



TEA

PEIMS EDIT+ User Technical Documentation

Tips for Calculating Staff FTEs (includes Staff Scenarios)

Note: Please contact EDIT+ Customer Support at editplus@tea.state.tx.us (or 512-463-9229) with any questions you may have about this document.

Staff FTE Calculations

Full-Time Equivalents (FTEs) measure the extent to which a person (or responsibility) occupies a full-time position and are calculated for each staff member reported through PEIMS. FTE values are used in various staff reports as well as input to the Budget and Actual financial allocation process.

Types of Staff Members

Each staff member reported through PEIMS can be categorized as one of four types:

- **Type 1 – Auxiliary staff members** reported without responsibility records.
 - **Type 2 – Non-instructional staff members** reported with responsibility records that have non-instructional role-ids.
 - **Type 3 – Instructional staff members** reported with responsibility records that have instructional role-ids.
 - **Type 4 – Staff members who are a mixture** of Types 2 and 3 above; those who have both instructional and non-instructional responsibilities.
-

Types of FTE Calculations

There are two types of FTE calculations:

- Employee FTE
- Partial FTE

All staff members have an Employee FTE calculated using their NUMBER-DAYS-EMPLOYED and PERCENT-DAY-EMPLOYED fields from their 050 record.

Types 2, 3, and 4 also have Partial full-time equivalent (Partial FTE) calculated for each reported responsibility. Partial FTE is the portion of time a staff member works on a particular responsibility. It is calculated using the 090 records and the Employee FTE.

Employee FTE Calculation

Two cases apply:

If the number of days employed is equal to or greater than 187, then

$$\text{Employee FTE} = \frac{\text{Percent-Day-Employed}}{100}$$

If the number of days employed is less than 187, then

$$\text{Employee FTE} = \frac{(\% \text{ Day Employed} / 100) \times (\# \text{ Days Employed})}{187}$$

Partial FTE Calculation

For those staff reporting responsibility records, the Employee FTE calculated above is then prorated among the reported responsibilities. For those responsibilities reported with minutes, the duration of the responsibility is used.

In the case of responsibilities reported without minutes, 7 hours a day, 5 days a week, 4 weeks a month is assumed for each staff member. Each additional responsibility without times over the standard work times is assumed to be 1 hour each day, 5 days a week, 4 weeks a month.

Each reported responsibility has a Partial FTE calculated. This calculation is different depending on the presence or absence of responsibility records with times and, if present, on the role of each responsibility record.

For each type of staff member, calculations are as follows:

Type 1 – Auxiliary / No Responsibility Records Reported

Only an Employee FTE is calculated. These staff members are included in district-level reports *only*. Campus-level reports *do not* include any FTE for this type of staff member.

Note: The sum of campus FTEs does *not* equal the district FTEs.

Type 2 – Non-instructional Staff Members

Partial FTE is allocated equally over the number of responsibility records reported.

Example: If three responsibility records are reported for Jane Jones with ROLE-IDs of 003, 008, and 013, and her PERCENT-DAY-EMPLOYED is 100, each responsibility record has a Partial FTE of .3333. If Jane's PERCENT-DAY-EMPLOYED is 50, each responsibility record in the same situation has a Partial FTE of .1667 (.50/3).

Type 3 – Instructional Staff Members

Partial FTE is calculated by allocating the Employee FTE to each responsibility record according to the amount of time indicated by the MONTHLY-MINUTES. The total duration is calculated by adding the times for each individual responsibility. The Partial FTE for each responsibility is the time for the individual record divided by the total time for the individual, which is then multiplied by their Employee FTE.

Note: Adult Basic Education responsibilities (Service ID = SR000006, SR000009 and/or Pop Serv = 8) are not included in the calculations for Partial FTE.

