



Albany Business License Forms Worksheet A - Full Time Equivalent Employee Count Calculation

EMPLOYEE COUNT ADJUSTMENT

- A. **TOTAL HOURS:** Calculate the total number of hours worked by all workers, including the owner, at this location for the year. A. _____
- B. **FULL TIME EQUIVALENT:** Divide the number of hours on Line A by 2,080 hours (average annual hours for a 40 hour work week employee). B. _____
- C. **ROUNDING:** Round the amount on Line B to the nearest whole number. C. _____
- D. **SUBTRACT 1 EMPLOYEE:** Subtract 1 from the amount on Line C and enter this number on Line L of the Business License Application Form or Line F of the Business License Reinstatement Form. D. _____