

Quick Guide: FTE - Full Time Equivalent

FTE% vs Authorized%

<u>FTE %</u>	<u>Authorized %</u>
<ul style="list-style-type: none">▪ Can be viewed in worker Job Details▪ System calculates based on Scheduled Weekly Hours▪ If FTE% < 100, the worker Time Type should be <i>Part-Time</i>▪ Should be changed based on employee schedule changes	<ul style="list-style-type: none">▪ Can be viewed in position 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

Note: An employee's FTE is the amount of the Authorized % of a position that the employee will fill. It cannot be 0%. Drives benefit participation and accruals.

Examples:

- Authorized % is 100 (40 hours), employee will be working part time at 30 scheduled weekly hours, FTE = 75%.
- Authorized % is 50 (20 hours), employee will be working all 20 hours allowed, FTE = 100%.

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 **Scheduled Weekly Hours**

← 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

search

Location

Location Details

Location *

X Baltimore - 301 W. Preston St

Scheduled Weekly Hours

40

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

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

Additional Information	
Job Title	Accountant I
Business Title	Accountant I
Location Weekly Hours	40
Default Weekly Hours	40
Scheduled Weekly Hours	40
FTE	100%

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

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

Location

Location Details

Location * ← ✓

✕ Baltimore - 301 W. Preston St

Scheduled Weekly Hours

40|