

How to calculate the full-time equivalent (FTE) of a Part-time Employee

In order to determine the FTE of a Part-time Employee, the average weekly hours must be determined. So, for example, if you work 7.75 hour shifts and work twelve shifts in a four week shift cycle, you multiply 7.75 (hours) X 12 (shifts) and divide by four (number of weeks). So the average weekly hours are 23.25 hours.

Once you have the average weekly hours for the Part-time Employee, you divide this by the average weekly hours worked by a Full-time Employee.

In this example, if the Full-time weekly hours are 36.81 then divide 23.25 by 36.81 to get the FTE of .6316. This would round down to .63 as the third number is less than 5. If the third number is 5 or greater, the FTE is rounded up.

If the Full-time weekly hours are 38.75 then the FTE is .6

APPENDIX II

7.75 Hour Shift

4 Weeks		8 Weeks		12 Weeks			
# of shifts	FTE	# of shifts	FTE	# of shifts	FTE	# of shifts	FTE
1	.05	1	.02	1	.02	39	.68
2	.11	2	.05	2	.04	40	.70
3	.16	3	.07	3	.05	41	.72
4	.21	4	.11	4	.07	42	.74
5	.26	5	.13	5	.09	43	.75
6	.32	6	.16	6	.10	44	.77
7	.37	7	.18	7	.12	45	.79
8	.42	8	.21	8	.14	46	.81
9	.47	9	.24	9	.16	47	.82
10	.53	10	.26	10	.18	48	.84
11	.58	11	.29	11	.19	49	.86
12	.63	12	.32	12	.21	50	.88
13	.68	13	.34	13	.23	51	.89
14	.74	14	.37	14	.25	52	.91
15	.79	15	.39	15	.26	53	.93
16	.84	16	.42	16	.28	54	.95
17	.89	17	.45	17	.30	55	.96
18	.95	18	.47	18	.32	56	.98
19	1.0	19	.50	19	.33	57	1.0
		20	.53	20	.35		
		21	.55	21	.37		
		22	.58	22	.39		
		23	.61	23	.40		
		24	.63	24	.42		
		25	.66	25	.44		
		26	.68	26	.46		
		27	.71	27	.47		
		28	.74	28	.49		
		29	.76	29	.51		
		30	.79	30	.53		
		31	.82	31	.54		
		32	.84	32	.56		
		33	.87	33	.58		
		34	.89	34	.60		
		35	.92	35	.61		
		36	.95	36	.63		
		37	.97	37	.65		
		38	1.0	38	.67		

APPENDIX II

7.75 Hour Shift (38.75/week)

4 Weeks		8 Weeks	
# of shifts	FTE	# of shifts	FTE
1	0.05	1	0.025
2	0.10	2	0.05
3	0.15	3	0.075
4	0.2	4	0.10
5	0.25	5	0.125
6	0.3	6	0.15
7	0.35	7	0.175
8	0.4	8	0.20
9	0.45	9	0.225
10	0.5	10	0.25
11	0.55	11	0.275
12	0.6	12	0.30
13	0.65	13	0.325
14	0.7	14	0.35
15	0.75	15	0.375
16	0.8	16	0.40
17	0.85	17	0.425
18	0.9	18	0.45
19	0.95	19	0.475
20	1.0	20	0.50
		21	0.525
		22	0.55
		23	0.575
		24	0.60
		25	0.625
		26	0.650
		27	0.675
		28	0.70
		29	0.725
		30	0.75
		31	0.775
		32	0.80
		33	0.825
		34	0.85
		35	0.875
		36	0.90
		37	0.925
		38	0.95
		39	0.975
		40	1.0

APPENDIX II

9.75 Hour Shift

5 Weeks		10 Weeks		10 Weeks	
# of shifts	FTE	# of shifts	FTE	# of shifts	FTE
1	0.05	1	0.025	20	0.52
2	0.10	2	0.05	21	0.54
3	0.16	3	0.08	22	0.58
4	0.21	4	0.10	23	0.60
5	0.26	5	0.13	24	0.63
6	0.31	6	0.15	25	0.65
7	0.36	7	0.18	26	0.68
8	0.42	8	0.21	27	0.71
9	0.47	9	0.23	28	0.73
10	0.53	10	0.26	29	0.76
11	0.58	11	0.29	30	0.79
12	0.63	12	0.31	31	0.81
13	0.68	13	0.34	32	0.84
14	0.74	14	0.37	33	0.87
15	0.79	15	0.39	34	0.89
16	0.84	16	0.42	35	0.92
17	0.89	17	0.44	36	0.94
18	0.95	18	0.47	37	0.97
19	1.0	19	0.50	38	1.0

APPENDIX II

9.75 Hour Shift – 39 Hours/week

5 Weeks		10 Weeks		10 Weeks	
# of shifts	FTE	# of shifts	FTE	# of shifts	FTE
1	0.05	1	0.025	21	0.525
2	0.10	2	0.05	22	0.55
3	0.15	3	0.075	23	0.575
4	0.20	4	0.10	24	0.6
5	0.25	5	0.125	25	0.625
6	0.30	6	0.15	26	0.65
7	0.35	7	0.175	27	0.675
8	0.40	8	0.2	28	0.7
9	0.45	9	0.225	29	0.725
10	0.50	10	0.25	30	0.75
11	0.55	11	0.275	31	0.775
12	0.60	12	0.3	32	0.8
13	0.65	13	0.325	33	0.825
14	0.70	14	0.35	34	0.85
15	0.75	15	0.375	35	0.875
16	0.80	16	0.4	36	0.9
17	0.85	17	0.425	37	0.925
18	0.90	18	0.45	38	0.95
19	0.95	19	0.475	39	0.975
20	1.0	20	0.5	40	1.0

APPENDIX II

11.08 Hour Shift

6 Weeks		12 Weeks			
# of Shifts	FTE	# of Shifts	FTE	# of Shifts	FTE
1	.05	1	.03	21	.53
2	.10	2	.05	22	.55
3	.15	3	.08	23	.58
4	.20	4	.10	24	.60
5	.25	5	.13	25	.63
6	.30	6	.15	26	.65
7	.35	7	.18	27	.68
8	.40	8	.20	28	.70
9	.45	9	.23	29	.73
10	.50	10	.25	30	.75
11	.55	11	.28	31	.78
12	.60	12	.30	32	.80
13	.65	13	.33	33	.83
14	.70	14	.35	34	.85
15	.75	15	.38	35	.88
16	.80	16	.40	36	.90
17	.85	17	.43	37	.93
18	.90	18	.45	38	.95
19	.95	19	.48	39	.98
20	1.0	20	.50	40	1.0