

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.

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 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: _____

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%	
Total	0	0		
Total FTE				
PeopleSoft FTE				
PeopleSoft Standard Hours				

• 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 Teaching Adjunct/Dual Compensation FTE Calculator

eForm #: 274356



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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
ENL 2022	3	2	100.00%	13.5
			100.00%	0
			100.00%	0
			100.00%	0
			100.00%	0
			100.00%	0
			100.00%	0
			100.00%	0
Total	6	3		20.25
Total FTE				0.5063
PeopleSoft FTE				0.51
Input in Job Change ePAF			PeopleSoft Standard Hours	20.40

- 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 Job Change ePAF

Job Change Compensation Data	
eForm ID:	
Bi-Weekly:	1190.480000 Annual Rate:
*Standard Hours:	<input type="text" value="20.40"/>
Pay Component	
Comp Rate Code	Compensation Rate
1 NAHRLY	<input type="text" value="29.178338"/>

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