Example: Type 3 with Three Responsibility Records and Employee FTE of 1.0

(1) Employee FTE	(2) MONTHLY-MINUTES	(3) Partial FTE = [(2) / Total Minutes] * (1)
1.0	300 minutes	= 300/2980 = .1007 * 1.0 = .1007
1.0	880 minutes	= 880/2980 = .2953 * 1.0 = .2953
1.0	1800 minutes	= 1800/2980 = .6040 * 1.0 = .6040
Total	2980 minutes	= 1.0000

Example: Type 3 with Three Responsibility Records and Employee FTE of 0.5

(1) Employee FTE	(2) MONTHLY-MINUTES	(3) Partial FTE = [(2) / Total Minutes] * (1)
0.5	300 minutes	= 300/2980 = .1007 * 0.5 = .0503
0.5	880 minutes	= 880/2980 = .2953 * 0.5 = .1477
0.5	1800 minutes	= 1800/2980 = .6040 * 0.5 = .3020
Total	2980 minutes	= 0.5

Type 4 – Mixture of Types 2 and 3

If a staff member has a mixture of classroom/instructional and non-classroom/non-instructional responsibilities, the classroom responsibilities are calculated first using the method discussed above. Then the total classroom duration is compared to 8400 minutes (7 hours per day x 5 days per week x 4 weeks per month). Each Type 4 staff member falls into one of two cases: (1) The total classroom duration is less than 8400 minutes, or (2) the total classroom duration is greater than or equal to 8400 minutes.

Case 1: If the total classroom duration is less than 8400, the amount of time between the total classroom duration and 8400 is divided equally among the non-classroom responsibilities. The Partial FTE for the classroom records is calculated by dividing the duration for each record by 8400.

Case 2: If the total classroom duration is equal to or greater than 8400 minutes, non-classroom responsibilities are each assumed to have a duration of 1200 minutes (1 hour per day x 5 days per week x 4 weeks per month) and are added to the classroom responsibilities to compute a total duration for that staff member. The Partial FTE for each classroom responsibility is computed by dividing the duration for the record by the adjusted total duration. The Partial FTE for each non-classroom responsibility is computed by dividing the assumed 1200 minutes by the adjusted total duration.

At the conclusion of these calculations each staff member has an Employee FTE and each classroom and non-classroom responsibility record contains a portion of the Employee FTE. The total Partial FTEs of all of the responsibility records for each staff member must sum to the Employee FTE.

Related Calculations

In addition to Employee FTE and Partial FTE, several other related calculations are made for reporting purposes and as input to the Budget and Actual financial allocation processes.

Two of these related calculations are:

- Partial Time
- Partial Base Salary

Partial Time and Partial Base Salary are based on an individual's Staff Type. Following are the fields that are used to calculate Partial Time and Partial Base Salary. These fields are calculated for each responsibility (090) record.

TTIME

Total classroom duration, calculated for staff with both classroom and non-classroom responsibilities (Type 4). This is the sum of minutes from responsibilities with classroom/instructional role-ids.

PTIME

Calculated Partial Time based upon the individual's staff type as defined in the FTE Calculation Process.

MINUTES

Number of minutes for a responsibility, calculated for staff with both classroom and non-classroom responsibilities (Type 4).

- For classroom responsibilities, this field is the same as MONTHLY_MINUTES from the 090 record.
- For non-classroom responsibilities, calculated value using the following guidelines:
 - If total classroom duration < 8400, this field is calculated as $(8400 - \text{TTIME}) / \text{RECSNONINSTR}$.
 - If total classroom duration ≥ 8400 , this field is set to 1200 minutes.

MINUTESTOTAL

Total classroom and non-classroom duration, calculated only for staff with both classroom and non-classroom responsibilities (Type 4).
 $\text{MINUTESTOTAL} = \text{Total sum of MINUTES}$

RECSNONINSTR

Number of non-classroom/non-instructional responsibilities. Calculated for staff with both classroom and non-classroom responsibilities (Type 4). Number of non-classroom responsibilities for this staff member that the non-classroom time is divided across if classroom time < 8400.

BASE

Total Base Salary, calculated by totaling the staff member's payroll 060 records that have a payroll activity code of '80'.

PBASEPAY

Partial Base Pay. Calculated as $\text{BASE} \times \text{PTIME}$.

