



DEPARTMENT OF ADMINISTRATION
Division of Accounts and Reports

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INFORMATIONAL CIRCULAR NO: 97-P-005

DATE: October 31, 1996

SUBJECT: Year-to-Date Balance Report

EFFECTIVE DATE: Immediately

A & R CONTACT: Payroll Services - (913) 296-3146

APPROVAL:

SUMMARY: SHARP year-to-date earnings, deduction, and tax balance report available to agencies.

A new report has been developed and added to the SHARP data base which enables agencies to request and receive, on demand, a report which lists all of the year-to-date balances for deductions, earnings, and taxes for an employee. While each of these balances is available on-line in SHARP, this report provides a concise listing of the information.

Attached is a sample of the KPAY318 report. The 'EARNINGS TOTAL' listed on the report will only include those earnings types in which the 'Adds to Gross' indicator is 'Y'. The employee deduction balances will only be printed for those deductions with a deduction class of 'A' (after-tax), 'B' (before-tax), or 'T' (taxable benefit). Deduction balances will not be included on the report for deductions with a deduction class of 'N' (non-taxable benefit) since these represent employer contributions. Please note that in calendar year 1996, employee deductions for dental premiums were made using two different deduction codes; therefore, dental may be listed twice under the 'Employee Deduction Balances' section of the report. The total of the two dental balances must be added together to arrive at the actual year-to-date dental deductions for the employee; these two balances are added together and appear as one amount on the employee's paycheck stub/advise.

The report is found under the "Employee Payroll Data Panel", "RPT", "Year-to-Date Balances". On the parameters panel agencies will need to enter the EMPLID and calendar year for whom/which the report is being requested. The report can only be requested for employees with a current job record in your department. The resulting report will provide all year-to-date balances for this EMPLID, not just those earnings and deductions for your department. Agencies will not be able to request

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employee information for someone who does not have a current job record with your agency. As with all of the reports currently available to agencies to generate on demand, this report can be printed or stored to a file for later use. This report has been added to the agency-reporting operator class.

SAM:JJM:sj

Attachment