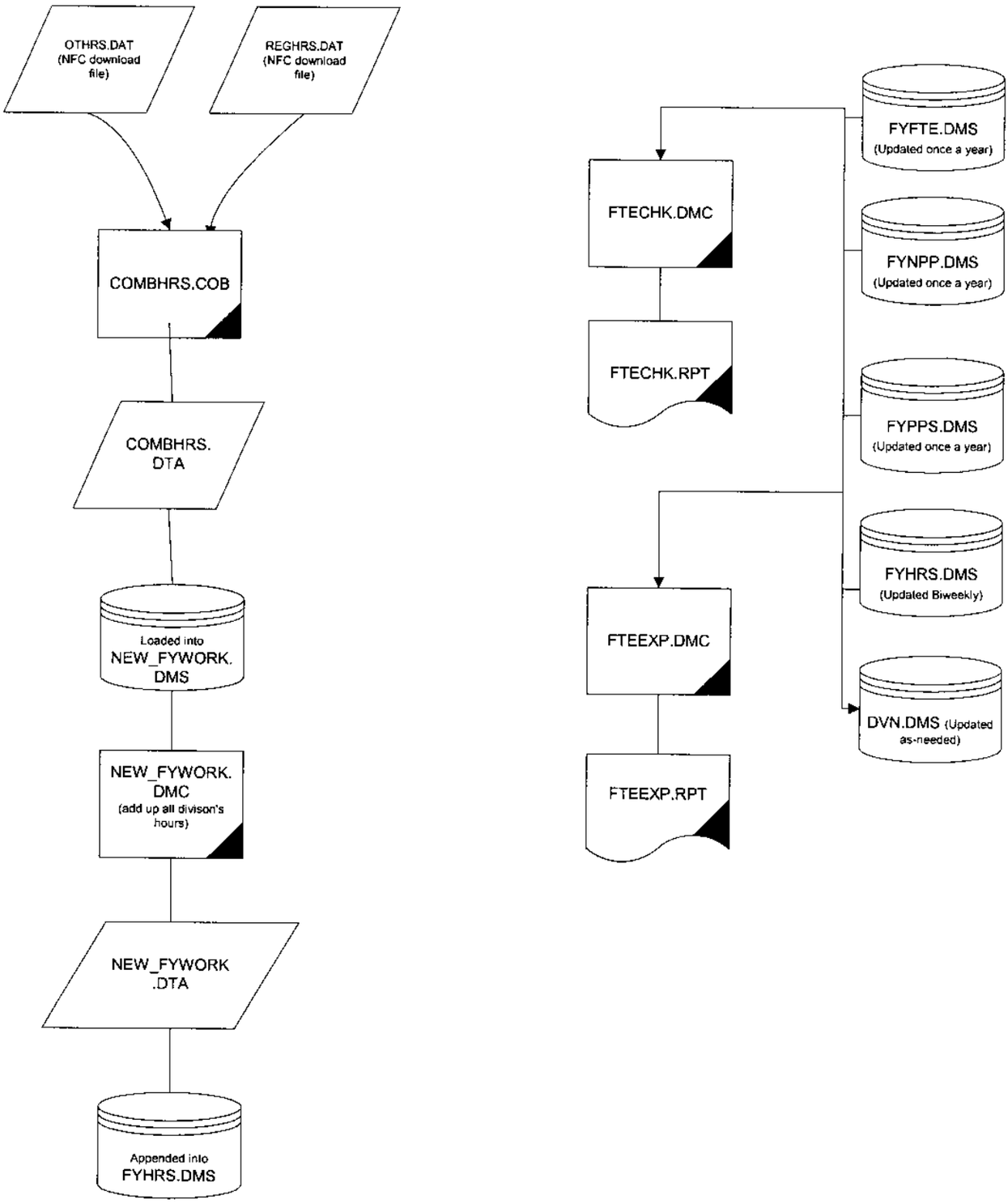
Client	Page 1 of 1	Prepared by	Date
Federal Election Commission		Ming Lin	August 29, 2002
Process		Approved by	Date
FTE Process			August 29, 2002



FTE Process - FYFTE.DMS

- Permanent file
- Updated once a year (at the beginning of new fiscal year)
- Input provided by Planning and Management Office

Record Layout:

Attribute FY	Integer Keyed	{Fiscal Year - 2 digits}
Attribute DIV	Integer Keyed	{Division Number}
Attribute FTE	Decimal	{# of FTE - Full Time Employee}
Attribute DOE	Date of Entry	{Date of Entry}
Attribute DOC	Date of Change	{Date of Change}

Data Example: (Fiscal year 2002)

