

**Q: How Do I Calculate My Full-Time Equivalent (FTE) Employee Number?**

- A. In order to qualify for the Microenterprise Assistance Program, a business must have five or fewer employees, including owner(s). The Town is allowing a part-time to FTE conversion.

**Q: What Does This Mean?**

- A. If you own a business and have three other full-time employees, you may still be eligible if you have more than one additional part-time employee. For example, if you have four (4) full-time employees and four (4) part-time employees who each work 10 hours a week, you would have five (5) full-time employees using the FTE conversion.

**Q: How Do I Determine My FTE?**

- A. In order to determine the number of employees you have at the time you apply for grant assistance, you need payroll records for the 13 weeks (one quarter). Using those payroll reports, determine the number of part-time employees who worked for you and how many total hours they worked.

Ex: 10 Part-Time Employees and Three (3) Full-Time Employees

**Step 1:** Add up all of the hours worked by the Part-Time Employees of the 13-week period (Ex: 10 employees worked 650 hours).

**Step 2:** Determine the number of Full-Time Hours in that same period (Ex: 40 hrs/week X 13 weeks = 520 hours)

**Step 3:** Divide the total number of Part-Time Hours (650) by Full-Time Hours (520) to determine your FTE:

$$650 / 520 = 1.25 \text{ FTE}$$

**Step 4:** Add Full-Time employees and FTE to determine if you are eligible to participate in the program:

$$3 + 1.25 = 4.25 < 5 \text{ (STATUS: Eligible)}$$

**WORKSHEET – Include information for last 13 weeks**

**STEP 1: Number of Part-Time (PT) Employees:** \_\_\_\_\_

**STEP 2: Total PT Hours Worked:** \_\_\_\_\_

**FULL TIME HOURS OVER 13 WEEKS = 13 X 40 = 520**

**STEP 3: Divide STEP 2 by 520 = FTE =** \_\_\_\_\_

**STEP 4: ADD FULL-TIME EMPLOYEE COUNT AND STEP 4 (FTE) =**

**TOTAL EMPLOYEE COUNT =** \_\_\_\_\_