

ARE YOU AN APPLICABLE LARGE EMPLOYER, OR NOT? THAT'S THE QUESTION!

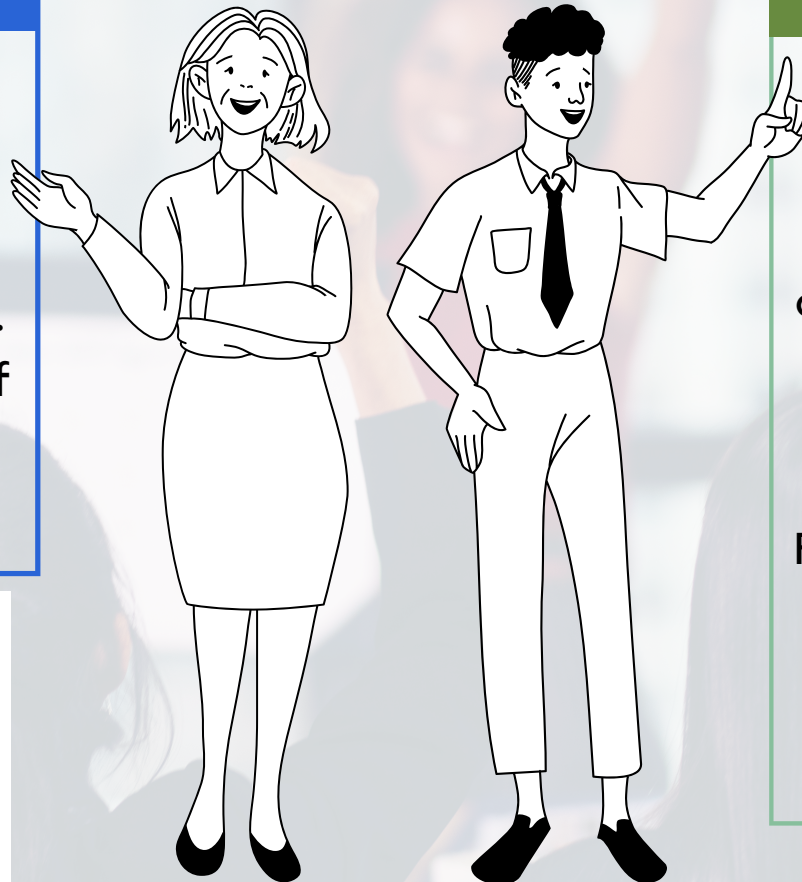
Calculating Your FTE Count

To answer this question you'll need to add up your full-time employees plus the full-time equivalent of part-time employees. For some businesses, this may have been simple, but not for all. This is how you determine your FTE count.

BOOK 2 TITLE

FULL TIME EMPLOYEE:

Any employee who works an average of at least 30 hours per week in a given month. Or at least 130 hours of service in a given month.



FULL-TIME EQUIVALENT:

The full-time equivalent of part-time employees is the number of hours worked by all your part-time employees in a given month divided by 120.

For example: two employees who each work 15 hours/week are added together to equal one full-time employee.



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