

What is it?

Full-Time Equivalent (FTE) is the measure by which the General Assembly authorizes workforce size. FTEs are established in the Appropriations Act and can be changed on an interim basis through the Interim FTE (BD211) process.

When do new FTEs have to be established?

Agencies are responsible for setting up all new FTEs received in the Appropriations Act in SCEIS by August 1st.

Reference: Proviso 117.14 (FTE Management) of the FY 2019-20 Appropriations Act states, “within thirty days of the passage of the Appropriation Act or by August first, whichever comes later, each agency of the State must have established on the Executive Budget Office records all positions authorized in the Act.”

What limits are placed on FTE levels?

The General Assembly sets agency FTE levels annually as part of the budget process. Agencies are expected to manage their FTEs to ensure compliance with the authorized FTE level included in the Appropriations Act. Agencies must maintain their FTE information in SCEIS as well as any agency-specific human resources system to remain in compliance. Permanent changes to agency FTE levels may only be made through the budget process.

What else can be done to maintain proper FTE counts?

Agencies should make sure to keep personnel information in SCEIS updated in order to avoid exceeding FTE authorization levels. Several FTE reports are available in SCEIS and EBO can help identify issues.

Who do I contact in EBO?

Your assigned budget analyst can assist you with this item.