Partial Time (PTIME) Calculation

If Staff Type is 3 or 4 and Record Type is ‘Instructional’, then

$$\text{Partial Time} = \frac{\text{Minutes for individual responsibility (MINUTES)}}{\text{Total minutes for all responsibilities (MINUTESTOTAL)}}$$

If Staff Type is 4 and Record Type is ‘Non-Instructional’, then

$$\text{Partial Time} = \frac{(\text{MINUTESTOTAL} - \text{TTIME}) / \text{RECSNONINSTR}}{\text{MINUTESTOTAL}}$$

If Staff Type is 2, then

$$\text{Partial Time} = \frac{\text{RECSNONINSTR}}{1}$$

Partial Base Salary (PBASEPAY) Calculation

Partial Base Salary is calculated as total base salary multiplied by partial time for the responsibility.

$$\text{Partial Base Salary} = \text{BASE} \times \text{PTIME}$$

Scenarios

The following scenarios provide examples of FTE calculations. They reflect different ways staff data may occur.

[Staff Scenario #1](#) (Type 1) No Responsibility Records

[Staff Scenario #2](#) (Type 2) Non-Instructional Staff (Full Time)

[Staff Scenario #3](#) (Type 2) Non-Instructional Staff (Part Time)

[Staff Scenario #4](#) (Type 3) Instructional Staff (Full Time)

[Staff Scenario #5](#) (Type 3) Instructional Staff (Part Time)

[Staff Scenario #6](#) (Type 4) Mixture of Types 2 and 3 – Case 1 (Full Time)

[Staff Scenario #7](#) (Type 4) Mixture of Types 2 and 3 – Case 2 (Full Time)

[Staff Scenario #8](#) (Type 4) Mixture of Types 2 and 3 – Case 3 (Part Time)

[Staff Scenario #9](#) (Type 4) Mixture of Types 2 and 3 – Case 4 (Part Time)

Note: There are some additional guidelines that you may find helpful when calculating Staff FTEs and viewing these scenarios.

- Total PFTE should equal FTE or be close because of rounding.
- Use four (.0000) decimal places in the calculation for PFTE.
- Do not round your calculations until the final step to ensure no significant data is lost.

Staff Scenario #1 – (Type 1) No Responsibility Records

Rec Type Code	District ID	Staff ID	First Name	Middle Name	Last Name	Generation Code	Sex Code	Ethnicity Code	Total Years Prof Exp	Highest Degree Level Code
040	999999	123456789	JOHN	A	EXAMPLE		M	5	10	2

Rec Type Code	District ID	Staff ID	Years Experience in District	Number Days Employed	Percent Day Employed	FTE
050	999999	123456789	10	187	50	.50

Rec Type Code	District ID	Staff ID	Payroll Activity Code	Fund Code	Function Code	Object Code	Organization Code	Fiscal Year	Program Intent Code	Payroll Amount
060	999999	123456789	80	199	11	6119	999	0	23	11000
060	999999	123456789	80	199	21	6129	999	0	99	14000
060	999999	123456789	80	240	41	6129	999	0	99	23000

PFTE = 0

Staff Scenario #2 – (Type 2) Non-Instructional Staff (Full Time)

Rec Type Code	District ID	Staff ID	First Name	Middle Name	Last Name	Generation Code	Sex Code	Ethnicity Code	Total Years Prof Exp	Highest Degree Level Code
040	999999	123456789	ANN	N	EXAMPLE		F	1	10	2

Rec Type Code	District ID	Staff ID	Years Experience in District	Number Days Employed	Percent Day Employed	FTE
050	999999	123456789	10	187	100	1

Rec Type Code	District ID	Staff ID	Payroll Activity Code	Fund Code	Function Code	Object Code	Organization Code	Fiscal Year	Program Intent Code	Payroll Amount
060	999999	123456789	80	199	11	6119	999	0	23	11000
060	999999	123456789	80	199	21	6129	999	0	99	14000
060	999999	123456789	80	240	41	6129	999	0	99	23000

Rec Type Code	District ID	Staff ID	Campus ID	Role ID	Service ID	Multiply each by Emp FTE i.e. 1	Partial FTE	Instr/ Non-Instr
090	999999	123456789	999999751	064	SS013000	3/1 = .3333 * 1	.3333	N
090	999999	123456789	999999001	061	SS005000	3/1 = .3333 * 1	.3333	N
090	999999	123456789	999999001	064	SS005000	3/1 = .3333 * 1	.3333	N
Total							1	

OR

Rec Type Code	District ID	Staff ID	Campus ID	Role ID	Service ID	Multiply each by Emp FTE	Partial FTE	Instr/ Non-Instr
090	999999	123456789	999999751	064	SS013000	2/1 = .50 * 1	.5000	N
090	999999	123456789	999999001	061	SS005000	2/1 = .50 * 1	.5000	N
Total							1	

* Employee FTE is divided evenly between the responsibilities.

