

GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS

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Charlotte Amalie, VI 00802



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DEPARTMENT OF FINANCE

FINANCE MEMORANDUM NO. 02-2013

TO: DEPARTMENT AND AGENCY HEADS

SPECIAL ATTENTION TO:

Time and Attendance Personnel, Directors, Business
& Administrative Services, Fiscal Officers, and
Federal Program Officers

A handwritten signature in blue ink, appearing to read "Valdamier O. Collens", written over a horizontal line.

FROM: Valdamier O. Collens, Acting Commissioner

DATE: November 21, 2012

RE: Posting of Payroll Expenditures to General Ledger (By Pay Day)

In our continued efforts to enhance the comparability, consistency, and integrity of the Enterprise Resource Planning (ERP) system, please be advised that **effective November 29, 2012**, payroll expenditures will be posted to the general ledger by pay day (or check date) versus the current practice of posting payroll expenditures by pay period end date. More specifically, bi-weekly payroll expenditures will be posted to the general ledger in accordance with the column labeled "Pay Days" per the enclosed Fiscal Year 2013 "Schedule of Bi-Weekly Pay Periods". Thus, commencing with "Cycle" 4, payroll expenditures related to the regular warrant will be posted to the general ledger on November 29, 2012.

Additionally, with respect to the accrual of payroll expenditures associated with pay periods that extend across the fiscal year-end (e.g., September 30, 2012), adjusting journal entries will be recorded to the ERP system by function of government¹ rather than Department/Organization Code (Org Code), using the following formula:

$[(\text{Number of Work Days in Pay Period from Prior Fiscal Year} \div 10) \times \text{Payroll Expenditures}] = \text{Year End Accrual}$

Thank you for your time, consideration, and usual cooperation.

¹ Example: General Government, Public Safety, Health, Education, Transportation.



**Schedule of Bi-Weekly Pay Periods
and Pay Days for Employees of
The Government of the US Virgin Islands**

John P. deJongh, Jr.
Governor
Gregory R. Francis
Lt. Governor

FISCAL YEAR 2013

October 01, 2012 - September 30, 2013

Angel E. Dawson, Jr.
Commissioner of Finance

Grace Fahie
Director, Payroll Div.

Joy Marsham Payroll Technician Ext 2219
Rose Rodriguez Payroll Technician Ext 2215

Donna Turnbull Payroll Technician Ext 2227
Jahkesha Archibald Payroll Technician Ext 2228

Bernadette Parson Benjamin - Payroll Technician Ext 2218

Sharon Tuitt - Administrative Assistant Ext 2307

Pay Periods		Cycle	Pay Days
September 23, 2012	to October 6, 2012	1	October 18, 2012
October 7, 2012	to October 20, 2012	2	October 31, 2012 *
October 21, 2012	to November 3, 2012	3	November 15, 2012
November 4, 2012	to November 17, 2012	4	November 29, 2012
November 18, 2012	to December 1, 2012	5	December 13, 2012
December 2, 2012	to December 15, 2012	6	December 27, 2012
December 16, 2012	to December 29, 2012	7	January 10, 2013
December 30, 2012	to January 12, 2013	8	January 24, 2013
January 13, 2013	to January 26, 2013	9	February 7, 2013
January 27, 2013	to February 9, 2013	10	February 21, 2013
February 10, 2013	to February 23, 2013	11	March 7, 2013
February 24, 2013	to March 9, 2013	12	March 21, 2013
March 10, 2013	to March 23, 2013	13	April 4, 2013
March 24, 2013	to April 6, 2013	14	4/17/2013*
April 7, 2013	to April 20, 2013	15	5/1/2013*
April 21, 2013	to May 4, 2013	16	May 16, 2013
May 5, 2013	to May 18, 2013	17	May 30, 2013
May 19, 2013	to June 1, 2013	18	June 13, 2013
June 2, 2013	to June 15, 2013	19	June 27, 2013
June 16, 2013	to June 29, 2013	20	July 11, 2013
June 30, 2013	to July 13, 2013	21	July 25, 2013
July 14, 2013	to July 27, 2013	22	August 8, 2013
July 28, 2013	to August 10, 2013	23	August 22, 2013
August 11, 2013	to August 24, 2013	24	September 5, 2013
August 25, 2013	to September 7, 2013	25	September 19, 2013
September 8, 2013	to September 21, 2013	26	October 3, 2013

*Payday falls on the Wednesday due to Administrative Leave or Holidays