



United States Department of the Interior

INTERIOR BUSINESS CENTER
Denver, CO 80235

D-2610

August 14, 2020

Memorandum

To: Casual Hire – Federal Personnel and Payroll System User Group Representatives and Client Accounting Offices

From: Christine Zertuche-Rocha, Chief //signed for by Lisa J. Puente//
Payroll Operations Division

Subject: Fiscal Year End Processing

For 2020 fiscal year end processing, there is not a cutoff and payments will be processed through September 30, 2020. In pay period (PP) 2020-20, the Federal Personnel and Payroll System (FPPS) will not produce a split Labor Cost file for the current year. The current year will contain payroll costs for September 17 - 30, 2020, and will use the normal naming convention at the end of the file name. The file will be available following the calculate process for PP 2020-20. For each client, there will be only one FPPS Summary Reconciliation Report available in Datamart, which will contain the total charge for PP 2020-20.

Please share this information with all appropriate staff. If you have any questions, please contact Adrian Hafner at (303) 969-7375.