FTE Calculation: Teaching Adjunct and

Teaching Dual Compensation

For employees in Teaching Adjunct Job Codes (9001A-9005) or Teaching Dual Compensation Job Codes (9001X-9005X), a FTE Calculator must be used to accurately calculate their FTE and standard hours for compliance with the Affordable Care Act (ACA) reporting to the state of Florida.

HIRE ePAF Instructions

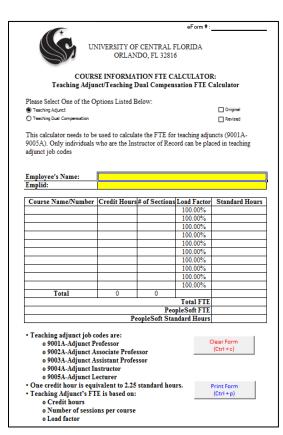
When submitting a HIRE ePAF for a teaching adjunct or teaching dual compensation employees, the following steps will need to be taken.

- 1) Obtain the employee's course information, including credit hours and number of sections.
- 2) Input the information in the Teaching Adjunct/Dual Compensation FTE Calculator
- 3) Take the result from the PeopleSoft FTE field and input it in the Hire ePAF.
- 4) A copy of the Teaching Adjunct/Dual Compensation FTE Calculator does not need to be submitted to HR. However, you may want to print a copy for your records.

Please see an example below:

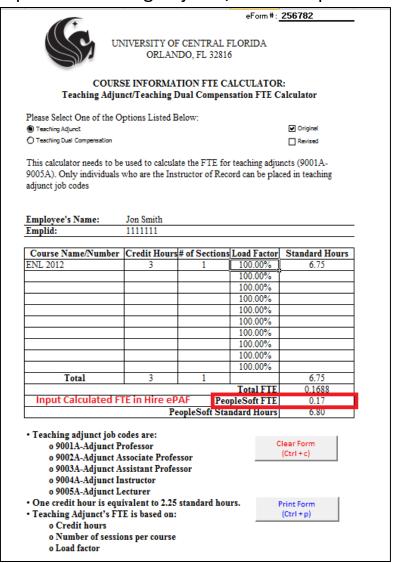
- You are informed that Dr. Smith will be rehired as an Adjunct for Summer 2014. Dr. Smith will teach ENL 2012, 3 credit course, 1 section.
- You will input the information in the Teaching Adjunct/Dual Compensation FTE Calculator
 - Click on the radial button for Teaching Adjunct or Dual Compensation
 - 2) Click on Original or Revised Box
 - 3) Input Employee's Name and Emplid
 - 4) Input Course Information
 - 5) Input Credit Hours for each course
 - 6) Input # of sections for the course.
 - The load factor will automatically default to 100%. If the adjunct is coteaching, you can update the load factor as appropriate.
 - 8) The eform # field is an optional field that can be completed.

The Standard Hours and FTE will automatically calculate. Input the PeopleSoft FTE in the Hire ePAF.





Example of Completed Teaching Adjunct/Dual Compensation FTE Calculator



Example of completed ePAF Calculator for Hire ePAF

