

CONVERSION CODE LISTING

(Revised 09/10)

The Finance Conversion Code (FCC) listing provides detailed instructions to the State Controller's Office (SCO) so that information in the records of the Uniform State Payroll System can be arranged in the format of the Salaries and Wages Supplement by the computer. The listing includes budgetary descriptions, codes, and sequences used to verify the Schedule 7A spreadsheets.

The FCC listing must be amended if the format for the Salaries and Wages Supplement needs to be changed. This could be true if new reporting units have been added or deleted, or if a reorganization is to be reflected in the Salaries and Wages Supplement presentation.

The FCC listing will consist of four columns: from left to right, the Finance Conversion Code, Agency Code, Department Reporting Unit Codes, and Budgetary Description.

The FCC is used as the key for the organizational structure which a department wishes to present in the Salaries and Wages Supplement. The code controls the order and indentation of the budgetary description. Also, it provides for the inclusion of reporting units under a budgetary description. In addition, it indicates where subtotals and totals of personnel years and dollar amounts will be taken. Totals will be provided at the end of the department's section and limited to no more than two sub-departmental levels.

The Budget Description entry becomes the title of the organizational unit or program as it will appear in the Schedule 7A spreadsheets. The description will be limited to 35 characters for all sub-departmental levels.

The Agency Code is to identify the department from which the salaries in the reporting unit are to be paid.

The Reporting Unit Codes identify the reporting unit or units which are to be collated under the particular Budget Description entry. All positions in the reporting units listed under a particular Budget Description entry should be a part of the unit described by the title listed in the Conversion Code Listing.

The SCO will print the FCC Listing used in preparing the Schedule 7A in the preceding year and send it in duplicate in May to each department for review and amendment. The SCO also publishes a Payroll Letter giving specific instructions for amending and processing the listing and setting a date for its return to the SCO. The sole purpose of the FCC Listing is to control the array and detail in the Schedule 7A spreadsheets.

In the review of the FCC, Listing the following points should be checked:

1. Are the Budgetary Titles still appropriate?
2. Have reorganizations been properly reflected in the Budgetary Titles to show authorized changes in organization or program?
3. Will the Budgetary Titles appear with the proper indentation from the margin?
4. Are all the reporting units listed under the proper budget descriptions? A reporting unit to be established effective July 1 should be added under the proper budgetary descriptions.
5. As the FCC Listing will be used during July to verify the Schedule 7A spreadsheet, check that the documents (Change in Established Positions, Payroll Roster Change form, STD. 607) making approved reorganizations and establishing approved new positions are completed and sent to SCO by June 14th to be included in the Schedule 7A.

As significant proposed organizational changes to the Salaries and Wages Supplement may have a major impact to a department's operations/budget presentation, any substantive changes or changes in politically sensitive programs must be cleared with Finance before the listing is released to SCO.