

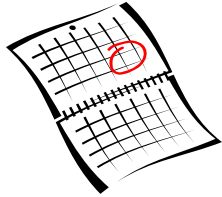
G. ACCRUED GENERAL FUND EXPENDITURES - PS

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Critical Dates

- July 1 – August 28, 2009 – Period to pay “split payroll” within the Payroll Management System (PMS)
- August 31 – September 25, 2009 – Set up Fiscal Year 2009 accruals with one-sided MY

NOTE: The Critical dates for the DEP year-end PS accruals have been under separate cover.

Regular gross salary paid in July but covering periods wholly or partially in Fiscal Year 2009 and partially in Fiscal Year 2010 will be automatically charged to the correct fiscal year. The Payroll Management System (PMS) calculates the number of days in each fiscal year using the pay period end dates in FISA’s Pay Cycle Reference Table and prorates the amounts accordingly.

Additional compensation earned by employees for services rendered in Fiscal Year 2009 but paid during July and August will also be accrued and automatically charged to Fiscal Year 2009 by entering the applicable “effective date” no later than June 30, 2009 in PMS. This automatic accrual feature will be available through the August 28, 2009 payroll.

Management separation payments should be recognized as liabilities when the payments become due. For example, a managerial employee retires on June 30, 2009 and is entitled to receive a separation payment of \$30,000. The \$30,000 should be recognized and accrued in Fiscal Year 2009. For non-managerial employees, since they remain on the payroll, the liabilities and expenditures should be recorded in the posting months of the pay period end dates because that is when the payments become due.

If the managerial and non-managerial employees retire with a buyout which entitles them to receive 3 equal Annual installments of \$10,000 commencing with Fiscal Year 2009, then \$10,000 should be recognized in Fiscal Year 2009, \$10,000 in Fiscal Year 2010, and \$10,000 in Fiscal Year 2011 because those are the amounts that become due each fiscal year.

For Fiscal Year 2009 earnings to be paid after August 28, 2009, i.e., overtime, shift differential, etc., a one-sided Multi-Year Accrued Expense (MY) document must be entered into FMS during the period August 31, 2009 to September 25, 2009 to establish the Fiscal Year 2009 accrual.

The one-sided MY should be entered into FMS and a copy of the MY print screen together with the work sheet detailing the following should be sent to the Comptroller’s Office.

- Explanation of the accrued payroll amount.
- What employees or titles and number of employees within title, will be paid, plus a mathematical computation as to how the payroll accrual amount was calculated.
- The name and telephone number of the individual responsible for maintaining this information.

This information should be submitted to the Comptroller's Office, Bureau of Accountancy, Accrued Expenditures Unit no later than September 25, 2009.

When payments are actually made for items accrued on the MY document, a clearing document should be prepared to clear the Fiscal Year 2009 payroll accrual and credit (decrease) the Fiscal Year 2010 PS codes that were originally charged. Agencies should begin submitting MY clearing documents to the Comptroller's Office, Bureau of Accountancy, Accrued Expenditures Unit on November 2, 2009.