



United States Department of the Interior

INTERIOR BUSINESS CENTER
Denver, CO 80235

D-2611

November 12, 2020

Memorandum

To: Casual Hire Federal Personnel and Payroll System (FPPS) Representatives and Client Accounting Offices

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

Subject: Calendar Year End Processing

Please share this information with all appropriate staff. The final pay period (PP) for Casual Hires is PP 2020-26, which begins on December 10, 2020 and closes on December 22, 2020. The Labor Cost File for PP 2020-26 will be available on December 23, 2020.

To ensure accurate Form W-2, Wage and Tax Statement, reporting, Casual Hires will have a year end adjustment process (e.g. paid bills of collection that update the Form W-2) that begins on December 23, 2020 and will end on December 31, 2020. This process allows calendar year 2020 transactions received after PP 2020-26 to be included in the 2020 Form W-2s.

After the year end adjustment process is complete, 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. Each client should process the year end file prior to the availability of their 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.

The paid daily process resumes on January 4, 2021 and will be included in PP 2021-01.

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