**POSITIONS AND FTE**

- Positions have two components: the FTE, and the salaries associated with the FTE.
  - FTE, or full-time equivalent, is the unit of measurement for positions.
    - For example:
      - 1.00 FTE = full-time employee
      - 0.50 FTE = half-time employee
  - Dollars are the unit of measurement for salaries.
- Positions are either appropriated or unappropriated.
  - There are two types of appropriated positions – permanent and temporary.
    - Only the Legislature can create or abolish appropriated positions.
  - Unappropriated position FTEs are allowed by Section 302A-1116, Hawaii Revised Statutes.
    - Often referred to as “temporary” positions but are not the same as appropriated temporary positions mentioned previously.
    - Unappropriated positions expire at the end of each fiscal year.

**CHARACTER OF EXPENDITURE**

A classification identifying accounting categories of expenditures. Following are the classification codes and examples:

<table>
<thead>
<tr>
<th>Code</th>
<th>Category</th>
<th>Examples of items that might be purchased</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Personal services</td>
<td>● Salaries and other salary related items</td>
</tr>
</tbody>
</table>
| A1   | Other personal services | ● Turnover savings*  
|      |                   | ● Casual hires and contract employees                                                   |
| B    | Other current expenses | Expenditures for materials, supplies, and services that are ordinarily consumed within a fiscal year and not classified as capitalized assets.  
|      |                   | ● Classroom supplies  
|      |                   | ● Service for fee  
|      |                   | ● Telephone                                                       |
| C    | Equipment         | ● Computer equipment  
|      |                   | ● Instructional equipment  
|      |                   | ● Textbooks                                                        |
| L    | Current lease payment | ● Rental on equipment                                                        |
| M    | Motor vehicles    | ● Motor vehicles                                                        |

*Turnover Savings represents an adjustment to salary appropriations to account for anticipated vacancies. Turnover savings is a normal and expected part of the process of losing and then replacing staff.*