Fy	Div	Fte	Doe	Doc
2	10	20.00	10/09/2001	??????????
2	20	40.00	10/09/2001	??????????
2	30	13.00	10/09/2001	??????????
2	40	118.00	10/09/2001	??????????
2	50	5.00	10/09/2001	??????????
2	60	54.00	10/09/2001	??????????
2	70	13.00	10/09/2001	??????????
2	75	44.00	10/09/2001	??????????
2	80	20.00	10/09/2001	??????????
2	85	4.00	10/09/2001	??????????
2	90	14.00	10/09/2001	??????????
2	91	2.00	10/09/2001	??????????
2	92	5.00	10/09/2001	??????????
2	93	5.00	10/09/2001	??????????
2	94	1.00	10/09/2001	??????????
2	97	2.00	10/09/2001	??????????
2	98	2.00	10/09/2001	??????????

FTE Process - FYNPP.DMS

° Permanent file
° Updated once a year (at the beginning of new fiscal year)

Record Layout:

Attribute FY Integer Keyed	{Fiscal Year - 2 digits}
Attribute NPP Decimal	{Total Fractions (from FYPPS.DMS) in each fiscal year}

Data Example:

Fy	Npp
85	26.1
86	26.1
87	26.1
88	26.2
89	26.0
90	26.0
91	26.1
92	26.2
93	26.1
94	26.1
95	26.0
96	26.1
97	26.1
98	26.1
99	26.0
0	26.1
1	26.0
2	26.1

FTE Process - FYPPS.DMS

° Permanent file
° Updated once a year (at the beginning of new fiscal year)

Record Layout:

Attribute FY	Integer Keyed	{Fiscal Year - 1 digit}
Attribute PPN	Integer Keyed	{Pay Period Number}
Attribute EDT	Date	{Pay Period Ending Date}
Attribute FRAC	Decimal	{Fraction - # of working days / 10}

Data Example: (Fiscal Year = 2002)

FY	PPN	EDT	FRAC
2	19	10/06/2001	0.5
2	20	10/20/2001	1.0
2	21	11/03/2001	1.0
2	22	11/17/2001	1.0
2	23	12/01/2001	1.0
2	24	12/15/2001	1.0
2	25	12/29/2001	1.0
2	26	01/12/2002	1.0
2	1	01/26/2002	1.0
2	2	02/09/2002	1.0
2	3	02/23/2002	1.0
2	4	03/09/2002	1.0
2	5	03/23/2002	1.0
2	6	04/06/2002	1.0
2	7	04/20/2002	1.0
2	8	05/04/2002	1.0
2	9	05/18/2002	1.0
2	10	06/01/2002	1.0
2	11	06/15/2002	1.0
2	12	06/29/2002	1.0
2	13	07/13/2002	1.0
2	14	07/27/2002	1.0
2	15	08/10/2002	1.0
2	16	08/24/2002	1.0
2	17	09/07/2002	1.0
2	18	09/21/2002	1.0
2	19	09/30/2002	0.6

FTE Process - FYHRS.DMS

° Permanent file
° Updated biweekly (by the FTE Process)

Record Layout:

Attribute FY	Integer Keyed	{Fiscal Year - 2 digits}
Attribute PPN	Integer Keyed	{Pay Period Number}
Attribute DIV	Integer Keyed	{Division Number}
Attribute NSTF	Integer	{Number of Staff}
Attribute NHRS	Decimal	{Total number of hours worked}
Attribute DOE	Date of Entry	{Date of Entry}
Attribute DOC	Date of Change	{Date of Change}

Data Example:

{For Fiscal year = 2002 and Pay period =15}

Fy	Ppn	Div	Nstf	Nhrs	Doe	Doc
2	15	10	21	1680.00	08/22/2002	08/22/2002
2	15	20	45	3543.50	08/22/2002	08/22/2002
2	15	30	13	1000.00	08/22/2002	08/22/2002
2	15	40	117	9246.00	08/22/2002	08/22/2002
2	15	50	5	356.00	08/22/2002	08/22/2002
2	15	60	53	4194.00	08/22/2002	08/22/2002
2	15	70	13	1040.00	08/22/2002	08/22/2002
2	15	75	49	3823.50	08/22/2002	08/22/2002
2	15	80	17	1344.00	08/22/2002	08/22/2002
2	15	85	4	320.00	08/22/2002	08/22/2002
2	15	90	14	1120.00	08/22/2002	08/22/2002
2	15	91	2	160.00	08/22/2002	08/22/2002
2	15	92	6	480.00	08/22/2002	08/22/2002
2	15	93	5	400.00	08/22/2002	08/22/2002
2	15	94	1	80.00	08/22/2002	08/22/2002
2	15	97	3	240.00	08/22/2002	08/22/2002
2	15	98	3	240.00	08/22/2002	08/22/2002

