

NUMBER OF JOBS EXERCISE SHEET

ARRA FEDERAL REPORTING.GOV

Number of Jobs

The estimate of the number of jobs created or retained by the Recovery Act should be expressed as “full-time equivalents” (FTE). In calculating an FTE, the number of actual hours worked in funded jobs are divided by the number of hours representing a full work schedule for the kind of job being estimated. In order to perform the calculation, a recipient will need the total number of hours worked by employees in the most recent quarter (the quarter being reported) in jobs that meet the definition of a job created or a job retained as defined in section 5.3.2. The recipient will also need the number of hours in a full-time schedule for the quarter. For instance, if a full-time schedule is 2,080 hours/year, the number of hours in a full-time schedule for a quarter is 520 (2,080 hours/4 quarters = 520).

Number of Jobs Created Formula



Number of Jobs Scenario

School A is preparing to respond to the *Number of Jobs* field and is reviewing their employees that were employed at the school using ARRA Funding from April 1–June 30. Based on their records, they had four (4) employees that worked during this period where two (2) were Full-Time, one (1) Part-Time, and one (1) Temporary Contract. The table below illustrates the total hours each employee worked during the reporting quarter (13 weeks). Using the table below the school can organize employees’ hours for the quarter and track the responses for the *Number of Jobs* that were submitted in the previous ARRA Federal Reporting.

PERIOD	4 th Quarter	Quarter 1	Quarter 2	Quarter 3
Full-Time Schedule (Denominator)	October 1–December 31 520 hours	January 1–March 31 520 hours	April 1–June 30 520 hours	July 1–September 30 520 hours
EMPLOYEE 1 (Full Time)	520	520	520	TBD
EMPLOYEE 2 (Full Time)	520	520	520	TBD
EMPLOYEE 3 (Part-Time)	260	260	260	TBD
EMPLOYEE 4 (Temporary Contract)	0	0	160	TBD
Total Hours Worked (Numerator)	1300	1300	1460	TBD
Quarterly FTE Reported (<i>Number of Jobs</i> Field)	2.5	2.5	2.80	TBD

Therefore, using the formula below, the total hours worked by the 4 employees in School A for Quarter 2 was 1460 hours which was divided by 520 and resulted in 2.80 jobs.



Number of Jobs Exercise

Now it's your turn, calculate the Number of Jobs using the information provided below for School B. School B had a total of 5 employees that were hired throughout Quarters 4, 1, & 2. The 5 employees consisted of 1 full-time and 3 part-time and 1 temporary. The temporary employee was a contract employee hired for two weeks for a total of 30 hours (1 week in Quarter 1 @ 15 hours & 1 week in Quarter 2 @ 15 hours). The full-time and part-time employees were employed Quarters 4 and 1 however, only 1 part-time employee and 1 full-time employee were retained for Quarter 2. Based on the information provided, please calculate the hours for each employee for Quarters 4, 1, and 2 and solve for the Quarterly FTE for Quarters 4, 1, and 2.

PERIOD	4 th Quarter	Quarter 1	Quarter 2	Quarter 3
Full-Time Schedule (Denominator)	October 1–December 31 520 hours	January 1–March 31 520 hours	April 1–June 30 520 hours	July 1–September 30 520 hours
EMPLOYEE 1 _____				TBD
EMPLOYEE 2 _____				TBD
EMPLOYEE 3 _____				TBD
EMPLOYEE 4 _____				TBD
EMPLOYEE 5 _____				
Total Hours Worked (Numerator)				TBD
Quarterly FTE Reported (Number of Jobs Field)				TBD

In the formula below illustrate Quarter 2 results.



SAMPLE TABLE

PERIOD	4 th Quarter	Quarter 1	Quarter 2	Quarter 3
Full-Time Schedule (Denominator)	October 1–December 31 520 hours	January 1–March 31 520 hours	April 1–June 30 520 hours	July 1–September 30 520 hours
EMPLOYEE 1 _____				TBD
EMPLOYEE 2 _____				TBD
EMPLOYEE 3 _____				TBD
EMPLOYEE 4 _____				TBD
EMPLOYEE 5 _____				TBD
				TBD
				TBD
				TBD
Total Hours Worked (Numerator)				TBD
Quarterly FTE Reported <i>(Number of Jobs Field)</i>				TBD



Summary

We hope the sample and the exercise we provided assists with any questions on calculating the *Number of Jobs* for your ARRA 2nd Quarter Report. Also, a description of how the Number of Jobs was calculated should be included in the *Description of Jobs* portion of the report. In addition, please note that the description of jobs created should include a brief description of the types of jobs created or retained. This description may rely on job titles, broader labor categories, or the recipient's existing practice for describing jobs as long as the terms used are widely understood and describe the general nature of the work.

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