

Human Capital Management: Job Aid

Standard Hours, FTE and Percent of Time

- Standard Hours are the number of an employee's scheduled hours per week. When Standard Hours=40, it represents a full time employee with an FTE of 1.0 paid with an appointment at a Percent of Time=100%.
- Standard Hours are maintained and updated in Position Data. They are listed on the Description tab under Salary Plan Information. Standard Hours should be updated in Position Data whenever changing an employee's percent of time proportional to his or her compensation. Doing so maintains a consistent annualized hourly salary.

Salary Plan Information							
Salary Admin Plan	950	Grade	G38	Step			
Standard Hours	40.00	Work Period	W	Weekly			
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
8.00	8.00	8.00	8.00	8.00			

- FTE, or full time equivalency, is the decimal representation of percent of time. A full-time employee has an FTE of 1.0 because the employee works 100 percent of a full-time appointment.
- The FTE field is calculated based on Standard Hours. It is listed in the Position Data—Specific Information tab under the Education and Government section.

Education and Government			
Position Pool ID		Calc Group (Flex Service)	
*Pre-Encumbrance Indicator	No Encumbrance	Academic Rank	
*Encumber Salary Option	Salary Step	FTE	1.000000 <input checked="" type="checkbox"/> Adds to FTE Actual Count
*Classified Indicator	Classified Staff		

- Avoid confusing FTE with Percent of Time. Some ePAR transaction forms ask for Percent of Time rather than FTE. If you intend to enter an FTE 1.0 for an employee, but instead enter 1.0 in the Percent of Time field, the system will interpret that to mean the employee works only one percent of a full-time appointment (24 minutes a week).
- Standard Hours and FTE are also displayed in the Job Data—Job Information tab. This data is populated by Position Data. (Review whether FTE calculates correctly. In this case, Standard Hours=40 and should equate to FTE=1.0.)

Standard Hours			
Standard Hours	40.00	Work Period	W Weekly
FTE	1.000000		
<input checked="" type="checkbox"/> Adds to FTE Actual Count?	<input type="checkbox"/> Encumbrance Override		

The following table lists some FTE amounts and their corresponding value as standard hours and percent of time.

FTE	Standard Hours	Percent of Time
1	40	100%
0.875	35	88%
0.75	30	75%
0.625	25	63%
0.5	20	50%
0.375	15	38%
0.3	12	30%
0.25	10	25%
0.2	8	20%
0.125	5	13%
0.1	4	10%
0	0	0%