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INFORMATIONAL CIRCULAR NO: 97-P-006

DATE: November 6, 1996

SUBJECT: Key Payroll Processing Dates in November and December 1996

EFFECTIVE DATE: Immediately

A & R CONTACT: Payroll Services Section, 913-296-3146

APPROVAL:

SUMMARY: Payroll processing deadlines which need to be noted due to the holidays which occur in November and December, 1996

Friday, November 29, 1996, is a designated holiday for state service in 1996; therefore, the pay date for the payroll period ending 11/16/96 is Wednesday, November 27, 1996. All paycheck stubs and advices issued to employees on November 15, 1996 will include a message informing the employee that the next pay date is Wednesday, November 27. Direct deposit advices will be mailed on Monday, November 25; paychecks will be mailed on Tuesday, November 26.

Due to the Veterans Day, Thanksgiving and Christmas holidays, there are some other variations to the 'normal' payroll processing deadlines which occur during the months of November and December. Agencies are asked to note the following key payroll processing dates which occur on a day of the week that is different than usual:

Thursday, November 7 - Regents' on-cycle payroll files for the payroll period ending 11/02/96 are due to the Department of Administration by 6:00 am on November 7 to ensure timely issuance of the pay on November 15, 1996 (normally due on Friday).

Tuesday, November 12 - The first SHARP off-cycle (KA1) and the first Regents' off-cycle for the payroll period ending 11/02/96 will be processed on November 12 (normally processed on Monday). Checks for this off-cycle will be dated November 15, 1996. SHARP agencies have until 5:00 pm on November 12 to enter supplemental and/or adjustment run controls for the KA1 off-cycle payroll. Regents' off-cycle payroll files must be approved by 5:00 pm on November 12 in order to be included in the off-cycle. In order to be approved

by 5:00 pm on November 12, the Regents' off-cycle payroll files must be received by 5 pm on the preceding business day.

Friday, November 15 - Time and leave interface agencies must have time and leave files for the period ending 11/16/96 submitted to the Department of Administration for processing by 5:00 pm on November 15 (normally due on Monday). Paper-user agencies should submit time and leave documents to Payroll Services by 5:00 pm on November 15.

Monday, November 18 - Paysheets for the on-cycle payroll for the period ending 11/16/96 will be created on November 18 (normally created on Tuesday). All job actions (i.e., promotions, terminations, new hires, leave of absences, step increases, etc.) must be entered by 5:00 pm on November 18 in order to be reflected on the paysheets for this period. The first on-cycle preliminary pay calculation for the period ending 11/16/96 will also occur on November 18; therefore, all time and leave data should be entered into SHARP and designated 'OK to process' by 5:00 pm.

Tuesday, November 19 - The last SHARP off-cycle (KA4) and the last Regents' off-cycle for the payroll period ending 11/02/96 will be processed on November 19 (normally processed on Wednesday). SHARP agencies have until 5:00 pm on November 19 to enter supplemental and/or adjustment run controls for the KA4 off-cycle payroll. Regents' off-cycle payroll files must be approved by 5:00 pm on November 19 in order to be included in the off-cycle. In order to be approved by 5:00 pm on November 19, the Regents' off-cycle payroll files must be received by 5 pm on the preceding business day. Checks for this off-cycle will be dated November 25, 1996. The KPAY303 data file for the period ending 11/02/96 will also be created on November 19.

Wednesday, November 20 - Final pay confirmation for the on-cycle payroll for the period ending 11/16/96 will occur on November 20 (normally occurs on Friday). All employees' time and leave records must be 'OK to Process' by 5:00 pm on November 20 in order for a paycheck record to be created. All deduction and tax data changes must be entered by 5:00 pm on November 20 in order to be reflected in the final paycheck created for the employee. The general ledger extract for the period ending 11/2/96 will also be created on this date. *Regents' on-cycle payroll files for the payroll period ending 11/16/96 are due to the Department of Administration by 6:00 am on November 20 to ensure timely issuance of the pay on November 27, 1996.* **PLEASE NOTE:** *Only two SHARP preliminary payroll calculations will occur for the period ending 11/16/96. In addition, an off-cycle will **not** be available to process late paychecks **with the same pay date as the on-cycle payroll**.* The earliest date that an employee can receive an off-cycle check for the period ending 11/16/96 is Monday, December 2, 1996, providing the necessary supplemental or adjustment run control has been entered by 5:00 pm on Monday, November 25.

Thursday, November 21 - ***On-line access to SHARP for all users will not be available*** due

to batch processing which must occur to ensure timely issuance of payroll on November 27, 1996.

Friday, November 22 - Final on-cycle SHARP payroll reports, with the exception of the KPAYWAGE, will be available on November 22 in the agency directories on the MVS. Final on-cycle payroll reports (except for the KPAYWAGE) for paper-user agencies will be distributed on November 22.

