





**Texas Skyward User Group Conference** 

#### HR FTE MANAGEMENT

**Kim Robinson** 



#### HR FTE Management



Skyward's Human Resources module allows the user to display Full Time Equivalent (FTE) counts multiple ways. This session reviews each of the different FTE's and how the software uses the FTE's.

- FTE's used for Texas state reporting
- FTE's used for internal reporting
- Displaying different FTE's in Position Control and Assignments
- Reporting on FTE's

#### HR FTE Management



-	_
	<u> </u>
	_
	_
	_
	_
	_
	_
	_
	_
	<del>_</del>
	_

- FTE = Full Time Equivalent
- A district encounters many ways to calculate FTE
  - TEDS-PEIMS reporting
  - TRS reporting
  - Service records
  - Internal reporting

# HR FTE Management – TEDS-PEIMS Reporting

TEDS-PEIMS Reporting •
•

- "% Day Employed" is a required field on TSDS Staff Association Interchange
- Definition from TEDS requirements:
  - PERCENT-DAY-EMPLOYED is that % of a standard district work day for which employee is hired to work. For an employee on contract, the % may be determined from the contract: full-time = "100"; half-time = "050"; and so on. For employee not on contract, % may be determined as follows:

Example: Standard work day for district is 7 hours. An employee hired to work for 4 hours/day is coded as "057" because 4/7 = .571, which is rounded down.

# HR FTE Management – TEDS-PEIMS Reporting

TEDS-PEIMS Reporting	<ul> <li>PEIMS "% Day Employed" value is extracted from the Additional Demographic table on Profile State Reporting tab</li> <li>"% Day Employed" field is created each year during the Add'l Demo roll up procedure</li> </ul>
	<ul> <li>The roll up process copies value from previous year's Add'l Demo record</li> </ul>

#### HR FTE Management – TRS Reporting



TRS	Repo	orting	5	•
				<u> </u>

#### TRAQS Reporting

- "% Time Worked" is reported on TRS MD40 Record
- MD Extract Program uses "% Day Employed" value from Add'l Demo record
- TEAM Reporting
  - "% Time Worked" no longer reported
  - Replaced with "FTE", reported for POSITION not employee

### HR FTE Management – Service Records



Service Records	•	Add'l Demo "% Day Employed' defaults into Service Record when added manually
	•	Emp Mgmt Assignment "Entered FTE" value imports into Service Record when the extract program is used
	•	During extract, if Add'l Demo "% Day Employed" & EM Assignment "Entered FTE" do not agree, a warning message is given on exception report

### HR FTE Management – Internal Reporting



Internal Reporting	<ul> <li>Districts differ on how they want to see FTE's</li> </ul>
	<ul> <li>A district may want to calculate</li> <li>FTE's different ways for different</li> <li>purposes</li> </ul>
	<ul><li>Examples</li></ul>
	<ul><li>– % employed compared to</li><li>standard district hours</li></ul>
	<ul><li>– % employed compared to total</li><li>hours defined for that position</li></ul>
	<ul> <li>– % employed compared to total</li> <li>number of days defined for that</li> <li>position</li> </ul>



Employee Management Assignment Record

- "% Employed" Field
  - This field is a function of the Assignment's time divided by the Position time
  - The "% Employed" is calculated by adding the default minutes per day for each day that is being worked on the assignment calendar and dividing it by the total minutes on the associated Position Control record



Employee Management Assignment Record

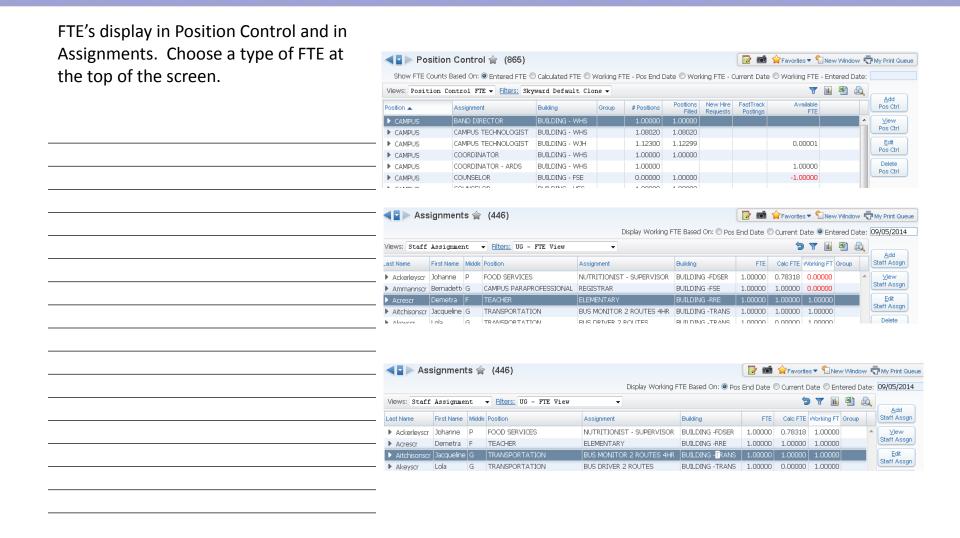
#### "FTE" Field

- The "Hours Per Day" and "FTE" fields are linked. Both can be changed. Changing the value in one changes the other.
- FTE = hours per day of work / hours per day on the calendar. If the calendar shows 8 hrs per day and 4 is entered on the screen, the FTE will change to .5000.
- Changing the FTE to .7500

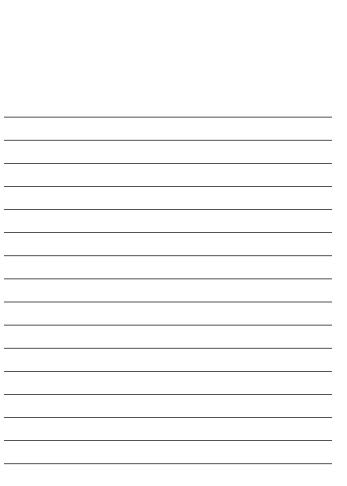
   adjusts the entered hours to 6.

   Total hours = hours from calendar within start and stop dates multiplied by entered FTE









- Working FTE Counts can be based on the date the Position ends OR today's date OR a specified date
- Report Working FTE's using the Person Count Report



End of presentation – Extra space for other notes







**Texas Skyward User Group Conference** 

#### **THANK YOU FOR ATTENDING!**

