

Full Time Equivalent (FTE) Calculations

FTE is based on a full time equivalent of a 40 hour work week. Using the number of hours you intend for the employee to work (estimate the average if it is not exact) divide by the full time equivalent of 40.

| Hours | Formula | FTE |
|-------|-----------------|-------|
| 40.00 | $40/40 = 1.00$ | 1.0 |
| 39.00 | $39/40 = .975$ | 0.975 |
| 38.00 | $38/40 = 0.95$ | 0.95 |
| 37.00 | $37/40 = 0.925$ | 0.925 |
| 36.00 | $36/40 = 0.9$ | 0.9 |
| 35.00 | $35/40 = 0.875$ | 0.875 |
| 34.00 | $34/40 = 0.85$ | 0.85 |
| 33.00 | $33/40 = 0.825$ | 0.825 |
| 32.00 | $32/40 = 0.8$ | 0.8 |
| 31.00 | $31/40 = 0.775$ | 0.775 |
| 30.00 | $30/40 = 0.75$ | 0.75 |
| 29.00 | $29/40 = 0.725$ | 0.725 |
| 28.00 | $28/40 = 0.7$ | 0.7 |
| 27.00 | $27/40 = 0.675$ | 0.675 |
| 26.00 | $26/40 = 0.65$ | 0.65 |
| 25.00 | $25/40 = 0.625$ | 0.625 |
| 24.00 | $24/40 = 0.6$ | 0.6 |
| 23.00 | $23/40 = 0.575$ | 0.575 |
| 22.00 | $22/40 = 0.55$ | 0.55 |
| 21.00 | $21/40 = 0.525$ | 0.525 |
| 20.00 | $20/40 = 0.5$ | 0.5 |
| 19.00 | $19/40 = 0.475$ | 0.475 |
| 18.00 | $18/40 = 0.45$ | 0.45 |
| 17.00 | $17/40 = 0.425$ | 0.425 |
| 16.00 | $16/40 = 0.4$ | 0.4 |
| 15.00 | $15/40 = 0.375$ | 0.375 |
| 14.00 | $14/40 = 0.35$ | 0.35 |
| 13.00 | $13/40 = 0.325$ | 0.325 |
| 12.00 | $12/40 = 0.3$ | 0.3 |
| 11.00 | $11/40 = 0.275$ | 0.275 |
| 10.00 | $10/40 = 0.25$ | 0.25 |
| 9.00 | $9/40 = 0.225$ | 0.225 |
| 8.00 | $8/40 = 0.2$ | 0.2 |
| 7.00 | $7/40 = 0.175$ | 0.175 |
| 6.00 | $6/40 = 0.15$ | 0.15 |
| 5.00 | $5/40 = 0.125$ | 0.125 |
| 4.00 | $4/40 = 0.1$ | 0.1 |
| 3.00 | $3/40 = 0.075$ | 0.075 |
| 2.00 | $2/40 = 0.05$ | 0.05 |
| 1.00 | $1/40 = 0.025$ | 0.025 |