



- The example table below is meant to demonstrate how to fulfill ARRA section 1512 requirements for Full Time Equivalent (FTE) job reporting for Institutions of Higher Education. **This table does not meet the backup documentation requirements necessary for the State Fiscal Stabilization Fund-Education Stabilization Fund (ESF) Requests for Salary Reimbursement - please refer to the ESF Payroll Memo for the required documentation.**
- Only jobs paid directly with ARRA funds should be reported. DFA-IGS will calculate the FTE based on the hours submitted. Please place the required table on your Institution's letterhead.
- The example below differs from what is expected from contractors and sub-contractors working on ESF and GSF Projects. Please refer to the Vendor Contractor FTE example file. The appropriate person from the contractor or vendor should supply the positions and hours worked for each month of the project. DFA-IGS will calculate the FTE based on the hours submitted.
- If you have many positions to report, it would be wise to aggregate titles as shown below. If you do not have many positions to report, you do not have to aggregate the positions. You may report each position with the hours worked for each one for the month. Again, DFA-IGS will calculate the FTE based on the hours submitted.
- You only have to provide the data available for each month. If you are requesting reimbursement for a payroll run in that occurred in February, but you are requesting in March, please provide the data for the February jobs.

**February 2010**

<b>Number of Positions</b>	<b>Type of Position</b>	<b>Hours worked in the month</b>	<b>Total Hours</b>
33	Full Time Adjunct Professors (40 hrs wk)	x160 hrs (8 hrs x 20 days)	5280 hours
22	Part-time Lab Assistants (8 hrs wk)	x32 hrs (8hrs x 4 days)	704 hours
5	Administrative Faculty Support (40 hrs wk)	x160 hrs (8 hrs x 20 days)	800 hours

If you have any questions relating to ARRA section 1512 job reporting, please contact Erin Gildner, DFA-IGS Grants Coordinator at (501) 682-1468 or [Erin.Gildner@dfa.arkansas.gov](mailto:Erin.Gildner@dfa.arkansas.gov).