

What is it?

Interim FTE adjustments allow agencies the flexibility to adjust FTEs during the fiscal year. The adjustments are temporary and are in effect until the end of the fiscal year.

What is the process?

Agencies requesting an interim adjustment to their FTEs must submit form BD211 with any supporting documentation. EBO will review the request and notify the agency if approved.

What FTE adjustments can be requested?

- Add new FTEs
- Reestablish deleted FTEs
- Transfer FTEs
- Delete authorized FTEs
- Change FTE source of funding
- Change unclassified to/from classified FTEs.

Can new General Fund positions be added through this process?

New General Fund positions must be approved through the budget process or on an interim basis by the State Fiscal Accountability Authority.

Can new Other Funds and Federal positions be added through this process?

Yes.

How can the FTE adjustments be made permanent?

An agency must request permanent changes via the budget process.

Who do I contact in EBO?

Your assigned budget analyst can assist you with this item.