

### **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.