

G. ACCRUED GENERAL FUND EXPENDITURES - PS

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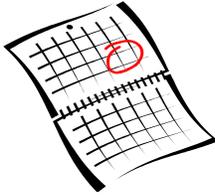
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Critical Dates



- **July 1 – August 23, 2013** –Period to pay “split payroll” within the Payroll Management System (PMS)
- **August 26 – September 13, 2013** – Start set up of Manual Accrual document (ACC) in FMS Accounting and review of Manual Accruals for Fiscal Year 2013

NOTE: The Critical dates for the DEP Year-End PS accruals have been issued under separate cover.

Regular gross salary paid in July but covering periods wholly or partially in Fiscal Year 2013 and partially in Fiscal Year 2014 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 2013 but paid during July and August will also be accrued and automatically charged to Fiscal Year 2013 by entering the applicable “effective date” no later than June 30, 2013 in PMS. This automatic accrual feature will be available through the August 23, 2013 payroll.

Management separation payments should be recognized as liabilities when the payments become due. For example, a managerial employee retires on June 30, 2013 and is entitled to receive a separation payment of \$30,000. The \$30,000 should be recognized and accrued in Fiscal Year 2013. 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 2013, then \$10,000 should be recognized in Fiscal Year 2013, \$10,000 in Fiscal Year 2014, and \$10,000 in Fiscal Year 2015 because those are the amounts that become due each fiscal year.

For Fiscal Year 2013 earnings to be paid after August 23, 2013, i.e., overtime, shift differential, etc., a Manual Accrual document (ACC) with a prefix of ‘**PS13**’ must be entered into FMS Accounting during the period August 26, 2013 to September 13, 2013 to establish the Fiscal Year 2013 accrual.

The Manual ACC document should be entered into FMS Accounting and a copy of the ACC 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 16, 2013.

When payments are actually made for items accrued on the ACC document, a clearing document should be prepared to clear the Fiscal Year 2013 payroll accrual and credit (decrease) the Fiscal Year 2014 PS codes that were originally charged. Departments should begin submitting ACC clearing documents to the Comptroller's Office, Bureau of Accountancy, Accrued Expenditures Unit on November 1, 2013.