



DEPARTMENT OF ADMINISTRATION
Division of Accounts and Reports

BILL GRAVES
Governor

DAN STANLEY
Secretary of Administration

SHIRLEY A. MOSES
Director of Accounts and Reports
900 S.W. Jackson, Room 355S
Landon State Office Building
Topeka, KS 66612-1220
(913) 296-2311
FAX (913) 296-6841

INFORMATIONAL CIRCULAR NO: 97-P-014

DATE: December 18, 1996

SUBJECT: Revised December Calendar

EFFECTIVE DATE: Immediately

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

APPROVAL:

SUMMARY: Change made on payroll processing calendar for December 19th,
30th and 31st

Attached is a revised December 1996 calendar to replace the one issued with Informational Circulars 97-P-006 dated November 6, 1996 and 97-P-012 dated December 6, 1996. The calendar had 'Paysheets created; 1st pre-calc for 12/28 PPED' on Tuesday, December 31st when it should have been listed on Monday, December 30th. Also, added to Thursday, December 19th is 'Regents cut-off at 6:00 am for the 12/14 PPED on-cycle'.

We apologize for any inconvenience these errors may have caused your agency.

SAM:JJM

Attachment

1996

December

1996

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 KA3 Off-Cycle and Regents Off-Cycle for 11/16 PPED	3 Paysheets created; 1st pre- calc for 11/30 PPED	4 2nd pre-calc for 11/30 PPED. KA4 Off-Cycle and Regents Off-Cycle for 11/16 PPED	5 3rd pre-calc for 11/30 PPED	6 Final pay calc and confirmation for 11/30 PPED	7
8	9 KA1 Off-Cycle and Regents Off-Cycle for 11/30 PPED	10	11 KA2 Off-Cycle and Regents Off-Cycle for 11/30 PPED	12	13	14
15	16 KA3 Off-Cycle and Regents Off-Cycle for 11/30 PPED	17 Paysheets created; 1st pre-calc for 12/14 PPED	18 2nd pre-calc for 12/14 PPED. KA4 Off-Cycle and Regents Off-Cycle for 11/30 PPED	19 3rd pre-calc for 12/14 PPED. <i>Regents cut-off at 6:00 am for the 12/14 PPED on-cycle</i>	20 Final pay calc and confirmation for 12/14 PPED	21
22	23 KA1 Off-Cycle and Regents Off-Cycle for 12/14 PPED	24 <i>Regents cut-off at 5:00 pm for the KA2 off- cycle for 12/14 PPED</i>	25 HOLIDAY	26 KA2 Off-Cycle and Regents Off-cycle for 12/14 PPED <i>Final 1996 checks generated</i>	27 <i>Cut-off for entering paycheck reversals; Deadline for submitting 1996 paycheck adjustment forms</i>	28
29	30 KA3 Off-Cycle and Regents Off-Cycle for 12/14 PPED; Paysheets created; 1st pre-calc for 12/28 PPED	31 <i>Regents cut-off at 5:00 pm for 1996 adjustments & reversals</i>				