

**OPM 00-29**

**DATE:** May 18, 2000

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

**FROM:** Glenda Gesell, Assistant Administrator  
Management Information Services

**RE: FISCAL YEAR 2001 FUND AND ACCOUNT CODES**

As the fiscal year 2000 draws to an end, we are confronted with the annual task of changing our Fund and Account Codes for FY2001. 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, Information Systems Services Coordinator, Office of Personnel Management/Management Information Services (OPM/MIS) by June 16, 2000. You may E-mail your response to lbelinsk@mhs.oklaosf.state.ok.us.**

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:

FY2000 FUND/AGY/ACCOUNT				FY2001 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>
190	828	010010	00001	191	828	010110	00001
200	828	000010	00001	200	828	000110	00001

This year, as with last year, you can process FY2000 and FY2001 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 (405) 521-6321.