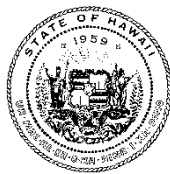


NEIL ABERCROMBIE  
GOVERNOR



Dean H. Seki  
Comptroller

Maria E. Zielinski  
Deputy Comptroller

**STATE OF HAWAII**  
**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

P.O. BOX 119, HONOLULU, HAWAII 96810-0119

May 27, 2014

**COMPTROLLER'S MEMORANDUM NO. 2014-15**

TO: Heads of Departments

ATTN: Fiscal and Payroll Offices

FROM: Dean H. Seki, Comptroller

A handwritten signature in black ink, appearing to be "DHS", written over a horizontal line.

SUBJECT: New Encumbrance Codes for Payroll Change Schedule

Effective for the Payroll Change Schedule (PCS) to be submitted for payday, July 3, 2014, additional encumbrance codes will be implemented to enable departments to designate the proper appropriation account for payroll to be charged in FAMIS. Currently if the field is left blank, FAMIS generates a direct payment transaction (transaction code 809) assigning the current fiscal year as the appropriation fiscal year for the account being charged. If the letter "A" is entered, FAMIS generates an encumbrance payment transaction (transaction code 808) assigning the prior fiscal year as the fiscal year of the account being charged. These codes will continue to be used as described. The new encumbrance codes entered on the PCS will be used by FAMIS to identify the specific fiscal year of the appropriation account to be charged the cost of payroll. Attached is a listing of valid payroll encumbrance codes and how they will be used by FAMIS.

This change was needed because beginning FY14 federal operating accounts can have varying lapse dates. If there are any questions, please call Wayne Horie of the Accounting Division at 586-0600.

Attachment

VALID ENCUMBRANCE CODES  
EFFECTIVE WITH PAYROLL CHANGE SCHEDULE FOR PAYDAY JULY 3, 2014

<u>Encumbrance Code</u>	<u>New or Existing</u>	<u>Payment Type in FAMIS</u>	<u>FAMIS Transaction Code</u>	<u>Fiscal Year of Appropriation Account</u>	<u>Effective Payday</u>
Blank	Existing	Direct	809	Current Fiscal Year	In effect
A	Existing	Encumbrance	808	Prior Fiscal Year	In effect
2	New	Direct	809	2012	July 3, 2014
3	New	Direct	809	2013	July 3, 2014
4	New	Direct	809	2014	July 3, 2014
5	New	Direct	809	2015	July 3, 2014
6	New	Direct	809	2016	July 2, 2015
7	New	Direct	809	2017	July 5, 2016
8	New	Direct	809	2018	July 5, 2017
9	New	Direct	809	2019	July 5, 2018
0	New	Direct	809	2020	July 5, 2019
1	New	Direct	809	2021	July 2, 2020

Example:

If encumbrance code 3 is entered on the payroll change schedule charging appropriation account S-200-A, FAMIS will enter 13 as the fiscal year of the account. A direct payment will be charged to S-13-200-A.

Note:

Except for encumbrance code "A", all other codes will remain on the PCS as long as the employee continues to be paid.

If an encumbrance code is no longer applicable, a red line should be drawn through the existing code and, if a new code is required than the new code should be written in red on the PCS.