Quick Guide: FTE - Full Time Equivalent

FTE% vs Authorized%

FTE %	Authorized %
▪ Can be viewed in <mark>worker</mark> Job Details ▪ System calculates based on **Scheduled Weekly Hours** ▪ If FTE% < 100, the worker Time Type should be *Part-Time* ▪ **Should be changed based on employee schedule changes**	▪ Can be viewed in <mark>position</mark> Organization Assignments ▪ Is determined by RED, based on budget ▪ The maximum % you are allowed to fill the PIN ▪ **Should NOT be changed based on employee schedule changes**

<u>Note:</u> An employee's FTE is the amount of a full time schedule that the employee will fill. It cannot be 0%. Drives benefit participation and accruals.

Examples:
- If employee will be working full time at 40 scheduled weekly hours, FTE = 100%.
- If employee will be working part time at 30 scheduled weekly hours, FTE = 75%, even if the Authorized% is 75%.
- If employee will be working all 20 hours allowed in a PIN with Authorized% = 50%, employee FTE = 50%.
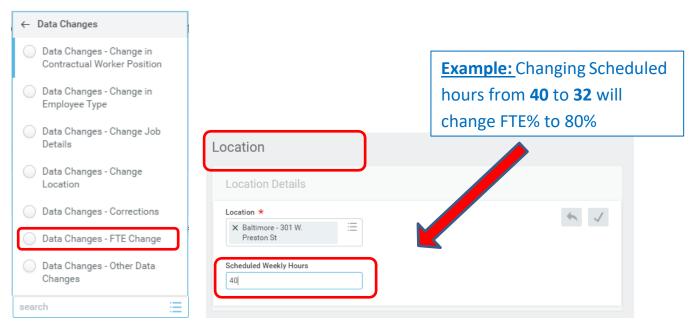
Types of Hours in WD

Location Weekly Hours: Set based on work location for the employee *(usually 40)*
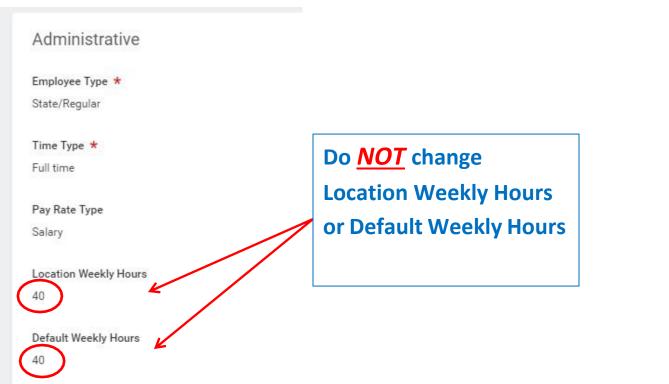
Default Weekly Hours: Hours that have been set based on budget for the PIN *(usually 40)*

Scheduled Weekly Hours: Specific to the employee's work schedule, should be changed to adjust FTE accordingly

How to Adjust FTE

Employee Job Change Process: Select *Transfer, Promote or Change Job>Data Changes – FTE Change* from options; On *Location* screen of transaction, edit <mark>Scheduled Weekly Hours</mark>

Data Changes

- Data Changes - Change in Contractual Worker Position
- Data Changes - Change in Employee Type
- Data Changes - Change Job Details
- Data Changes - Change Location
- Data Changes - Corrections
- **Data Changes - FTE Change**
- Data Changes - Other Data Changes

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Example: Changing Scheduled hours from **40** to **32** will change FTE% to 80%

Location

Location Details

Location *
✕ Baltimore - 301 W. Preston St

Scheduled Weekly Hours
40

Administrative

Employee Type *
State/Regular

Time Type *
Full time

Pay Rate Type
Salary

Location Weekly Hours
40

Default Weekly Hours
40

Do **NOT** change Location Weekly Hours or Default Weekly Hours

How to Change FTE during transactions

Hire Process: Under *Additional Information*, edit the Scheduled Weekly Hours

Do _NOT_ change Location Weekly Hours or Default Weekly Hours

Transfer Process: On *Location* screen of transaction, edit Scheduled Weekly Hours