Staff Scenario #3 – (Type 2) Non-Instructional Staff (Part Time)

Rec Type Code	District ID	Staff ID	First Name	Middle Name	Last Name	Generation Code	Sex Code	Ethnicity Code	Total Years Prof Exp	Highest Degree Level Code
040	999999	123456789	ANOTHER	A	EXAMPLE		M	2	10	2

Rec Type Code	District ID	Staff ID	Years Experience in District	Number Days Employed	Percent Day Employed	FTE
050	999999	123456789	10	187	50	.50

Rec Type Code	District ID	Staff ID	Payroll Activity Code	Fund Code	Function Code	Object Code	Organization Code	Fiscal Year	Program Intent Code	Payroll Amount
060	999999	123456789	80	199	11	6119	999	0	23	11000
060	999999	123456789	80	199	21	6129	999	0	99	14000
060	999999	123456789	80	240	41	6129	999	0	99	23000

Rec Type Code	District ID	Staff ID	Campus ID	Role ID	Service ID	Multiply each by Emp FTE i.e. .50	Partial FTE	Instr/ Non-Instr
090	999999	123456789	999999751	064	SS013000	3/1 = .3333 * .50	.1667	N
090	999999	123456789	999999001	061	SS005000	3/1 = .3333 * .50	.1667	N
090	999999	123456789	999999001	064	SS005000	3/1 = .3333 * .50	.1657	N
Total							.50	

OR

Rec Type Code	District ID	Staff ID	Campus ID	Role ID	Service ID	Multiply each by Emp FTE	Partial FTE	Instr/ Non-Instr
090	999999	123456789	999999751	064	SS013000	2/1 = .50 * .50	.2500	N
090	999999	123456789	999999001	061	SS005000	2/1 = .50 * .50	.2500	N
Total							.50	

* Employee FTE is divided evenly between the responsibilities.

Staff Scenario #4 – (Type 3) Instructional Staff (Full Time)

Rec Type Code	District ID	Staff ID	First Name	Middle Name	Last Name	Generation Code	Sex Code	Ethnicity Code	Total Years Prof Exp	Highest Degree Level Code
040	999999	123456789	EXAMPLE	OF	FULLTIME		F	3	10	2

Rec Type Code	District ID	Staff ID	Years Experience in District	Number Days Employed	Percent Day Employed	FTE
050	999999	123456789	10	187	100	1

Rec Type Code	District ID	Staff ID	Payroll Activity Code	Fund Code	Function Code	Object Code	Organization Code	Fiscal Year	Program Intent Code	Payroll Amount
060	999999	123456789	80	199	11	6119	999	0	23	11000
060	999999	123456789	80	199	21	6129	999	0	99	14000
060	999999	123456789	80	199	41	6129	999	0	99	23000

Rec Type Code	District ID	Staff ID	Campus ID	Role ID	Service ID	Class Type Code	Class ID Number	Monthly Minutes	Multiply each by Emp FTE i.e. 1	Partial FTE	Instr/ Non-Instr
090	999999	123456789	999999001	087	SS013000	01	123456	2400	$2400 / 8400 = .2857 * 1$.2857	I
090	999999	123456789	999999001	087	SE000006	01	234567	3000	$3000 / 8400 = .3571 * 1$.3571	I
090	999999	123456789	999999001	087	SE000007	01	345678	3000	$3000 / 8400 = .3571 * 1$.3571	I
							Total	8400		1	

* 8400 is the total minutes in a month (7 hrs/day * 20 days).