FTE Process - DVN.DMS

° Permanent file
° Updated on as-needed basis

Record Layout:

Attribute DIV	Integer Keyed	{Division Number}
Attribute TITLE	Text 25	{Division Title}
Attribute TITLEN	Integer	{Division Title Length}

Data Example:

Div	Title	Titlen
10	ADMINISTRATION	14
20	AUDIT	5
30	INFORMATION	11
40	GENERAL COUNSEL	15
41	LITIGATION DOC CONTROL	22
50	CLEARINGHOUSE	13
60	DATA SYSTEMS	12
61	POINT OF ENTRY	14
62	ADP MODERNIZATION	17
63	ELECTRONIC FILING	17
70	PUBLIC DISCLOSURE	17
75	REPORTS ANALYSIS	16
80	COMMISSIONERS	13
85	INSPECTOR GENERAL	17
90	STAFF DIRECTOR	14
91	PLANNING & MANAGEMENT	21
92	PERSONNEL	9
93	PRESS OFFICE	12
94	EEO	3
95	COMPUTER ENHANCEMENTS	21
96	REPRESENTATIONAL FUNDS	22
97	ALT DISPUTE RESOLUTION	22
98	ADMINISTRATIVE REVIEW	21

FTE EXPENDITURE REPORT
FOR PAY PERIOD ENDING 08/10/2002
86.2% INTO THE FISCAL YEAR

OFFICE/DIVISION	# STAFF ON BOARD AT END OF PAYPERIOD	TOTAL HOURS EXPENDED TO DATE	EQUIVALENT FTE TO DATE	FY 2002 HOURS	ALLOCATION FTE
ADMINISTRATION	21	35600.0	19.8	41760.0	20.0
AUDIT	45	69358.5	38.5	83520.0	40.0
INFORMATION	13	21106.0	11.7	27144.0	13.0
GENERAL COUNSEL	117	203607.0	113.1	246384.0	118.0
CLEARINGHOUSE	5	8888.0	4.9	10440.0	5.0
DATA SYSTEMS	53	89007.9	49.4	112752.0	54.0
PUBLIC DISCLOSURE	13	23080.0	12.8	27144.0	13.0
REPORTS ANALYSIS	49	80071.5	44.5	91872.0	44.0
COMMISSIONERS	17	27064.0	15.0	41760.0	20.0
INSPECTOR GENERAL	4	7200.0	4.0	8352.0	4.0
STAFF DIRECTOR	14	23800.0	13.2	29232.0	14.0
PLANNING & MANAGEMENT	2	3600.0	2.0	4176.0	2.0
PERSONNEL	6	10800.0	6.0	10440.0	5.0
PRESS OFFICE	5	8240.0	4.6	10440.0	5.0
EEO	1	1800.0	1.0	2088.0	1.0
ALT DISPUTE RESOLUTION	3	4120.0	2.3	4176.0	2.0
ADMINISTRATIVE REVIEW	3	4160.0	2.3	4176.0	2.0
TOTAL	371	621502.9	345.3	755856.0	362.0

FTE CHECKLIST

LAPSED PAY PERIODS: 22.5 REMAINING PAY PERIODS: 3.6

DIVISION OFFICE	PLANNED HRS/ PAY PERIOD	ACTUAL AVERAGE TO DATE	POSSIBLE AVE.TO YE	FTE EQUIV POSSIBLE
ADMINISTRATION	1600.0	1582.2	1711.1	21.4
AUDIT	3200.0	3082.6	3933.7	49.2
INFORMATION	1040.0	938.0	1677.2	21.0
GENERAL COUNSEL	9440.0	9049.2	11882.5	148.5
CLEARINGHOUSE	400.0	395.0	431.1	5.4
DATA SYSTEMS	4320.0	3955.9	6595.6	82.4
PUBLIC DISCLOSURE	1040.0	1025.8	1128.9	14.1
REPORTS ANALYSIS	3520.0	3558.7	3277.9	41.0
COMMISSIONERS	1600.0	1202.8	4082.2	51.0
INSPECTOR GENERAL	320.0	320.0	320.0	4.0
STAFF DIRECTOR	1120.0	1057.8	1508.9	18.9
PLANNING & MANAGEMENT	160.0	160.0	160.0	2.0
PERSONNEL	400.0	480.0	100.0	1.2
PRESS OFFICE	400.0	366.2	611.1	7.6
EEO	80.0	80.0	80.0	1.0
ALT DISPUTE RESOLUTION	160.0	183.1	15.6	0.2
ADMINISTRATIVE REVIEW	160.0	184.9	4.4	0.1
TOTAL	28960.0	27622.4	37320.3	466.5

NOTE: 80 HRS/PAY PERIOD PER FTE EQUIVALENT