Competency Area 3: Personnel & Communications

Calculating FTEs

Supplemental Material: Access the Gap Analysis Tool to supplement your practices.

Definitions:
FTE stands for full time equivalent.

An FTE is the equivalent of one person working full time:

8 hrs./day  
X 5 days/week  
X 52 weeks/year  
= 2080 hours/year

Examples:
- 1 person working full time = 1 FTE
- 2 people each working 4 hours per day, 5 days per week = 1 FTE

Tips:
- FTEs does NOT mean number of employees.
- An FTE value stays the same over time (except when you adjust your usual staffing pattern). Do not multiply it by days, weeks, or months.

How to Do It:
1. If you know your total number of labor hours for one year: Divide by 2080. This is your FTEs.

Example: Your department’s total labor hours as reported to payroll for Jan. - Dec. 1998 were 13,104.

\[
13,104 \div 2080 = 6.3 \text{ FTEs.}
\]

Alternate Method:
If you know your total number of labor hours for one month: Divide by 173.33. This is your FTEs.

Example: Your department’s total labor hours as reported to payroll for May 1999 were 3,600.

\[
3,600 \div 173.33 = 20.77 \text{ FTEs.}
\]

References