United States Department of the Interior

OFFICE OF THE ASSISTANT SECRETARY - INDIAN AFFAIRS

Washington, D.C. 20240

TAKE PRIDE IN AMERICA

National Policy Memorandum

Assistant Secretary - Indian Affairs
Deputy Assistant Secretary – Management

Effective: JUL 1 1 2014
Expires: JUL 1 1 2015

Number: NPM-FIN-01
Title: Labor/Payroll Costs Adjustments

1. Purpose

This memorandum establishes the appropriate procedures to follow when adjusting or reallocating labor/payroll charges.

2. Scope

This policy applies to all Indian Affairs (IA) headquarters, field and program staff under the authority of the Assistant Secretary – Indian Affairs (AS-IA), including the Bureau of Indian Affairs (BIA) and the Bureau of Indian Education (BIE).

3. Policy

It is the policy of IA to comply with federal regulations, and policy and direction from the Department of the Interior (DOI) and the Office of Management and Budget (OMB) to ensure adequate internal controls and reviews are established and implemented. IA has implemented these procedures to ensure proper internal controls in compliance with Departmental guidance and OMB Circular A-123.

4. Procedures

On the first Thursday of every Pay Period, the records that failed account validation will post to a temporary payroll table in the Financial and Business Management System (FBMS). Designee #1 (either the BIA Regional Finance Office, or the BIE Designee, or the Office of Justice Services (OJS) Designee) reviews this temporary payroll table to identify records that can be corrected and initiates the correction. Such corrections have to be completed by Monday at 4:00 PM Eastern Standard Time. Any items not corrected by that time will post to a default accounting string.

Once the Payroll information has posted to FBMS, the Office of the Chief Financial Officer (OFCO), in the Office of the Deputy Assistant Secretary - Management (DAS-M), runs the Payroll Default Report and the BIA 160 report by cost center from the Enterprise Management Information System (EMIS), which is the FBMS reporting system. The OCFO will then post these reports (sorted by cost center) on the Sharepoint/IACT site for review by the region/field staff. An email is sent to notify all parties once the documents are posted.

Designee #1 provides both reports, sorted by the applicable cost center, to Designee #2 (either the Regional Budget Analyst, or the BIA Designee, the BIE Designee or the OJS Designee). Designee #2 reviews the payroll default report and checks for any employees in their office that may have defaulted. They will also review their labor reports to ensure all labor charges for the program/agency are present and valid. In performing this review, they shall ensure that all staff is accounted for in these reports. If any staff is not on the cost center or default reports, they contact OCFO to research where these charges posted.

After completing the above review, if there is a need to reallocate payroll costs, Designee #2 prepares an adjustment request and provides it to the applicable BIA, BIE or OJS Supervisor. The Supervisor reviews the adjustment request. If the Supervisor approves the request, the payroll adjustment request is provided to Designee #1 to post the new accounting string in FBMS. If the payroll adjustment request requires modification, the Supervisor returns it to Designee #2. A Supervisor may deny a payroll adjustment request provided the request was a non-default adjustment. If the adjustment is for a default, the request may only be approved or modified. If there are multiple adjustments, approved changes can be submitted to the OCFO to perform a mass upload into FBMS. **All defaults not reallocated out of the central account will be moved to a regional account 30 days after defaulting.**

FBMS Work Step Instructions (WSI) and related training materials are updated regularly to reflect software and process enhancements. The most current WSI can be accessed by logging into the FBMS/PMO Portal here: https://www.fbms.doi.net/irj/portal/anonymous?guest_user=Anon_DOI
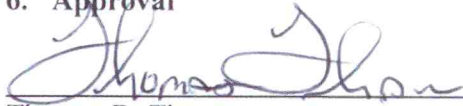
5. Authorities

A. Statues and Regulations

1) Federal Acquisition Regulation (FAR): http://www.acquisition.gov/far/html/FARTOCP07.html
2) DOI Departmental Manual: http://elips.doi.gov/elips/0/fol/1338/Row1.aspx
3) General Services Administration Acquisition Regulation (GSAR): http://www.acquisition.gov/gsam/current/html/GSAMTOC501.html#wp436256
4) Principles of Federal Appropriations Law, Vol. I, Chapter 5: Bona Fide Needs Rule: http://www.gao.gov/assets/210//202437.pdf
5) OMB Circular A-123: http://www.whitehouse.gov/sites/default/files/omb/assets/agencyinformation_circulars_pdf/a123_appendix_b.pdf

B. Guidance

1) FBMS Segregation of Duties (SoD) Policy

6. Approval

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Thomas D. Thompson
Deputy Assistant Secretary – Indian Affairs (Management)

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