

How to Enter a Teacher/Staff Member FTE

FTE stands for Full-Time Equivalent

Full-Time equals 1.0. An employee cannot have an FTE grader than 1.0

The NAD bases Full-Time off 38 hours a week. Take the number of hours an employee works and divide by 38.

Full Time = 38/38 = 1.0

Part Time = 19/38 = 0.5

Part Time = 10/38 = 0.26

There are two way to enter this for Staff Members.

Option 1

1. Staff
2. Choose Employee
3. Choose User-Defined in Right side menu
4. Choose NAD in drop down menu
5. Enter FTE in either Support, Teacher or Administrator depending on their title.

Group Name: NAD

Staff ID (SDA): 112873

Staff is Adventist?: Yes

State Certification?: Yes

State Certification State: Washington

State Certification Expiration: Tuesday, Jun 30, 2020

FTE Administrator 9-12

FTE Administrator PK-8

FTE Teacher 9-12

FTE Teacher PK-8

FTE Support 9-12

FTE Support PK-8

Dashboard

Committees

Demographics

EC/PU Contacts

Education

Email History

Evaluation

Family

Human Resources

Interests

Medical

Observation

Preferences

Religion

Schedule

Security

Service Hours

Substitutes

User Defined

Option 2

1. Report Manager
2. Custom Report
3. SDA: Data Rollup –Staff Data
4. Arrow over Staff
5. Print
6. Update after every Staff Member.

Educator ID

Street

City State ZIP

Country

Email

Gender

Ethnicity

Title

Staff is an Adventist member? Yes

State Certification Washington

Expiration Date of State Certification 05/30/2020 MM/DD/YYYY

Update

Staff Full Time Equivalent (FTE)

| Admin PK-8 | Admin 9-12 | Teacher PK-8 | Teacher 9-12 | Support PK-8 | Support 9-12 |
|------------|------------|--------------|--------------|--------------|--------------|
| numeric | numeric | numeric | numeric | 0.5 | numeric |