

### Adjunct Hourly Staff

The FTE for hourly staff for is based on the number of hours worked per week and calculated as follows:

FTE = # hours worked in a week/40 hours

Example: An hourly office worker works 20 hours a week:  $20 \text{ hours}/40 \text{ hours} = 50\% \text{ FTE}$

### Adjunct Salaried Staff

The FTE for salaried staff is based on the number of days per week work, converted to hours per week

FTE = # days a week x 8 hours per day = # hours per/40 hours

Example: A salaried technologist works 3 days a week:  $3 \text{ days} \times 8 \text{ hours} = 24 \text{ hours}/40 \text{ hours} = 60\%$