Staff Scenario #5 – (Type 3) Instructional Staff (Part Time)

Rec Type Code	District ID	Staff ID	First Name	Middle Name	Last Name	Generation Code	Sex Code	Ethnicity Code	Total Years Prof Exp	Highest Degree Level Code
040	999999	123456789	EXAMPLE	OF	PARTTIME		M	4	10	2

Rec Type Code	District ID	Staff ID	Years Experience in District	Number Days Employed	Percent Day Employed	FTE
050	999999	123456789	10	187	50	.50

OR

Rec Type Code	District ID	Staff ID	Years Experience in District	Number Days Employed	Percent Day Employed	FTE
050	999999	123456789	10	93.5	100	.50

Rec Type Code	District ID	Staff ID	Payroll Activity Code	Fund Code	Function Code	Object Code	Organization Code	Fiscal Year	Program Intent Code	Payroll Amount
060	999999	123456789	80	199	11	6119	999	0	23	11000
060	999999	123456789	80	199	21	6129	999	0	99	14000
060	999999	123456789	80	199	41	6129	999	0	99	23000

Rec Type Code	District ID	Staff ID	Campus ID	Role ID	Service ID	Class Type Code	Class ID Number	Monthly Minutes	Multiply each by Emp FTE i.e. .50	Partial FTE	Instr/ Non-Instr
090	999999	123456789	999999001	047	SS013000	01	S13000	1200	1200 / 3000 = .40 * .50	.2000	I
090	999999	123456789	999999001	087	SE000006	02	S00006	1800	1800 / 3000 = .60 * .50	.3000	I
							Total	3000		0.50	

Staff Scenario #6 – (Type 4) Mixture of Types 2 and 3 – Case 1 (Full Time)

Rec Type Code	District ID	Staff ID	First Name	Middle Name	Last Name	Generation Code	Sex Code	Ethnicity Code	Total Years Prof Exp	Highest Degree Level Code
040	999999	123456789	FULLTIME	CASEONE	TYPEFOUR		F	5	10	2

Rec Type Code	District ID	Staff ID	Years Experience in District	Number Days Employed	Percent Day Employed	FTE
050	999999	123456789	10	187	100	1

Rec Type Code	District ID	Staff ID	Payroll Activity Code	Fund Code	Function Code	Object Code	Organization Code	Fiscal Year	Program Intent Code	Payroll Amount
060	999999	123456789	80	199	11	6119	999	0	23	11000
060	999999	123456789	80	199	21	6129	999	0	99	14000
060	999999	123456789	80	240	41	6129	999	0	99	23000

Rec Type Code	District ID	Staff ID	Campus ID	Role ID	Service ID	Class Type Code	Class ID Number	Monthly Minutes	Multiply each by Emp FTE i.e. 1	Partial FTE	Instr/ Non-Instr
090	999999	123456789	999999751	036	SA000004	01	S12345	1200	1200 / 8400 = .1429 * 1	.1429	I
090	999999	123456789	999999001	087	03220200	01	E20200	1800	1800 / 8400 = .2143 * 1	.2143	I
090	999999	123456789	999999001	087	03220300	01	E20300	2400	2400 / 8400 = .2857 * 1	.2857	I
090	999999	123456789	999999001	008	SS007000			8400-5400=3000	3000 / 8400 = .3571 * 1	.3571	N
							Total	8400		1	

* Total Classroom duration TTIME (sum of monthly minutes from instructional records) is 5400, which is less than 8400. The non-instructional minutes are calculated as (8400 – TTIME) / number of non-instructional records.

Staff Scenario #7 – (Type 4) Mixture of Types 2 and 3 – Case 2 (Full Time)

Rec Type Code	District ID	Staff ID	First Name	Middle Name	Last Name	Generation Code	Sex Code	Ethnicity Code	Total Years Prof Exp	Highest Degree Level Code
040	999999	123456789	TYPEFOUR	CASETWO	FULLTIME		M	5	10	2

Rec Type Code	District ID	Staff ID	Years Experience in District	Number Days Employed	Percent Day Employed	FTE
050	999999	123456789	10	187	100	1

Rec Type Code	District ID	Staff ID	Payroll Activity Code	Fund Code	Function Code	Object Code	Organization Code	Fiscal Year	Program Intent Code	Payroll Amount
060	999999	123456789	80	199	11	6119	999	0	23	11000
060	999999	123456789	80	199	21	6129	999	0	99	14000
060	999999	123456789	80	240	41	6129	999	0	99	23000

Rec Type Code	District ID	Staff ID	Campus ID	Role ID	Service ID	Class Type Code	Class ID Number	Monthly Minutes	Multiply each by Emp FTE i.e. 1	Partial FTE	Instr/ Non-Instr
090	999999	123456789	999999001	087	03220200	01	E20200	9600	9600 / 12000 = .8 * 1	.8000	I
090	999999	123456789	999999001	022	SS009000			1200	1200 / 12000 = .1 * 1	.1000	N
090	999999	123456789	999999001	024	SS008000			1200	1200 / 12000 = .1 * 1	.1000	N
							Total	12000		1	

