



### PI-1202 FTE Guidance

This document provides some general information for the "FTE" data element.

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#### FTE Definition:

Full-time equivalency expressed as a whole number. Must be a whole number  $> 1$  and  $\leq 149$  (i.e., 100 = full time, 50 = half-time, 75 =  $\frac{3}{4}$  time, etc.).

- Required for all positions except for staff with an assignment type code of 2 (Short-Term Substitute/Extra Curricular Activities).
- Do not include time spent on extracurricular duties such as coaching or as a student advisor.
- The FTE total for each SSN across districts must be  $\geq 1$  and  $\leq 149$ .

#### How to Calculate FTE

FTE calculations are used for federal reporting and in average salary calculations. If the FTE data is incorrect, it can throw off average salary data. Please use the formulas below to calculate FTE.

##### **For professionals:**

# of hours the person works in a year

# of hours in the district's standard work year for that employee's classification

##### **For support staff:**

# of hours the person works

2,080