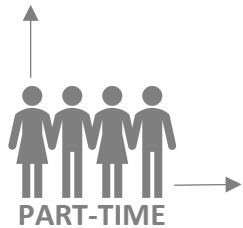


FTE WORKSHEET

Part-time employees are those who work fewer than 130 hours per month or 30 hours per week, according to the IRS.

Total number of part-time staff working less than 30 hours per week: _____

Each part-time employee works about _____ per week



Multiply the two numbers above:

X

divide by 30 =

÷

Round down to the nearest whole number (no decimal):

 A

Total number of full-time staff working 30+ hours per week:

 B

Sum of A and B =

+



YOUR FTE NUMBER