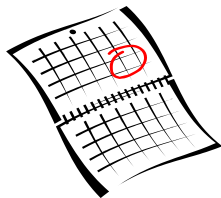


## E. ACCRUED GENERAL FUND EXPENDITURES - PS

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### Critical Dates

- **July 1 – August 9, 2024** – Period to process “split payroll” within the Payroll Management System (PMS)
- **August 9, 2024** – End of Automated Accruals & Clearings (ACCA/ACLA) generated in FMS Accounting
- **August 12 – August 23, 2024** – Start set up of Manual Accrual document (ACC) in FMS Accounting and review of Manual Accruals for Fiscal Year 2024
- **August 23, 2024**– Last date to submit Accrual Clearings (ACL) for payrolls that are paid out of Fiscal Year 2024 funding

**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 2024 and partially in Fiscal Year 2025 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.

Management separation payments should be recognized as liabilities when the payments become due. For example, a managerial employee retires on June 30, 2024 and is entitled to receive a separation payment of \$30,000. The \$30,000 should be recognized and accrued in Fiscal Year 2024. 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.

Additional compensation earned by employees for services rendered in Fiscal Year 2024 but paid during July and August will also be accrued and automatically charged to Fiscal Year 2024 by entering the applicable “effective date” no later than June 30, 2024 in PMS. This automatic accrual feature will be available through August 9, 2024 in FMS Accounting.

For Fiscal Year 2024 earnings to be paid after August 9, 2024, for example overtime, shift differential, etc., a Manual Accrual document (ACC) with a prefix of ‘**PS24**’ must be entered into FMS Accounting during the period of August 12, 2024 to August 23, 2024 to establish the Fiscal Year 2024 accrual.

The Manual ACC document should be entered into FMS Accounting and the spreadsheet detailing the following should be sent to the Comptroller’s Office in Excel format via email to [AccruedExpenditures@comptroller.nyc.gov](mailto:AccruedExpenditures@comptroller.nyc.gov).

- Explanation of the accrued payroll amount.
- What employees or titles and number of employees within a 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 Accrued Expenditures Unit no later than August 23, 2024.**

When payments are actually made for items accrued on the ACC document, a clearing document should be prepared to clear the Fiscal Year 2024 payroll accrual and credit (decrease) the Fiscal Year 2025 PS codes that were originally charged. Agencies should begin submitting accrual clearing documents (ACL) spreadsheets to the Accrued Expenditures Unit via email to the [AccruedExpenditures@comptroller.nyc.gov](mailto:AccruedExpenditures@comptroller.nyc.gov) mailbox once information is available. The Accrued Expenditures Unit will begin approving ACL documents for spreadsheets received, **November 1, 2024**.