



## Human Resource Services

MSC 3HRS  
New Mexico State University  
P. O. Box 30001  
Las Cruces, NM 88003-8001  
575-646-8000, fax: 575-646-2806  
hrhelp@nmsu.edu

### Full Time Equivalent (FTE) Calculations

FTE is based on a full time equivalent of a 40 hour work week. Using the number of hours you intend for the employee to work (estimate the average if it is not exact) divide by the full time equivalent of 40.

Hours	Formula	FTE
40.00	$40/40 = 1.00$	1.0
39.00	$39/40 = .975$	0.975
38.00	$38/40 = 0.95$	0.95
37.00	$37/40 = 0.925$	0.925
36.00	$36/40 = 0.9$	0.9
35.00	$35/40 = 0.875$	0.875
34.00	$34/40 = 0.85$	0.85
33.00	$33/40 = 0.825$	0.825
32.00	$32/40 = 0.8$	0.8
31.00	$31/40 = 0.775$	0.775
30.00	$30/40 = 0.75$	0.75
29.00	$29/40 = 0.725$	0.725
28.00	$28/40 = 0.7$	0.7
27.00	$27/40 = 0.675$	0.675
26.00	$26/40 = 0.65$	0.65
25.00	$25/40 = 0.625$	0.625
24.00	$24/40 = 0.6$	0.6
23.00	$23/40 = 0.575$	0.575
22.00	$22/40 = 0.55$	0.55
21.00	$21/40 = 0.525$	0.525
20.00	$20/40 = 0.5$	0.5
19.00	$19/40 = 0.475$	0.475
18.00	$18/40 = 0.45$	0.45
17.00	$17/40 = 0.425$	0.425
16.00	$16/40 = 0.4$	0.4
15.00	$15/40 = 0.375$	0.375
14.00	$14/40 = 0.35$	0.35
13.00	$13/40 = 0.325$	0.325
12.00	$12/40 = 0.3$	0.3
11.00	$11/40 = 0.275$	0.275
10.00	$10/40 = 0.25$	0.25
9.00	$9/40 = 0.225$	0.225
8.00	$8/40 = 0.2$	0.2
7.00	$7/40 = 0.175$	0.175
6.00	$6/40 = 0.15$	0.15
5.00	$5/40 = 0.125$	0.125
4.00	$4/40 = 0.1$	0.1
3.00	$3/40 = 0.075$	0.075
2.00	$2/40 = 0.05$	0.05
1.00	$1/40 = 0.025$	0.025