

# ARRA Jobs Worksheet for Quarterly Reporting

## STEP 1: Calculate Quarterly Hours in a Full-Time Schedule.

A. Start by determining the standard hours in a full-time work week schedule as illustrated below. This example uses **40** hours, but other standards are possible.

B. Multiply this amount by 13 weeks to determine the quarterly number of hours for full-time work:

**40 Hours in full-time work week X 13 weeks per quarter = 520 Total Quarterly Hours**

## STEP 2: Calculate the Full Time Equivalent (FTE) for this Quarter.

A. Determine the number of hours worked in positions funded by the Recovery Act within the current quarter. For example, a full-time employee working 40 hours per week during the entire quarter will work 520 hours in the quarterly reporting period.

B. Divide this number by the “Quarterly Hours in a Full-Time Schedule” number calculated in STEP 1. This calculation should be performed for each employee working under Recovery Act funding within the reporting quarter (add each together to calculate an FTE total):

520 Hours Worked and Funded by Recovery Act

**520 Quarterly Hours in a Full-Time Schedule = 1.0 FTE**

For this example, the FTE figure “1.0” should be reported within the “Number of Jobs” data field.

## (If Needed) Reflect Partial ARRA Funding.

A. Count all hours worked on the project. In this example, a total of 520 hours were worked on the project and the total number of quarter hours in a full time schedule is 520 hours. The recipient determines the amount of hours, by employee, funded by the Recovery Act (in this case, 50%) and totals only those hours.

B. Calculate FTE:

260 Hours Worked

**520 Quarterly Hours in a Full-Time Schedule = 0.5 FTE**

For this example, the FTE figure “0.5” should be reported within the “Number of Jobs” data field.