



United States Department of the Interior

INTERIOR BUSINESS CENTER
Denver, CO 80235

D-2611

November 12, 2020

Memorandum

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

From: Christine Zertuche-Rocha, Chief //signed//
Payroll Operations Division

Subject: Calendar Year End Processing

Please share this information with all appropriate staff. The year end adjustment process to ensure accurate Form W-2, Wage and Tax Statement, reporting starts on December 23, 2020 and will end on December 31, 2020. The adjustment process allows calendar year 2020 transactions received after pay period (PP) 2020-26 to be included in the 2020 Form W-2s.

After the year end adjustment process is completed, FPPS will generate a Labor Cost File (PP 2020-99), which will be available by January 4, 2021. The Labor Cost File and any associated reports will be uniquely identified by A672020 in the last qualifier of the file name. Please process this file prior to the availability of the Labor Cost File for PP 2021-01, which is processed the week of January 3, 2021.

The FPPS Summary Reconciliation report will be available in Datamart after the accounting files are processed by the Review and Analysis Branch. The charges for PP 2020-99 will be included on the January 2021 IPAC.

If you have any questions, please contact Adrian Hafner at (303) 969-7375.