



ITA Accounting Memorandum 2005-05

September 29, 2005

MEMORANDUM FOR: Program Managers and Resource Managers

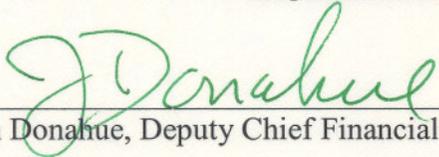
FROM: Leslie Hyland, Director of Accounting and
Financial Systems

SUBJECT: FY 2005 Year-End Payroll Charges

Pay period 19 overlaps FY 2005 and FY 2006, extending from September 18, 2005 to October 1, 2005. For year-end accounting purposes, 100 percent of basic pay for weeks 1 and 2 of pay period 19 will be charged to FY 2005. Further, payroll costs for staff that work on Saturday, October 1, 2005 will also be charged to FY 2005.

We recognize that charging Saturday, October 1, 2005 premium pay to FY 2005 is a drawback, but believe that total payroll charges for October 1, 2005 would not be material. Furthermore, this approach avoids the considerable administrative burden that would be required to manually adjust time and attendance data in order to charge October 1, 2005, payroll costs to FY 2006. If necessary, on a case-by-case basis, October 1, 2005, payroll charges could be moved subsequently to FY 2006.

If you have any questions, or require additional information, please contact Steve Varholy on 202-482-5598 or at Stephen.Varholy@mail.doc.gov.

Cleared: 
Jim Donahue, Deputy Chief Financial Officer

