

OPM 01-32

DATE: May 18, 2001

TO: ALL AGENCY PAYROLL SYSTEM USERS
ATTENTION: PAYROLL MANAGER

FROM: Glenda Gesell, Assistant Administrator
Management Information Services

RE: **Fiscal Year 2002 Fund and Account Codes**

As you may be aware, each state agency must change Fund and Account Codes for FY 2002. As Agency Payroll System users, you have the option to allow Office of Personnel Management/ Management Information Services (OPM/MIS) 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/MIS by June 15, 2001. You may email your response to: linda.belinski@opm.state.ok.us.

If you accept our offer to have OPM/MIS 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>FY2001 FUND/AGY/ACCOUNT CODE/SUB-ACTIVITY</u>				<u>FY2002 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>
191	828	010110	00001	192	828	010210	00001
200	828	000110	00001	200	828	000210	00001

This year, as with last year, you can process FY2001 and FY2002 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.