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3440 Harden Street Ext (29203)
PO Box 4706, Columbia, South Carolina 29240
803/898-9600
Toll Free: 888/DSN-INFO
Home Page: www.ddsn.sc.gov

June 1, 2020

TO: Executive Directors/CEOs/Presidents
Finance Directors/CFOs

FROM: W. Chris Clark, CPA, CGMA
CFO

RE: Request for 2021 FTE Report

Each year SCDDSN requests salary data in the form of a FTE report. FTE information is used to calculate the amount of funding needed to implement pay increases when authorized by the General Assembly, amount needed to cover health insurance premium and retirement contribution increases, and respond to a variety of information requests from the Governor's Office, General Assembly, and Department of Administration. This information is also used by SCDDSN Cost Analysis for analyses and projects.

FTE reports must list the type and number of budgeted personnel positions by job title, program, and location within the program (CTH 2, ICF/ID, CRCF, Early Intervention, etc) along with salary information. Pay increases generally apply to all permanent positions, both full-time permanent and part-time permanent. For purposes of this report, temporary positions are defined as those employees that do not have guaranteed work hours and are typically used only on a call-in basis to fill gaps in staffing patterns caused by staff leaves of absences, staff vacancies, special short duration staff enhancements, etc.

Positions must be reported using full-time equivalents (FTEs). A full-time equivalent is based on working 40 hours per workweek regardless of your Organization's actual full-time workweek. The number of hours budgeted must be based on a 40 hour workweek to compute the FTE for the position.

FTE reports need to be submitted to us no later than July 10, 2020. The report must be submitted to us in Excel to enable us to import the information into a database. It is imperative that you follow the format used in the Excel file provided to you. All FTE reports must be consolidated by SCDDSN staff. Consistency between the files is key to facilitate this process and to facilitate comparability in our analyses.

We ask that you submit the FTE report to us using the link below.

<https://app.smartsheet.com/b/form/f58e88b58f79430ab762558ab5a30f82>

Please contact me or email financial.techsupport@ddsn.sc.gov if you have any questions.