



# Paycom Training: Full Time Employment Factor (FTE) and Pay Period Hours

This guide will help you learn about Full Time Employment Factor (FTE) and Pay Period Hours to better support your onboarding and PAF entries.

## Definitions

**Pay Period** – The length of time that an employee works before being paid. The standard pay period for the Archdiocese of Seattle is **2 weeks**. \*

**Full Time Employment Factor (FTE)** - Equal to the number of hours a full-time employee works within **one week**. 1.000 FTE is equal to 80 hours a pay period.

## FTE and Pay Period Equation

$$\text{FTE} = ((\text{Pay Period Hours})/2) / 40$$

Example for a Pay Period that is **32**

$$(32/2)/40 = 0.4$$

$$\text{Pay Period} = ((\text{FTE}) * 40) * 2$$

Example for an FTE of **0.55**

$$(0.55 * 40) * 2 = 44$$

## Common FTE's

### **Full Time FTE's (0.75 and above):**

Pay Period: 80hr (40hrs a week) = 1.000 FTE

Pay Period: 60hrs (30hrs a week) = 0.75 FTE

### **Part Time FTE's (0.74 and below):**

Pay Period: 40hrs (20hrs a week) = 0.5 FTE

Pay Period: 20 (10hrs a week) = 0.25 FTE

Pay Period: 10 (5hrs a week) = 0.125 FTE

Pay Period: 8 (4hrs a week) = 0.1 FTE

Pay Period: 4 (2hrs a week) = 0.05 FTE

**Please ensure when filling out any information with Pay Periods and FTE that your Pay Period hours and FTE match.**

\*Sub Pool is paid semi-monthly.

For further support or questions contact HR as [hr@seattlearch.org](mailto:hr@seattlearch.org)

Last Edited: 2/9/2024