Calculating FTE

Introduction

What is FTE?

Full-time equivalent (FTE) is the budgetary equivalent of one position, continuously filled full-time for the entire fiscal year and which may be comprised of any combination of part-time and full-time positions.

Computing FTE

The HR data that is loaded into the Budget System (Questica) has already been converted from FTE months to FTE. As you are creating new positions you will need to remember to include FTE along with salary; this includes your TBAs and group salaries (graduate assistants, hourly salaries).

Why is it important?

FTE is important in a variety of areas in addition to Budget Load. It is used for state reporting and in the accreditation process, university statistics and funding discussions, as well as in comparisons with peer institutions.

State definitions for FTE are:

9 month faculty appointment = 1 FTE

9 month faculty working summer session = 0.2 FTE

12 month faculty appointment (including academic admin) = 1.2 FTE

12 month administrative = 1 FTE

12 month classified = 1 FTE

4.5 month grad assistant = 0.4 FTE (FTE months/11.25 = FTE)

12 month hourly (2,080 hours) = 1 FTE

State Definition for FTE		FTE in Questica
9 month faculty appointment	= 1 FTE	1560 FTE definition
9 month faculty appointment working summer session	= 0.2 FTE	416 FTE definition
12 month faculty appointment (including academic admin)	= 1.2 FTE	2496 FTE definition
12 months administrative	= 1 FTE	2080 FTE definition
12 month classified	= 1 FTE	2080 FTE definition
4.5 month grad assistant (FTE months / 11.25 = FTE)	= 0.4 FTE	936 FTE definition
12 month hourly (2080 hours)	= 1 FTE	2080 FTE definition

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Computing FTE for Group Salaries – Graduate Assistants

FY25 MINIMUM STIPEND RATES

12 Month Salary Basis (Full Time Rate)
- Annual Minimum Stipend Rate = $45,648
  - Monthly Minimum Stipend Rate = $3,804

9 Month Salary Basis (Full Time Rate)
- Annual Minimum Stipend Rate = $34,236
  - Monthly Minimum Stipend Rate = $3,804

(Rates will vary depending on College Discipline and/or Graduate Level – Change Accordingly)

Example 1   I have $672,543 of budget to use for my Master's Level Graduate Assistants and the full time stipend rate for my department is $3,933 per month (these are 9 month appointments).   How do I calculate FTE?

Budget = $672,543
Monthly Stipend Rate = $3,933
Annual Stipend Rate = $3,933*9 months = $35,397

FTE = $672,543/$35,397 = 19 FTE

Validation   We have 38 signed graduate assistantships at ½ time ($35,397/2)*38 = $672,543

Note: if you use the minimum stipend for 9 Months your FTE would be as follows:

FTE= $672,543/$34,236= 19.644 FTE

Conclusion   If the full-time stipend rate in Example 1 is greater than or equal to the minimum university stipend rate and the FTE calculated look reasonable then you can save your work and move forward.

Computing FTE for Group Salaries – Hourlies / Workstudy

<div style="border:1px solid black; padding:10px;">

<u>FY25 MINIMUM HOURLY RATE</u>

Effective January 1, 2024 = $14.42 per hour
- Monthly Average Rate = 173.33 hours in a month * $14.42 = $2,499.42
- Annual Rate = 2080 hours in a year * $14.42 = $29,993.60

(Rates will vary depending on job duties being performed – Change Accordingly)

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Example 2   I have $144,213 of budget to use for student hourlies and the average hourly rate we pay our hourly employees is $15.50.   How do I calculate FTE?

