



# United States Department of the Interior

INTERIOR BUSINESS CENTER  
Denver, CO 80235

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August 14, 2020

## Memorandum

To: Federal Personnel and Payroll System User Group Representatives and Client Accounting Offices (Excluding Social Security Administration)

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

Subject: Fiscal Year End Processing

For fiscal year end processing, pay period (PP) 2020-21, the Federal Personnel and Payroll System (FPPS) will produce a split Labor Cost file.

The Labor Cost file for the current year, ending September 30, 2020, will contain payroll costs for the period of September 27 - 30, 2020, and will use the normal naming convention. Payroll costs that appear on the current year Labor Cost file will include pay codes not related to a specific day such as Travel Reimbursement (TRV). The Labor Cost file for the new year will contain costs for October 1 - 10, 2020, and will contain ".NEW.FY" at the end of the file name. Both files will be available following the calculate process for PP 2020-21. For each client, there will be only one FPPS Summary Reconciliation Report available in Datamart, which will contain the total charge for PP 2020-21.

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