Note: If instructional minutes >= 8400 (as they do in this example), then:

non-instructional minutes = 1200 minutes (assumed to be 1 hour per day x 5 days per week x 4 weeks per month)

non-instructional PFTE = 1200/(9600 + 1200) = .1

instructional PFTE = 9600/(9600+1200) = .8

Staff Scenario #8 – (Type 4) Mixture of Types 2 and 3 – Case 3 (Part Time)

Rec Type Code	District ID	Staff ID	First Name	Middle Name	Last Name	Generation Code	Sex Code	Ethnicity Code	Total Years Prof Exp	Highest Degree Level Code
040	999999	123456789	TYPEFOUR	PARTTIME	CASETHREE		F	5	10	2

Rec Type Code	District ID	Staff ID	Years Experience in District	Number Days Employed	Percent Day Employed	FTE
050	999999	123456789	10	187	65	.65

Rec Type Code	District ID	Staff ID	Payroll Activity Code	Fund Code	Function Code	Object Code	Organization Code	Fiscal Year	Program Intent Code	Payroll Amount
060	999999	123456789	80	199	11	6119	999	0	23	11000
060	999999	123456789	80	199	21	6129	999	0	99	14000
060	999999	123456789	80	240	41	6129	999	0	99	23000

Rec Type Code	District ID	Staff ID	Campus ID	Role ID	Service ID	Class Type Code	Class ID Number	Monthly Minutes	Multiply each by Emp FTE i.e. .65	Partial FTE	Instr/ Non-Instr
090	999999	123456789	999999751	055	SS013000			8400-4200=4200	4200 / 8400 = .5000 * .65	.3250	N
090	999999	123456789	999999001	087	03100500	01	M00500	1800	1800 / 8400 = .2143 * .65	.1393	I
090	999999	123456789	999999001	087	03100600	01	M00600	2400	2400 / 8400 = .2857 * .65	.1857	I
							Total	8400		.65	

* Total Classroom duration TTIME (sum of monthly minutes from instructional records) is 4200, which is less than 8400. The non-instructional minutes are calculated as (8400 – TTIME) / number of non-instructional records.

Staff Scenario #9 – (Type 4) Mixture of Types 2 and 3 – Case 4 (Part Time)

Rec Type Code	District ID	Staff ID	First Name	Middle Name	Last Name	Generation Code	Sex Code	Ethnicity Code	Total Years Prof Exp	Highest Degree Level Code
040	999999	123456789	TYPEFOUR	PARTTIME	CASEFOUR		M	5	10	2

Rec Type Code	District ID	Staff ID	Years Experience in District	Number Days Employed	Percent Day Employed	FTE
050	999999	123456789	10	187	65	.65

Rec Type Code	District ID	Staff ID	Payroll Activity Code	Fund Code	Function Code	Object Code	Organization Code	Fiscal Year	Program Intent Code	Payroll Amount
060	999999	123456789	80	199	11	6119	999	0	23	11000
060	999999	123456789	80	199	21	6129	999	0	99	14000
060	999999	123456789	80	240	41	6129	999	0	99	23000

Rec Type Code	District ID	Staff ID	Campus ID	Role ID	Service ID	Class Type Code	Class ID Number	Monthly Minutes	Multiply each by Emp FTE i.e. 1	Partial FTE	Instr/ Non-Instr
090	999999	123456789	999999001	087	03010200	01	S10200	1800	$1800 / 8400 = .2143 * .65$.1393	I
090	999999	123456789	999999751	055	SS013000			$(8400-1800)/2=3300$	$3300 / 8400 = .3929 * .65$.2554	N
090	999999	123456789	999999001	054	SS003000			$(8400-1800)/2=3300$	$3300 / 8400 = .3929 * .65$.2554	N
							Total	8400		.65	

* Total Classroom duration TTIME (sum of monthly minutes from instructional records) is 1800. The non-instructional minutes are calculated as $(8400 - TTIME) / \text{number of non-instructional records}$. $(8400 - 1800) / 2 = 3300$ minutes.