080 \div 2,080 = 1.0$ FTE

1,040 HOURS PER YEAR = $1,040 \div 2,080 = 0.5$ FTE

1,664 HOURS PER YEAR = $1,664 \div 2,080 = 0.8$ FTE



Examples

EXAMPLE 1: PART-TIME STAFF

MARY WORKS 3 DAYS A WEEK, 8 HOURS EACH DAY

WEEKLY HOURS = 24 FTE = $24 \div 40 = 0.6$ FTE

EXAMPLE 2: 12-HOUR SHIFTS

JOHN WORKS THREE 12-HOUR SHIFTS PER WEEK

WEEKLY HOURS = 36 FTE = $36 \div 40 = 0.9$ FTE

EXAMPLE 3: MULTIPLE PART-TIME STAFF

YOU NEED COVERAGE FOR ONE FULL-TIME POSITION (1.0 FTE). YOU COULD USE:

- *TWO PEOPLE WORKING 20 HOURS EACH ($0.5 + 0.5 = 1.0$)*
- *FOUR PEOPLE WORKING 10 HOURS EACH ($0.25 \times 4 = 1.0$)*
- *ONE PERSON WORKING 32 HOURS (0.8) AND ONE WORKING 8 HOURS (0.2)*



Quick Tips

REMEMBER

1.0 FTE
40 HRS/WK

0.5 FTE
20 HRS/WK

0.25 FTE
10 HRS/WK

DON'T ROUND NUMBERS!

- SMALL DIFFERENCES IN FTE CAN MEAN **BIG** DIFFERENCES IN BUDGET
- KEEP DECIMALS **AS THEY ARE**

THE MATH NEVER CHANGES

- WHETHER IT'S 8-HOUR SHIFTS OR 12-HOUR SHIFTS
- WHETHER IT'S ONE PERSON OR MULTIPLE PEOPLE
- FTE IS **ALWAYS** BASED ON TOTAL HOURS





Common Mistakes to Avoid

1.) DON'T CONFUSE PEOPLE WITH FTES

- ONE FTE DOESN'T ALWAYS MEAN ONE PERSON
- MULTIPLE PEOPLE CAN SHARE ONE FTE

2.) DON'T FORGET TO COUNT ALL HOURS

- INCLUDE MEETING TIME
- INCLUDE TRAINING TIME
- INCLUDE REQUIRED EDUCATION TIME

3.) DON'T IGNORE PART HOURS

THIS IS WHERE INCIDENTAL OVERTIMES HAVE AN IMPACT!

- 0.1 FTE = 4 HOURS/WEEK
- SMALL AMOUNTS ADD UP OVER A YEAR





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