

# FTE Management

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# What is an FTE? Why are they important?

- ▶ FTE stands for Full-Time Equivalent
- ▶ Code 8-11-15: minimum full-time workweek for employees of state agencies and institutions is thirty-seven and one-half hours
- ▶ FTEs provide a way to measure and control the size of the workforce and are used to plan for personnel costs
- ▶ FTEs are permanent positions
  - ▶ Temporary Grant and Time Limited positions are not FTEs

# Appropriation Bill Sets the Authorized Levels

D500

Sec. 93-6

## SECTION 93 DEPARTMENT OF ADMINISTRATION

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		2024-2025		2025-2026		2025-2026	
		APPROPRIATIONS		HOUSE AMENDED		SENATE	
		TOTAL FUNDS (1)	GENERAL FUNDS (2)	TOTAL FUNDS (3)	GENERAL FUNDS (4)	TOTAL FUNDS (5)	GENERAL FUNDS (6)
1	<b>3. ECONOMIC OPPORTUNITY</b>						
2	CLASSIFIED POSITIONS	1,424,123		1,424,123		1,424,123	
3		(17.00)	(0.09)	(20.00)	(0.09)	(20.00)	(0.09)
4	UNCLASSIFIED POSITIONS	73,608		73,608		73,608	
5		(0.70)	(0.70)	(0.70)	(0.70)	(0.70)	(0.70)
6	OTHER PERSONAL SERVICES	391,390		391,390		391,390	
7	OTHER OPERATING EXPENSES	904,919		904,919		904,919	
8	ALLOC OTHER ENTITIES	120,380,187		120,380,187		113,666,487	
9	<b>TOTAL 3. ECONOMIC OPPORTUNITY</b>	<b>123,174,227</b>		<b>123,174,227</b>		<b>116,460,527</b>	
10		(17.70)	(0.79)	(20.70)	(0.79)	(20.70)	(0.79)
11							
12	<b>TOTAL A. CONSTITUENT SERVICES</b>	<b>125,586,245</b>	<b>874,372</b>	<b>125,586,245</b>	<b>874,372</b>	<b>118,872,545</b>	<b>874,372</b>
13		(29.55)	(6.18)	(32.70)	(6.33)	(32.70)	(6.33)
14							
15	<b>TOTAL III. EXECUTIVE POLICY</b>	<b>125,586,245</b>	<b>874,372</b>	<b>125,586,245</b>	<b>874,372</b>	<b>118,872,545</b>	<b>874,372</b>
16	<b>&amp; PROGRAMS</b>	<b>(29.55)</b>	<b>(6.18)</b>	<b>(32.70)</b>	<b>(6.33)</b>	<b>(32.70)</b>	<b>(6.33)</b>
17							
18	<b>IV. EMPLOYEE BENEFITS</b>						
19	EMPLOYER CONTRIBUTIONS	17,252,979	8,031,416	17,608,579	8,387,016	17,609,699	8,388,136
20	<b>TOTAL IV. EMPLOYEE BENEFITS</b>	<b>17,252,979</b>	<b>8,031,416</b>	<b>17,608,579</b>	<b>8,387,016</b>	<b>17,609,699</b>	<b>8,388,136</b>
21							
22	<b>TOTAL DEPARTMENT OF</b>	<b>405,298,949</b>	<b>118,174,776</b>	<b>414,148,891</b>	<b>127,024,718</b>	<b>409,010,249</b>	<b>128,599,776</b>
23	<b>ADMINISTRATION</b>	<b>(628.62)</b>	<b>(207.40)</b>	<b>(628.62)</b>	<b>(214.40)</b>	<b>(635.62)</b>	<b>(221.40)</b>

# Proviso 117.14 (FTE Management) Provides Direction

**117.14.** (GP: FTE Management) (A) In order to provide the necessary control over the number of employees, the Executive Budget Office is hereby directed to maintain close supervision over the number of state employees, and to require specifically the following:

(1) That no state agency exceed the total authorized number of full-time equivalent positions and those funded from state sources as provided in each section of this act except by majority vote of the State Fiscal Accountability Authority. Each agency is responsible for ensuring that the number of filled and vacant FTEs does not exceed the number of authorized FTEs in the South Carolina Enterprise Information System (SCEIS).

