

Full-Time Equivalent (FTE) Worksheet Instructions for American Recovery and Reinvestment Act (ARRA) Jobs Reporting Updated November 25, 2013

Column A: Enter a general description of the position. Please do NOT list the name of the person who holds the position. You may want to use the UFARS descriptions of job types.

Sub-Recipient Employees:				
Column A	Column B	Column C	Column D	Column E
Position Title (Do NOT list the name of the person)	Hours worked in this quarter	Hours Worked funded with ARRA in this quarter	Number of hours in a full-time schedule for this quarter	FTEs created retained by this position
Book Keeper Paraprofessional Tutor				

Column B: Identify the number of hours worked in the quarter for each position. The current reporting quarter is October 1, 2013 – December 31, 2013.

Sub-Recipient Employees:				
Column A	Column B	Column C	Column D	Column E
Position Title (Do NOT list the name of the person)	Hours worked in this quarter	Hours Worked funded with ARRA in this quarter	Number of hours in a full-time schedule for this quarter	FTEs created retained by this position
Book Keeper Paraprofessional Tutor	528 300 200			

Column C: Identify the number of hours worked funded with Recovery Act dollars in the quarter. Jobs may be reported even if Recovery Act dollars have not yet been expended or reimbursed, as long as the district will eventually be reimbursed with Recovery Act dollars. The current reporting quarter is October 1, 2013 – December 31, 2013.

In the example below, the book keeper worked 300 hours, the paraprofessional worked 300 hours, and the counselor worked 300 hours.

Sub-Recipient Employees:				
Column A	Column B	Column C	Column D	Column E
Position Title	Hours worked in this quarter	Hours Worked funded with ARRA in this quarter	Number of hours in a full-time schedule for this quarter	FTEs created retained by this position
(Do NOT list the name of the person)				
Book Keeper	528	300	528	0.57
Paraprofessional	300	300	300	1.00
Tutor	200	200	200	1.00

Column D:

Identify the number of hours in a full-time schedule for this quarter for each position.

In the example below, the number of hours in a full-time schedule is 528 for the book keeper, 300 for the paraprofessional, and 200 for the tutor. The current reporting quarter is October 1, 2013 – December 31 2013.

Sub-Recipient Employees:				
Column A	Column B	Column C	Column D	Column E
Position Title	Hours worked in this quarter	Hours Worked funded with ARRA in this quarter	Number of hours in a full-time schedule for this quarter	FTEs created retained by this position
(Do NOT list the name of the person)				
Book Keeper	528	300	528	0.57
Paraprofessional	300	300	300	1.00
Tutor	200	200	200	1.00

Column E: To calculate the FTEs created/retained, divide the number of hours funded with ARRA (Column C) in the quarter by the number of hours in a full-time schedule for this quarter (Column D).

Sub-Recipient Employees:				
Column A	Column B	Column C	Column D	Column E
Position Title	Hours worked in this quarter	Hours Worked funded with ARRA in this quarter	Number of hours in a full-time schedule for this quarter	FTEs created retained by this position
(Do NOT list the name of the person)				
Book Keeper	528	300	528	0.57
Paraprofessional	300	300	300	1.00
Tutor	200	200	200	1.00