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 calculate their FTE and standard hours for compliance with the Affordable Care Act (ACA) reporting to the state of Florida.

**Job Change (Edit Existing Job) ePAF Instructions**

When submitting a Job Change for a teaching adjunct or teaching dual compensation employees, when the FTE or standard hours is changing, 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 Standard Hours and input it into the Job Change ePAF.
4) You may want to use the ePAF Hourly Rate Calculator to confirm if the hourly rate has changed.
5) 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 was originally scheduled to teach ENL 2012, 3 credit course, 1 section and the Hire ePAF was already submitted and approved with that information. You have now been informed that he will continue teaching ENL 2012, 3 credit course, 1 section and will add 2 sections of ENL 2022, 3 credit course.
- 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 Standard Hours in the Job Change ePAF.
Example of Completed Teaching Adjunct/Dual Compensation FTE Calculator

**Example of Job Change ePAF**

<table>
<thead>
<tr>
<th>Job Change Compensation Data</th>
<th>eForm ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bi-Weekly: 1190 480000</td>
<td>Annual Rate:</td>
</tr>
<tr>
<td>*Standard Hours: 20.40</td>
<td></td>
</tr>
</tbody>
</table>

When updating the standard hours, verify if you need to make any changes to the hourly rate by using the ePAF Hourly Rate Calculator.