(2) That the Executive Budget Office shall maintain and make, as necessary, periodic adjustments thereto, an official record of the total number of authorized full-time equivalent positions by agency for state and total funding sources.

(a) That within ~~thirty~~ sixty days of the passage of the Appropriation Act or by ~~August~~ September first, whichever comes later, each agency of the State must have established ~~on the Executive Budget Office records~~ in SCEIS all new positions authorized in the Act. After that date, the ~~office~~ Executive Budget Office in consultation with the Division of State Human Resources shall delete any non-established positions immediately from the official record of authorized full-time equivalent positions. No positions shall be established as filled or vacant by the ~~office~~ state agencies in excess of the total number of authorized full-time equivalent positions. Each agency may, upon notification to the Executive Budget Office, change the funding source of state FTE positions established on the Executive Budget Office records as necessary to expend federal and other sources of personal service funds to conserve or stay within the state appropriated personal service funds. No agency shall change funding sources that will cause the agency to exceed the authorized number of state or total full-time equivalent positions. Each agency may transfer FTEs between programs as needed to accomplish the agency mission.

(b) That by September thirtieth, the office shall prepare a FTE analysis, by agency, which shows the number of authorized, filled, and vacant positions by source of funds for the current and two previously completed fiscal years. The office shall provide a copy of each agency's FTE analysis to the Senate Finance and House Ways and Means Committees.

(3) That full-time equivalent (FTE) positions shall be determined under the following guidelines:

(a) The annual work hours for each FTE shall be the agency's full-time standard annual work hours.

(b) The state FTE shall be derived by multiplying the state percentage of budgeted funds for each position by the FTE for that position.

(c) All institutions of higher education shall use a value of 0.75 FTE for each position determined to be full-time faculty with a duration of nine months.

The FTE method of accounting shall be utilized for all authorized positions.

(4) That the number of positions authorized in this act shall be reduced in the following circumstances:

(a) Upon request by an agency.

(b) When anticipated federal funds are not made available.

(c) When the Executive Budget Office, through study or analysis, becomes aware of any unjustifiable excess of positions in any state agency.

(5) That no new permanent positions in state government shall be funded by appropriations in acts supplemental to this act but temporary positions may be so funded.

(6) That the provisions of this section shall not apply to personnel exempt from the State Classification and Compensation Plan under item I of Section 8-11-260 ~~of the 1976 Code~~.

(B) The Governor, in making his appropriation recommendations to the Ways and Means Committee, must provide that the level of personal service appropriation recommended for each agency is at least ninety-seven percent of the funds required to meet one hundred percent of the funds needed for the full-time equivalents positions recommended by the Governor (exclusive of new positions).

# FTEs are Limited By Law

- ▶ South Carolina law (11-11-420) sets a limit on the number of generally funded FTEs so that the annual increase in such number may not exceed the average growth rate in the population of the state. This limit is based on the ratio of generally funded FTEs to total state population in fiscal year 1980-81.

