Adjunct Hourly Staff
The FTE for hourly staff 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 hours/40 hours = 50% 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 days x 8 hours = 24 hours/40 hours = 60%