

# DETERMINE IF YOU ARE A LARGE EMPLOYER

12-Month Measurement Period	Column A MONTH	Column B NUMBER OF FULL-TIME (FT) EMPLOYEES	Column C TOTAL HOURS WORKED BY NON-FULL-TIME EMPLOYEES	Column D FULL-TIME EQUIVALENT (FTE) EMPLOYEES	Column E # OF FT AND FTE EMPLOYEES
		<i>EMPLOYEES WHO AVERAGE AT LEAST 30 <u>HOURS OF SERVICE</u> PER WEEK</i>		<i>COLUMN C DIVIDED BY 120 HOURS</i>	<i>SUM OF COLUMN B AND COLUMN D</i>
				0	0
				0	0
				0	0
				0	0
				0	0
				0	0
				0	0
				0	0
				0	0
				0	0
				0	0
				0	0
				0	0
				0	0

1. Type each month of your measurement period in column A.
2. Type the number of full-time (FT) employees for each month.
3. Type the total hours worked each month by non-full-time employees.

**ANNUAL TOTAL OF FT AND FTE** **0**

*COLUMN E TOTAL*

**TOTAL FT AND FTE EMPLOYEES** **0**

*TOTAL OF COLUMN E DIVIDED BY 12 MONTHS*