

# Calculating FTE

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## 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 Budget Construction 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 Construction. 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

## Computing FTE for Group Salaries – Graduate Assistants

(Section 2 of BC Training Guide- pages 26 & 27)

### FY17 MINIMUM STIPEND RATES

#### 12 Month Salary Basis (Full Time Rate)

- Annual Minimum Stipend Rate = \$37,152
  - Monthly Minimum Stipend Rate = \$3,096

#### 9 Month Salary Basis (Full Time Rate)

- Annual Minimum Stipend Rate = \$27,864
  - Monthly Minimum Stipend Rate = \$3,096

*(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 Masters 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/\$27,864 = 24.137 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 save your work and move forward.

## Computing FTE for Group Salaries – Hourlies / Workstudy

(Section 2 of BC Training Guide- pages 26 & 27)

### FY17 MINIMUM HOURLY RATE

Effective January 1, 2016 = \$8.31 per hour

- Monthly Average Rate = 173.33 hours in a month \* \$8.31 = \$1,440
- Annual Rate = 2080 hours in a year \* \$8.31 = \$17,285

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

**Example 2** I have \$144,213 of budget to use for student hourlies and the average hourly rate we pay our hourly employees is \$8.51. How do I calculate FTE?

Budget = \$144,213

Average Hourly Rate = \$8.51

Monthly Average Rate = 173.33 hours in a month \* \$8.51 = \$1,475

Annual Average Rate = 2080 hours in a year \* \$8.51 = \$17,700

**FTE = \$144,213/\$17,700= 8.148 FTE**

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

FTE= \$144,213/\$17,285 = 8.343 FTE

**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 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; Workstudy = 5651; Non-Student Hourly = 5551.

HRMSR053

Colorado State University  
Human Resources Management System  
Account Summary

Page: 26  
14-May-2013 03:56 Pm  
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?**

Overtime, Shift Differential & Supplemental Pay are required to have an FTE > 0 in the system. They should be entered with an FTE of “.01” to bypass the error and avoid falsely inflating your FTE. This will result in overstating the calculated salary which is acceptable as long as you make sure to clearly label the position description as “Overtime”, “Shift Differential” or “Supplemental Pay”.