

## **Entering FTE or standard hours? Review these tips** <sup>[1]</sup>

June 21, 2016 by [Employee Services](#) <sup>[2]</sup>

It's easy to confuse full-time equivalent (FTE) and standard hours. Before you submit your transaction, make sure you've entered the correct value:

**FTE** is the decimal representation of percent of time. For a full-time employee, the FTE value would be **1.0** since they work **100** percent of a full-time appointment

**Standard Hours** is the total number of hours an employee works per week. The standard hours value would be **20.00** for a half-time employee and **40.00** for a full-time employee.

[Watch this video](#) <sup>[3]</sup> for an in-depth explanation, and [take this quiz](#) <sup>[4]</sup> to test your knowledge.

Spending a few minutes reviewing this information can save you valuable time—and ensure your transactions are error-free.

[Transaction Pages](#) <sup>[5]</sup>

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