

### Calculating FTEs

#### Definitions:

FTE stands for full time equivalent.

An FTE is the equivalent of one person working full time:

8 hrs./day  
X 5 days/week  
X 52 weeks/year  
= 2080 hours/year

#### Examples:

- 1 person working full time = 1 FTE
- 2 people each working 4 hours per day, 5 days per week = 1 FTE

#### Tips:

- FTEs does NOT mean number of employees.
- An FTE value stays the same over time (except when you adjust your usual staffing pattern). Do not multiply it by days, weeks, or months.

#### How to Do It:

1. If you know your total number of labor hours for one year: Divide by 2080. This is your FTEs.

Example: Your department's total labor hours as reported to payroll for Jan. - Dec. 1998 were 13,104.

$13,104 \div 2080 = 6.3$  FTEs.

#### Alternate Method:

If you know your total number of labor hours for one month: Divide by 173.33. This is your FTEs.

Example: Your department's total labor hours as reported to payroll for May 1999 were 3,600.

$3,600 \div 173.33 = 20.77$  FTEs.

#### References

Legvold, Dee, and Salisbury, Kristi. **Foodservice Management by Design**. Association of Nutrition & Foodservice Professionals, 2<sup>nd</sup> Edition, 2018.