

## PTF FTE Calculations and ASA Maximums

The term FTE is the percent of an employee's time attributed to an assignment.

**For teaching assignments:** the FTE depends on the number of credit hours taught. Please see table below.

1 credit = .06

2 credits = .12

3 credits = .18

4 credits = .24

5 credits = .30

6 credits = .37

7 credits = .43

8 credits = .49

**For non-teaching (research, scholarship or service) assignments:** the FTE is determined by the number of hours worked in a 37.5 (40) hour workweek.

*PTF/IA is working 13 hours per week;  $13/37.5 = .35$  FTE*

**For Additional non-teaching assignments:** the FTE is related to the amount paid for the service period over the amount of salary earned in the same service period or the spring/summer limit.

**For 12-month employees for any semester:** 12-month salary / 3 = semester salary. Take amount of ASA and divide by semester salary to get FTE.

*\$60,000 12-month salary / 3 = \$20,000 semester salary. \$7500 is amount of ASA  
 $\$6500/20,000 = .33$  FTE*

**During the academic year for 9-month:** 9-month salary / 2 = semester salary. Take amount of the ASA and divide by semester salary to get FTE.

*\$50,000 9-month salary / 2 = \$25,000 semester salary. \$4500 is amount of ASA  
 $\$4500/25,000 = .18$  FTE*

**During spring/summer semester:** 9-month salary / 3 = semester max. Take amount of spring/summer pay and divide by summer max to get FTE.

*\$50,000 9-month salary / 3 = \$16,666.67 summer max. \$8,000 is amount of summer payment  
 $\$8,000/\$16666.67 = .48$  FTE*

**Formula for determining maximum amount for additional assignments:**

### **9-month**

Fall & winter: 9-month salary x .25 / 2 = maximum amount

Spring/Summer: 9-month salary / 3 = maximum amount

### **12-month**

Any semester: 12-month salary x .25 / 3 = maximum amount