

How is FSE Calculated?

FSE stands for Full Service Equivalent and is the method by which our preferred vendor charges customers subscriptions

Example Calculation:

| Worker Category | Applicable Workers | Applicable Percentage | FSE Worker Calculation |
|----------------------------|--------------------|-----------------------|------------------------|
| Full-Time Employees | 2,000 | 100.0% | 2,000 |
| Part-Time Employees | 500 | 25.0% | 125 |
| Associates | 100 | 12.5% | 13 |
| Former Workers with Access | 100 | 2.5% | 25 |
| Affiliates | 100 | 2.5% | 25 |
| Totals: | 2,800 | | 2,188 |

- “**Full-Time Employee**” is an employee regularly scheduled for more than twenty hours per week
- “**Part-Time Employee**” is an employee of Customer regularly scheduled for twenty hours per week
- “**Associate**” is an individual not counted as a Full-Time or Part-Time Employee but in one of the following categories: temporary employees stipend recipients, retirees with supplemental pay and independent contractors. An Associate can also be a Student Worker who is enrolled in classes and is regularly scheduled to work 19.5 hours a week or less during the academic quarter.
- “**Former Worker With Access**” is a former worker that continues to have access to the Service through the Employee Self-Service features.
- “**Affiliate**” is an individual that UW tracks utilizing the Service that is not included in one of the above categories, for purposes including, but are not limited to, issuance of access control system credentials, reporting facility usage and visits to funding sponsors, and tracking scientific collaborators. Affiliates may include visiting faculty, clinical associates, volunteers, or auditors. Any person who receives wages from the UW paid through the Service cannot be an Affiliate. Any person whose performance is tracked through the Service cannot be an Affiliate. Any person whose expense reimbursements are tracked and paid through the Service cannot be an Affiliate.
- The above listed definitions do not apply to **Time Tracking** (“TT”). For purposes of determining the number of FSE Workers for TT, each employee will be counted as a “Full-Time Employee”