

**OPM 02-29**

**DATE:** May 17, 2002

**TO:** **ALL AGENCY PAYROLL SYSTEM USERS**  
ATTENTION: PAYROLL MANAGER

**FROM:** Glenda Gesell, Assistant Administrator  
Information Technology Services Department

**RE:** **FISCAL YEAR 2003 FUND AND ACCOUNT CODES**

As the fiscal year 2002 draws to an end, we are confronted with the annual task of changing our Fund and Account Codes for FY2003. As Agency Payroll System users, you have the option to allow OPM/ITS to update your Fund and Account Codes, or you may update them manually. This option is offered on an Agency-by-Agency basis.

**We request a written reply whether you are declining or accepting our offer of assistance. Please send your response to Linda Belinski, Information Systems Services Coordinator, OPM/ITS by June 14, 2002. You may E-mail your response to [linda.belinski@opm.state.ok.us](mailto:linda.belinski@opm.state.ok.us).**

If you accept our offer to have OPM/ITS do the update for you, please provide us with a list of your old and new Fund and Account Codes. The list should be formatted as follows (This is only an example):

<u>FY2002 FUND/AGY/ACCOUNT CODE/SUB-ACTIVITY</u>				<u>FY2003 FUND/AGY/ACCOUNT CODE/SUB-ACTIVITY</u>			
<u>Fund</u>	<u>Agy</u>	<u>Acct</u>	<u>Sub-Activity</u>	<u>Fund</u>	<u>Agy</u>	<u>Acct</u>	<u>Sub-Activity</u>
192	828	010210	00001	193	828	010310	00001
200	828	000210	00001	200	828	000310	00001

This year, as with last year, you can process FY2002 and FY2003 payrolls at the same time without the assistance of OPM. Just be sure you have the **correct pay period** on your claim before you submit the payroll to OSF.

Thank you for your immediate attention to this request. If you have any questions, please contact Linda Belinski so that she may assist you. She can be reached at 521-6321.