

OPM 99-32

DATE: May 21, 1999

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

FROM: Jim Hazeldine, Deputy Administrator for Programs
Office of Personnel Management

RE: FISCAL YEAR 2000 FUND AND ACCOUNT CODES

As the fiscal year 1999 draws to an end, we are confronted with the annual task of changing our Fund and Account Codes for FY2000. 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, 1999.

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:

FY1999 FUND/AGY/ACCOUNT				FY2000 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>
199	828	019910	00001	190	828	010010	00001
200	828	009910	00001	200	828	000010	00001

This year, as with last year, you can process FY1999 and FY2000 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.

JH/lmb