SHARP Message #460

DATE: 10/02/01
AUTHOR: LISA KERWIN
SUBJECT: UNITED WAY DEDUCTION START AND STOP DATES
MESSAGE TEXT:

The deduction END date on the general deduction panel for 2001 United Way contributions should be dated between December 09, 2001 and December 22, 2001 in order for the last 2001 deduction to be taken on the paycheck issued December 21, 2001. Agencies should verify the deduction end date for all employees enrolled in United Way to ensure deductions are taken correctly.

For calendar year 2002, agencies can enter a new row effective-dated between December 09, 2001 and December 22, 2001 in order for the first deduction for 2002 to be taken on the January 4, 2002 paycheck. If the deduction is to be taken over 26 pay periods, a deduction end date of December 8, 2002 should be entered.

Questions regarding this message should be directed to Janice Wolfley in Accounts and Reports, Payroll Services at telephone no. 785-296-3699.

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