FISCAL YEAR	STATE POPULATION	FTE ANNUAL LIMITATION	APPROPRIATED POSITIONS	CAPACITY
2024-25	5,373,555	65,723.95	37,645.74	28,078.21

# FTEs

- ▶ Funding Sources
  - ▶ State Funded (General Fund)
  - ▶ Other Funded
  - ▶ Federal Funded
- ▶ Classified or Unclassified
  - ▶ Classified positions are slotted in the state's pay band structure and have grievance rights
  - ▶ Unclassified positions are not slotted in pay bands and do not have grievance rights



# FTE Terms

- ▶ Authorized
- ▶ Filled
- ▶ Vacant
- ▶ Actual (Filled + Vacant)

# Authorized

- ▶ Set in the Appropriations Act
  - ▶ Shown by Total and General Funds for each funded program
  - ▶ New FTEs are listed on separate lines
- ▶ Other and Federal FTEs can be added on an interim basis via EBO form BD-211
  - ▶ Interim State FTEs can be approved by SFAA
  - ▶ Interim FTEs are only good for the current fiscal year
- ▶ Can request complete details of authorized FTEs by Fund Type and Program from your EBO Budget Analyst



# Filled

- ▶ Position funding for filled positions is managed in SCEIS through the 1018 report
  - ▶ Position funding can be split

# Vacant

- ▶ Positions that are not filled but are established
  - ▶ Complete 1018 data so these positions show on reports.

# The FTE Formula

- ▶ **Appropriated = Filled + Vacant (by Fund Source)**
- ▶ If Appropriation is greater, positions need to be established by September 15<sup>th</sup>.
  - ▶ Ex: 100 Authorized, 80 Filled, and 10 Vacant, means 10 must be established which will initially add to the Vacant count
- ▶ If Filled and Vacant are greater, position funding should be adjusted in the 1018 and/or vacant positions need to be delimited.
  - ▶ Ex: 100 Authorized, 90 Filled, and 20 Vacancies means 10 Filled and/or Vacant positions must be addressed.

# Monitoring

- ▶ Reports in BOBJ/BEX
  - ▶ YBOBJ: Authorized FTEs by Personnel Area
  - ▶ RH010.1A – FTE Totals by State, Federal, Other
    - ▶ New report coming
  - ▶ RH086 – Position Funding Report (1018)
- ▶ Fund level vs funded program level

# YBOBJ: Authorized FTEs by Personnel Area

- ▶ Shows agency total authorized FTES by State, Other and Federal
- ▶ Data updated by EBO

# RH010.1A – FTE Totals by State, Federal, Other

- ▶ Agency totals for authorized, filled, vacant, and authorized-actual difference by state, other and federal funds.

# RH086 – Position Funding Report (1018)

- ▶ Not all positions are a full FTE, make sure to use actual FTE amount if less than 1.
- ▶ For split funded positions, multiply percentage by FTE
- ▶ Use SFP to manage by Budget Act funded program



# Adjustments

- ▶ Manage 1018 (RH086 in BEX)
  - ▶ PO13: Cost Distribution
- ▶ Delimiting (Deleting) Vacancies
- ▶ Interim FTEs BD211

# Getting ready for FY26

- ▶ Establish new positions (Proviso 117.14)
  - ▶ (a) That within ~~thirty~~ sixty days of the passage of the Appropriation Act or by ~~August~~ September first, whichever comes later, each agency of the State must have established ~~on the Executive Budget Office records~~ in SCEIS all new positions authorized in the Act. After that date, the office Executive Budget Office in consultation with the Division of State Human Resources shall delete any non-established positions immediately from the official record of authorized full-time equivalent positions.
- ▶ Vacancy deletion proviso (Proviso 117.193)
  - ▶ Eliminate 25% of each agency's vacant FTE positions as of February 1, 2025, within 90 days of the passage of the General Appropriations Act or by October 1, whichever is later, unless exempted.
  - ▶ The elimination will be adjusted for FTEs received in FY 2023-24 or FY 2024-25 appropriations.
  - ▶ Agencies must work with EBO and DSHR to select positions for elimination based on funding sources
- ▶ Monitor monthly
  - ▶ Coordination between budget and HR

# Planning for FY27

- ▶ Requesting new positions
- ▶ Realignment of FTEs in Realignment Form in BDS
  - ▶ Realign unclassified/classified and divisional alignment within a fund type
- ▶ Realignment between fund types (B1 form)
  - ▶ Realign between fund types