Budget = $144,213
Average Hourly Rate = $15.50
Monthly Average Rate = 173.33 hours in a month *$15.50 = $2,686.62
Annual Average Rate = 2080 hours in a year *$15.50 = $32,240

FTE = $144,213/$32,240 = 4.473 FTE

Note: if you use the minimum annual rate your FTE would be as follows:

Budget = $144,213
Average Hourly Rate = $14.42
Monthly Average Rate = 173.33 hours in a month *$14.42 = $2,499.42
Annual Average Rate = 2080 hours in a year *$14.42 = $29,993.60

FTE= $144,213/$29,993.60 = 4.808 FTE (<u>always round down</u>)

Conclusion   If the annual average rate in Example 2 is greater than or equal to the minimum university annual rate and the FTE calculated look reasonable then you can save your work and move forward.

Note: If you are uncertain what the pay rates are for your grouped employees or you have a wide range of pay rates among your grouped employees and need to come up with an average, reference your current year HR Account Summary Management Reports (see example that follows) for validation to the average amount to use in the formula above. Go to the end of the report, there are summaries by object code for each fund group. S = Salary M = FTE months.   Graduate Assistants = object codes 5311, 5321, 5341, 5361; Student Hourly = 5611; Work-study = 5651; Non-Student Hourly = 5551.

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Human Resources Management System   14-May-2013 03:56 Pm
Account Summary   Current Month End: 30 JUN 2013
Summary Date Beg: 01 JUL 2012   End: 30 JUN 2013

Organization: **Dept # - Department Name**

Assignment ID/Name		Expended Prior Months	Expended Current Month	Projected Encumbrances	Totals	
Fund Group Totals: **Dept # - Department Name**						
	M	2.872	.000	.000	2.872	
Fund Group (EG) Object (5611)	S	12,584.77	.00	.00	12,584.77	> $1,633/mth
	M	7.566	.000	.000	7.566	
Fund Group (EG) Object (5651)	S	2,953.95	.00	.00	2,953.95	> $933/mth
	M	3.165	.000	.000	3.165	
Fund Group (EG) Object (5715)	S	1,407.78	.00	.00	1,407.78	
	M	.000	.000	.000	.000	
Fund Group (EG) Object (5991)	S	4,571.04	.00	.00	4,571.04	
	M	.000	.000	.000	.000	
Fund Group EG Total	S	1,251,247.18	.00	.00	1,251,247.18	
	M	264.664	.000	.000	264.664	
Fund Group (INSURE) Object (5111)	S	7,935.32	.00	.00	7,935.32	
	B	1,912.41	.00	.00	1,912.41	
	M	.875	.000	.000	.875	
Fund Group (INSURE) Object (5411)	S	17,309.30	.00	.00	17,309.30	
	B	5,729.38	.00	.00	5,729.38	
	M	4.350	.000	.000	4.350	
Fund Group (INSURE) Object (5413)	S	161.16	.00	.00	161.16	
	B	53.34	.00	.00	53.34	
	M	.000	.000	.000	.000	
Fund Group (INSURE) Object (5421)	S	1,753.30	.00	.00	1,753.30	
	B	580.34	.00	.00	580.34	
	M	.000	.000	.000	.000	
Fund Group INSURE Total	S	27,159.08	.00	.00	27,159.08	
	B	8,275.48	.00	.00	8,275.48	
	M	5.225	.000	.000	5.225	
Fund Group (RECHAR) Object (5611)	S	1,766.59	.00	.00	1,766.59	
	B	17.67	.00	.00	17.67	
	M	1.078	.000	.000	1.078	
Fund Group (RECHAR) Object (5651)	S	1,195.96	.00	.00	1,195.96	
	M	1.601	.000	.000	1.601	
Fund Group (RECHAR) Object (5991)	S	357.29	.00	.00	357.29	
	M	.000	.000	.000	.000	
Fund Group RECHAR Total	S	3,319.84	.00	.00	3,319.84	

What do I input as FTE for Overtime, Shift Differential & Supplemental Pay?
While in the past Overtime, Shift Differential & Supplemental Pay were required to have an FTE > 0 in the system in order to get around system limitations, Questica does not have the same limitations. When budgeting for these items, please enter an FTE of 0 as to not inflate your department's FTE amounts.