Quick Guide: FTE - Full Time Equivalent

FTE% vs Authorized%

FTE %	Authorized %
- Can be viewed in ==worker== 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 ==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

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

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