

PLEASE USE THIS FORM ONLY - Return by December 22, 2000

FTE STATE EMPLOYEE QUARTERLY REPORT
TO BE COMPLETED BY STATE AGENCIES AND INSTITUTIONS OF HIGHER EDUCATION
for the Quarter Ending November 30, 2000

DATA SUPPLIED BY:

FOR: 710 Texas A&M University System Administration

Phone: 979-458-6160

Manager, Human Resources
Texas A&M University System Administration
Administrative & General Offices
301 Tarrow, 5th floor
College Station, TX 77840-7895

(Please make any necessary corrections to the information above)

Reporting Requirements	Employees Paid from Approp. Funds	Employees Paid from All Other Funds	Contract/Temp Worker Hours (Approp. Funds)
1. Total number of hours paid for all state employees and/or contract and temporary workers in this quarter	43,162.67	114,697.01	
2. Number of hours for one full-time employee in this quarter	520	520	520
3. Number of full-time employees (headcount) on November 30, 2000	71	202	Not Applicable
4. Number of part-time employees (headcount) on November 30, 2000	36	47	Not Applicable
5. Number of consultants and contract individuals performing services on November 30, 2000	1	17	Not Applicable

Explanation of Variance/Comments: Provide specific reasons for an increase or decrease in the number of FTE employees from the preceding quarter, if other than normal hiring and attrition, or an explanation for exceeding the FTE Cap. Use the space below or attach a separate explanation page as needed.

Please report agency-wide headcount totals for the following categories of employees for use in computing the Management-to-Staff Ratio. Data is shown for the previous quarter where available.

Agency Head (Exec. Dir. or Board)	Manager Headcount	Supervisor Headcount	Non-Supervisory Staff Headcount
1	15	21	321

(See Corresponding Definitions on Back of Page)

FTE DEFINITIONS

Appropriated Funds: Paid from monies appropriated by the General Appropriations Act, or another Act of the Texas Legislature that makes appropriations.

All Other Funds: Any other monies that are at the disposal of the agency or institution, including institutional funds or grant monies that are not appropriated.

Contractor Data: Hours paid during the quarter to contract or temporary workers who filled a position for more than half the work days of the year preceding the final day of the reporting period. Only hours worked after the half-year limitation is exceeded count for these purposes. (See www.hr.state.tx.us select General Information, HR Policies, Quarterly FTE Report for further details.)

1. Total Number of Hours Paid for All State Employees and/or Contract and Temporary Workers in This Quarter:

A. First and second columns - The total hours paid for all state employees during the quarter whether full-time or part-time including student or seasonal employees. Include actual hours worked, any paid leave taken (including annual leave hours, sick leave hours, sick leave pool hours, extended sick leave hours, jury duty leave hours, administrative leave hours, and emergency leave hours). Include hours worked by elected officials, appointed officials, or appointed board members if they are *salaried* positions. Exclude FLSA overtime hours worked or paid. Exclude any FLSA overtime or state compensatory hours accrued and banked. Exclude FLSA overtime or annual leave lump-sum payments made when an employee terminates.

B. Third column - The total hours paid during the quarter to contract and/or temporary workers meeting the requirements under "Contractor Data" listed above. Report hours from appropriated funds, only.

2. Number of Hours for One Full-Time Employee in This Quarter: The total hours during the quarter that one regular full-time state employee would be paid for (regular work time plus paid holidays). This number is provided by the State Auditor's Office.

3. The total number of Full-Time Employees (headcount) as of the Last Working Day of Quarter: Employees scheduled to work the number of hours that represent regular full-time employment (usually 40 hours per week) in accordance with Texas Government Code, Chapter 658, on the last working day of the quarter. Include full-time employees in a paid leave, holiday, or compensatory time taken status, and students, temporary, or seasonal employees who are employed to work the number of hours that represents full-time employment. Count such employees only if they are employed on the last working day of the quarter.

4. The total number of Part-Time Employees (headcount) as of the Last Working Day of Quarter: Employees scheduled to work less than the number of hours that represent regular full-time employment (usually 40 hours per week) in accordance with Texas Government Code, Chapter 658, on the last working day of the quarter. Include part-time employees in a paid leave, holiday, or compensatory time taken status, and students, temporary, or seasonal employees who are employed to work the number of hours that represents part-time employment. Count such employees only if they are employed on the last working day of the quarter.

5. Number of Consultants and Contract Individuals Performing Services on the Last Working Day of Quarter: The total number of individuals performing services for the agency/institution on the last working day of the quarter who are consultants, employees of a temporary services organization, professionals who are under a contract, or subcontractors. This would include, but is not limited to, employees of accounting firms, employees of temporary services, employees of contract food services companies, employees of janitorial services companies, and contract professionals (e.g., doctors, architects, lawyers).

FAX to: (512) 936-9400
Attention: Classification

