

OPM 98-32

DATE: May 21, 1998

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

FROM: Jim Emmert, Assistant Administrator
Management Information Services
Office of Personnel Management

RE: FISCAL YEAR 1999 FUND AND ACCOUNT CODES

As the fiscal year 1998 draws to an end, we are faced with the annual change of our Fund and Account Codes for FY99. As Agency Payroll System users, you have the option to allow 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, DP Services Coordinator, OPM/MIS by June 16, 1998.

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:

FY98 FUND/AGY/ACCOUNT				FY99 FUND/AGY/ACCOUNT			
<u>CODE/SUB-ACTIVITY</u>				<u>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>
198	828	019810	00001	199	828	019910	00001
200	828	009810	00001	200	828	009910	00001

This year, as with last year, you can process FY98 and FY99 payrolls at the same time without the assistance of the OPM Agency Payroll Unit. 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.

JE/lmb