

CALCULATION OF FTE'S

The FTE for an individual is calculated by taking the number of months and always dividing it by 12 months and multiplying by the % of effort. It doesn't matter if the number of budgeted months exceeds or is less than 12 months.

Example #1:

Contract Period: 8/1/11 to 9/30/12
Year 1 (budget): 8/1/11 to 6/30/12 (11 months)
Year 2 (budget): 7/1/12 to 9/30/12 (3 months)

Year 1:

Sara = \$2,000 per month x 9 months x 21% FTE = 0.16 (calculation: $9/12 \times 21\%$)
Steve = \$1,000 per month x 11 months x 15% FTE = 0.14 (calculation: $11/12 \times 15\%$)

Year 2:

Sara = \$2,000 per month x 3 months x 50% FTE = 0.13 (calculation: $3/12 \times 50\%$)
Steve = \$1,000 per month x 2 months x 90% FTE = 0.15 (calculation: $2/12 \times 90\%$)

TOTAL FTE FOR THIS CONTRACT IS: 0.58 (0.16 + 0.14 + 0.13 + 0.15)

The FTE's should be rounded to 2 decimal places

Example #2:

Contract Period: 7/1/11 to 9/30/12
Budget: 7/1/11 to 9/30/12 (15 months)

Cindy = \$1,500 per month x 15 months x 100% FTE = 1.25 (calculation: $15/12 \times 100\%$)
Randy = \$4,500 per month x 12 months x 100% FTE = 1.00 (calculation: $12/12 \times 100\%$)

TOTAL FTE FOR THIS CONTRACT IS: 2.25 (1.25 + 1.00)

In some cases, the FTE's are calculated based on the number of hours worked. Please use 2,080 hours per year for a 40 hour work week or 1,950 hours per year for a 37.5 hour work week. See examples below:

Example #3:

ABC's Industries (This vendor has a 40 hr work week)
Contract Period: 7/1/11 to 6/30/12
Budget: 7/1/11 to 6/30/12 (12 months)

Sam = 30 hrs per week x \$10/hr x 52 wks FTE = 0.75 (calculation: $30 \times 52/2080$)
Sue = 20 hrs per week x \$20/hr x 52 wks FTE = 0.50 (calculation: $20 \times 52/2080$)

TOTAL FTE FOR THIS CONTRACT IS: 1.25 (0.75 + 0.50)

Example #4:

Houston County Government (This vendor has a 37.5 hr work week)

Contract Period: 7/1/11 to 8/31/12

Year 1 (budget): 7/1/11 to 6/30/12 (12 months)

Year 2 (budget): 7/1/12 to 8/31/12 (2 months)

Year 1:

Bob = 30 hrs per week x \$10/hr x 52 wks FTE = 0.80 (calculation: $30 \times 52 / 1,950$)

Tom = 20 hrs per week x \$20/hr x 25 wks FTE = 0.26 (calculation: $20 \times 25 / 1,950$)

Year 2:

Bob = 10 hrs per week x \$10/hr x 8 wks FTE = 0.04 (calculation: $10 \times 8 / 1,950$)

Tom = 15 hrs per week x \$20/hr x 8 wks FTE = 0.06 (calculation: $15 \times 8 / 1,950$)

TOTAL FTE FOR THIS CONTRACT IS: 1.16 (0.80 + 0.26 + 0.04 + 0.06)