

CMAP – FTE Calculations

Each month, CMAP practices are required to submit Employee FTE counts to CMH for all employees using these 4 categories:

- ✓ Physicians
- ✓ Extenders (APRN, NP, PA, BH employed by Practice)
- ✓ Other Clinical (RN's, LPN's, MA's etc)
- ✓ All Other (Front Desk, Billing, etc)

FTE's are based on hours paid with 40 hours per week being the equivalent of 1.0 FTE.

Salaried employees are often paid a base rate (set amount) instead of an hourly wage multiplied by number of hours. These employees need to be included in the FTE count based on their contracted FTE unless they are on an unpaid Leave of Absence. *(If your CPA firm is calculating FTE's, please make sure you notify them of changes to salaried employees who are paid a set amount).*

Practices that are paid **bi-weekly** have 2 options:

1. Calculate FTE's by pay period by taking the hours paid each pay period divided by 80 to get the FTE's for each pay period and report the data at that level, OR
2. Calculate the FTE's by adding the total hours for the pay dates in the month and divide by 160 if there are 2 pay periods or 240 if there are 3 pay periods and report FTEs for the month.

Practices that are paid **semi-monthly** have 2 options:

1. Calculate FTE's by taking the hours paid in the month and divide by 173.33 hours, OR
2. Calculate FTE's by taking the hours paid in the month and divide by number of work days in the pay periods multiplied by 8 hours per day.

Examples of various report formats are available upon request.