Monday, November 25 - KPAYWAGE reports for the on-cycle for the payroll period ending 11/16/96 will be available on November 25 in the agency directories. KPAYWAGE reports for paper-user agencies will be distributed on November 25. The first SHARP off-cycle (KA1) and the first Regents' off-cycle for the payroll period ending 11/16/96 will be processed November 25. SHARP agencies have until 5:00 pm on this date to enter supplemental and/or adjustment run controls for the KA1 off-cycle payroll. Regents' off-cycle payroll files must be approved by 5:00 pm on November 25 in order to be included in the off-cycle. In order to be approved by 5:00 pm on November 25, the Regents' off-cycle payroll files must be received by 5 pm on the preceding business day. **PLEASE NOTE:** *paychecks for this off-cycle will be dated December 2, 1996 (NOT NOVEMBER 27).* Encumbrance transactions for the SHARP on-cycle payroll for the period ending 11/16/96 will be posted to STARS during Monday night's STARS batch processing cycle.

Wednesday, November 27 - PAYDAY for the payroll period ending 11/16/96. The second SHARP off-cycle (KA2) and the second Regents' off-cycle for the payroll period ending 11/16/96 will be processed. SHARP agencies have until 5:00 pm on this date to enter supplemental and/or adjustment run controls for the KA2 off-cycle payroll. Regents' off-cycle payroll files must be approved by 5:00 pm on November 27 in order to be included in the off-cycle. In order to be approved by 5:00 pm on November 27, the Regents' off-cycle payroll files must be received by 5 pm on the preceding business day. *Checks for this off-cycle payroll will be dated December 4, 1996.*

Thursday, December 19 - Regents' on-cycle payroll files for the payroll period ending 12/14/96 are due to the Department of Administration by 6:00 am on December 19 to ensure timely issuance of the pay on December 27, 1996.

Thursday, December 26 - The second SHARP off-cycle (KA2) and the second Regents' off-cycle for the payroll period ending 12/14/96 will be processed on December 26. SHARP agencies have until 5:00 pm on this date to enter supplemental and/or adjustment run controls for the KA2 off-cycle payroll. Regents' off-cycle payroll files must be approved by 5:00 pm on December 26 in order to be included in the off-cycle. In order to be approved by 5:00 pm on December 26, the Regents' off-cycle payroll files must be received by 5 pm on the preceding business day. Checks will be dated December 31, 1996.

Attached are calendars for the month of November and December which highlight the key payroll processing activity for the remainder of calendar year 1996. These calendars do not provide the same level of detail as that provided in this informational circular or in the SHARP bi-weekly payroll schedule issued under Informational Circular No. 1335 dated April 4, 1996. **The attached calendars are intended for use as a supplementary reference tool to these informational circulars.**

Please make note of the above payroll processing dates and adjust your schedules accordingly. If, in order to ensure the timely issuance of the payroll, it becomes necessary to change any of the processing dates identified above, notification of the change will be provided to all state agencies via the SHARP on-line message panel. On-line user agencies should be reviewing the SHARP message panel on a daily basis to determine if new messages have been added. Paper-user agencies will be notified of any changes to these dates via telephone.

SAM:JJM:sj

Attachments

November

1996

1996

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 PAYDAY	2
3	4 KA3 off-cycle and Regents off-cycle for 10/19 PPED	5 Paysheets created; 1st pre-calc for 11/2 PPED	6 KA4 off-cycle and Regents off-cycle for 10/19/ PPED; 2nd pre-calc for 11/2 PPED	7 3rd pre-calc for 11/2 PPED; Regents on-cycle payroll interface files for 11/2 PPED due by 6:00 am	8 Final pay calc and confirmation for 11/2 PPED	9
10	11 HOLIDAY	12 KA1 off-cycle and Regents off-cycle for 11/2 PPED	13 KA2 off-cycle and Regents off-cycle for 11/2 PPED	14	15 PAYDAY	16
17	18 Paysheets created; 1st pre-calc for 11/16 PPED. KA3 off-cycle and Regents off-cycle for 11/2 PPED	19 2nd pre-calc for 11/16 PPED. KA4 off-cycle and Regents off-cycle for 11/2 PPED	20 Final pay calc and confirmation for 11/16 PPED; Regents on-cycle payroll interface files for 11/16 PPED due by 6:00	21 No access to SHaRP for ALL users	22 Final on-cycle payroll reports available for 11/16 PPED	23
24	25 KA1 off-cycle and Regents off-cycle for 11/16 PPED	26	27 PAYDAY KA2 off-cycle and Regents off-cycle for 11/16 PPED	28 HOLIDAY	29 HOLIDAY	30

December

1996

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; Regents on-cycle payroll interface files for 11/30 PPED due by 6:00 am	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; Regents on-cycle payroll interface files for 12/14 PPED due by 6:00 am	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	25 HOLIDAY	26 KA2 off-cycle and Regents off-cycle for 12/14 PPED	27	28
29	30 KA3 off-cycle and Regents off-cycle for 12/14 PPED	31 Paysheets created; 1st pre-calc for 12/28 PPED				