

**For:** State and County Offices

**Closing FY 1999 County Office Administrative Expenses**

**Approved by:** Acting Deputy Administrator, Management



**1 Overview**

**A**

**Background**

County Office administrative expense allotments are issued on a FY basis. FY 1999 ends September 30, 1999. Payments issued:

- before October 1, 1999, are FY 1999 expenses
- after September 30, 1999, are FY 2000 expenses.

**B**

**Purpose**

This notice provides instructions for closing FY 1999 County Office administrative expenses.

**C**

**Contact**

If there are questions about this notice, contact Debbie Barker, FMD, at 703-305-1309.

<p><b>Disposal Date</b></p> <p>December 1, 1999</p>	<p><b>Distribution</b></p> <p>State Offices; State Offices relay to County Offices</p>
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## Notice FI-2388

### 2 Pay Periods 19 and 20 Expenses

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#### A

#### Pay Date for Pay Period (PP) 19 Wages

The pay date for PP 19 wages is September 28, 1999. These salary payments will be charged to the FY 1999 administrative allotment.

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#### B

#### PP 20 Salary Expenses

The pay date for PP 20 wages is October 12, 1999. However, if an employee is separated:

- before October 1, 1999, final payment of wages and lump sum annual leave may be issued on the date of separation

**Notes:** These payments will be charged to the FY 1999 administrative allotment.

PP must be coded as PP 20 because a T&A for PP 19 already exists. The payment will appear on PP 19's quadweekly printout.

A separation SF-50 must be processed if the separation is a transfer or retirement, before calculating pay to apply partial withholdings for:

- health benefits
- basic life insurance
- optional life insurance.

See 115-FI (Rev. 4), subparagraphs 82 I, 84 B, and 86 F.

- after September 30, 1999, the final payment of wages and lump sum annual leave shall not be issued before the date of separation.

**Note:** These payments will be charged to the FY 2000 administrative allotment.

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#### C

#### Expenses Other Than Salary

COE will default to PP 19 when processing payments for expenses other than salary that are issued between September 15 and 28, 1999. These payments will be charged against FY 1999 administrative allotment. County Offices shall not override PP default for expenses paid on September 27 and 28, 1999.

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**2 Pay Periods 19 and 20 Expenses (Continued)**

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**C**

**Expenses Other Than Salary (Continued)**

COE will default to PP 20 when processing payments for expenses that are issued September 29 and 30, 1999. It is recommended that County Offices override the default to PP 19 for expenses other than salary paid on September 30, 1999. If a payment is issued as PP 20, the payment will appear on PP 19's quadweekly printout.

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**3 County Office Administrative Expenses**

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**A**

**Quadweekly Statement of Administrative Expenses**

The Quadweekly Statement of Administrative Expenses shall include:

- PP 19 for the final quadweekly for FY 1999

**Note:** PP 19 will be held open until September 30, 1999. State and County Offices should expect a short delay in receiving the quadweekly report.

- PP's 20, 21, and 22 for the first quadweekly for FY 2000.
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**B**

**Changes in Administrative Check Limitation**

Changes in the County Office administrative check limitation must be entered in System/36 at the County Office to update CCC-514. The change in allotment is posted to FY CCC-514 based on the "Date of Change" entered in the system. County Offices shall ensure that the date of change entered in the system is in the FY that the change affects.

- If a change in FY 1999 allotment is received after September 30, 1999, ENTER "September 30, 1999" as the date of change.
  - If a change in FY 2000 allotment is received before October 1, 1999, ENTER "October 1, 1999" as the date of change.
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**4 Delay in Reporting TSP Loan Payment**

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**A**

**TSP Loan Payment to be Made 2 Days Late**

The TSP tape will be delayed by 2 days because PP 19 must be held open for 2 extra days. Employees with TSP loans withheld may receive a notice of nonpayment from the TSP record keeper because of the delay in payment. The notice is system generated on the due date, and should be ignored because the payment will be made 2 days late.

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**Notice FI-2388**

**5 County Office Action**

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**A**

**Closing FY 1999 Activity** County Offices shall follow this table to close FY 1999 County Office Administrative expenses.

<b>Step</b>	<b>Action</b>
1	<p>Immediately process corrections, if necessary, for the following:</p> <ul style="list-style-type: none"> <li>• payments according to 115-FI (Rev. 4), paragraph 236</li> <li>• Employee Data Record according to 28-PM.</li> </ul>
2	<p>Queue Accounting/Price Support/COE data on:</p> <ul style="list-style-type: none"> <li>• September 14, 1999, according to the regular biweekly transmission schedule for PP 18</li> <li>• September 28, 1999, according to the regular biweekly transmission schedule for PP 19</li> <li>• September 30, 1999, for final FY 1999 processing.</li> </ul>
3	<p>Deposit administrative collections to CCC's account by September 30, 1999, according to 115-FI (Rev. 4), paragraph 255.</p>
4	<p>Use PP 19 on payments issued on September 29 and 30, 1999.</p> <p><b>Note:</b> These payments will appear on the FY 1999 ledger.</p>
5	<p>Reconcile the County Office withholdings reported on the KCMO biweekly printout for PP 18 and 19 with FSA-51's maintained in the County Office. If an error exists:</p> <ul style="list-style-type: none"> <li>• in the records at the County Office, process corrections according to 115-FI (Rev. 4), paragraph 236</li> <li>• in KCMO's record of withholding, submit CCC-184-2 to correct KCMO records according to 115-FI (Rev. 4), paragraph 430.</li> </ul>
6	<p>Reconcile CCC-514 with the PP 19 quadweekly printout.</p>
7	<p>Enter the FY 2000 administrative expense check limitation when received.</p> <p><b>Note:</b> Payments issued after September 30, 1999, will be included on the FY 2000 ledger. Further information about FY 2000 allotments and the impact of transferring CO personnel/payroll to NFC will be provided in a future BU notice.</p>

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