



Reporting on Employment FTE Calculation Tool Guidance Note

All LEADER funded projects that create new jobs or support existing jobs, are required to provide a breakdown of these jobs at two stages: 1) at project application stage (anticipated jobs); and 2) when a project is completed (actual jobs).

Users are required to enter the number of new positions created and existing positions sustained by the funding, including the following breakdown:

- Full Time positions
- Part time positions
- Seasonal positions
- FTE (Full time equivalent figure for the above positions)
- Gender breakdown (for completed projects only)

Please see the *LEADER Performance Monitoring Guidelines* for a definition of project completion.

To assist with this task, an FTE calculator tool in Excel has been developed which will allow the user to enter details about each position/employee and the spreadsheet will calculate the required FTE figures and gender breakdown for entering on the IT system. Please refer to the performance monitoring guidance for the definition of an FTE.

How to use the calculation tool

The spreadsheet provided contains 2 tabs (worksheets): 1) Actual Jobs and 2) Anticipated Jobs

‘Actual Jobs’ worksheet

Screenshot 1 below shows the FTE calculator for actual jobs and instructions for inputting the data are provided below.

Screenshot 1: FTE calculation tool for inputting ‘Actual Jobs’

FTE Calculator: Actual Jobs Created & Sustained					
INSERT VALUE					
Full time hours per week					
40.0	This column takes numbers only.				
AUTO	INSERT VALUE	CHOOSE	CHOOSE	CHOOSE	AUTO
Employee	Hours per week	Gender	Type	New or Existing Job	FTE VALUE
Employee 1	40	Female	Full Time	New Job Created	1.00
Employee 2	20	Male	Part Time	New Job Created	0.50
Employee 3	25	Female	Part Time	Existing Job Sustained	0.63
Employee 4	40	Male	Seasonal	New Job Created	1.00
Employee 5					0.00

New Jobs Created						
New Full-Time Male	0	New Part-Time Male	1	New Seasonal Male	1	
				New FTE Male	1.50	
New Full-Time Female	1	New Part-Time Female	0	New Seasonal Female	0	
				New FTE Female	1.00	
					New FTE Total	2.50

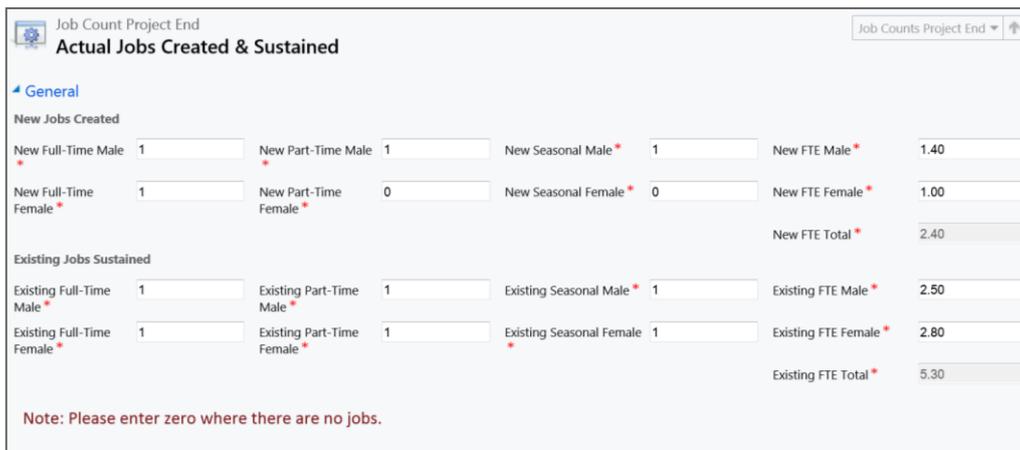
Existing Jobs Sustained						
Existing Full-Time Male	0	Existing Part-Time Male	0	Existing Seasonal Male	0	
					Existing FTE Male	0.00
Existing Full-Time Female	0	Existing Part-Time Female	1	Existing Seasonal Female	0	
				Existing FTE Female	0.63	
					Existing FTE Total	0.63

Please complete the following steps:

- (1) Insert the number of hours that the promoter uses to define a full time position (e.g. 39 or 37.5). This is important as it will form the basis of the calculations on the sheet.

- (2) Enter individual employee information – hours worked, gender, part time, full time or seasonal and whether this is a new or existing job using the drop down lists (note: please focus on the position rather than an individual, i.e. if a position already existed but a new person filled the role, this would still be counted as an existing job rather than a new job).
- (3) You will notice the table on the right hand side of the spreadsheet calculating the totals for the number of jobs (FT/PT/Seasonal) and the male/female breakdown along with the overall FTE figures– for new and existing jobs.
- (4) The figures in this table can then be entered onto the actual jobs screen on the IT system (the field names are exactly as they will appear on the IT system). See screenshot below.

Screenshot 2: The actual jobs screen on the LEADER IT system



Job Count Project End						Job Counts Project End	
Actual Jobs Created & Sustained							
General							
New Jobs Created							
New Full-Time Male *	1	New Part-Time Male *	1	New Seasonal Male *	1	New FTE Male *	1.40
New Full-Time Female *	1	New Part-Time Female *	0	New Seasonal Female *	0	New FTE Female *	1.00
						New FTE Total *	2.40
Existing Jobs Sustained							
Existing Full-Time Male *	1	Existing Part-Time Male *	1	Existing Seasonal Male *	1	Existing FTE Male *	2.50
Existing Full-Time Female *	1	Existing Part-Time Female *	1	Existing Seasonal Female *	1	Existing FTE Female *	2.80
						Existing FTE Total *	5.30
Note: Please enter zero where there are no jobs.							

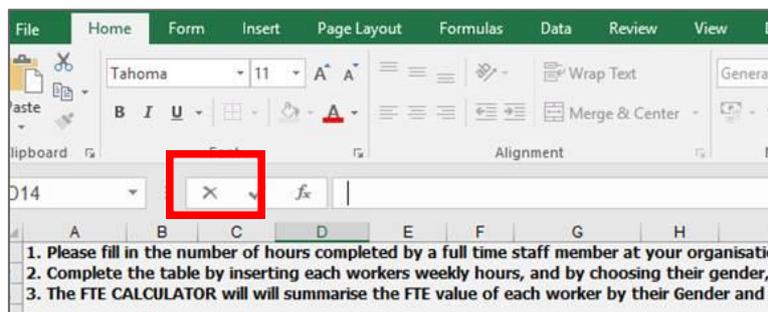
‘Anticipated Jobs’ worksheet

The second tab in the spreadsheet provided gives a similar calculation tool for all anticipated jobs (without the gender breakdown as this is not required for anticipated jobs). This mirrors the fields on the anticipated jobs screen of the IT system.

Troubleshooting

Please be aware that certain cells in the worksheets contain formulas and do not require you to enter any values while other fields only accept certain kinds of values. If you enter the wrong type of value into a cell a warning message will appear to prompt you to enter the correct type of value. If you are unable to exit a cell after a warning message appears select the X on the left hand side of the formula bar to delete any changes you have made and exit the cell. The formula in the cell will revert to the original formula.

Screenshot 3: How to exit a cell and return to original formula.



Please note

If you have any further questions in relation to the FTE calculation tool or require any assistance with it please contact Kate Ibbotson (kibbotson@pobal.ie) or leadersystem@pobal.ie and we will be happy to assist you.