

## 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

- 1) 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.
- 7) The load factor will automatically default to 100%. If the adjunct is co-teaching, 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.

eForm #: \_\_\_\_\_

UNIVERSITY OF CENTRAL FLORIDA  
ORLANDO, FL 32816

**COURSE INFORMATION FTE CALCULATOR:  
Teaching Adjunct/Teaching Dual Compensation FTE Calculator**

Please Select One of the Options Listed Below:

Teaching Adjunct  
 Teaching Dual Compensation

Original  
 Revised

This calculator needs to be used to calculate the FTE for teaching adjuncts (9001A-9005A). Only individuals who are the Instructor of Record can be placed in teaching adjunct job codes

Employee's Name:   
 Emplid:

Course Name/Number	Credit Hours	# of Sections	Load Factor	Standard Hours
			100.00%	
			100.00%	
			100.00%	
			100.00%	
			100.00%	
			100.00%	
			100.00%	
			100.00%	
			100.00%	
			100.00%	
			100.00%	
<b>Total</b>	0	0		
<b>Total FTE</b>				
<b>PeopleSoft FTE</b>				
<b>PeopleSoft Standard Hours</b>				

• Teaching adjunct job codes are:

- o 9001A-Adjunct Professor
- o 9002A-Adjunct Associate Professor
- o 9003A-Adjunct Assistant Professor
- o 9004A-Adjunct Instructor
- o 9005A-Adjunct Lecturer

• One credit hour is equivalent to 2.25 standard hours.

• Teaching Adjunct's FTE is based on:


- o Credit hours
- o Number of sessions per course
- o Load factor

Clear Form  
(Ctrl + c)

Print Form  
(Ctrl + p)

## Example of Completed Teaching Adjunct/Dual Compensation FTE Calculator

eForm #: 256782



UNIVERSITY OF CENTRAL FLORIDA  
ORLANDO, FL 32816

**COURSE INFORMATION FTE CALCULATOR:  
Teaching Adjunct/Teaching Dual Compensation FTE Calculator**

Please Select One of the Options Listed Below:

Teaching Adjunct  Original  
 Teaching Dual Compensation  Revised

This calculator needs to be used to calculate the FTE for teaching adjuncts (9001A-9005A). Only individuals who are the Instructor of Record can be placed in teaching adjunct job codes

**Employee's Name:** Jon Smith  
**Emplid:** 1111111

Course Name/Number	Credit Hours	# of Sections	Load Factor	Standard Hours
ENL 2012	3	1	100.00%	6.75
			100.00%	
			100.00%	
			100.00%	
			100.00%	
			100.00%	
			100.00%	
			100.00%	
			100.00%	
<b>Total</b>	3	1		6.75
			<b>Total FTE</b>	0.1688
			<b>Input Calculated FTE in Hire ePAF</b>	<b>PeopleSoft FTE</b> 0.17
			<b>PeopleSoft Standard Hours</b>	6.80

- Teaching adjunct job codes are:
  - o 9001A-Adjunct Professor
  - o 9002A-Adjunct Associate Professor
  - o 9003A-Adjunct Assistant Professor
  - o 9004A-Adjunct Instructor
  - o 9005A-Adjunct Lecturer
- One credit hour is equivalent to 2.25 standard hours.
- Teaching Adjunct's FTE is based on:
  - o Credit hours
  - o Number of sessions per course
  - o Load factor

## Example of completed ePAF Calculator for Hire ePAF

**Hire Form Data**

**ePAF Calculator**

\*Beg Dt 05/12/2014  \*End Dt 08/06/2014

\*Tot Salary 2500.000 **\*FTE 0.17** # Pay Periods 6.30

Bi-weekly Rate: \$396.825397 Annual Rate: \$10357.140

Standard Hours: 6.80

**Pay Component**

Comp Rate Code	Compensation Rate
1 NAHRLY	29.178338

Input the calculated PeopleSoft FTE from the Teaching Adjunct/Teaching Dual Compensation FTE Calculator