SHARP Message #481

DATE:	12/26/2001
AUTHOR:	Brent Smith
SUBJECT:	2002 Discretionary Day
MESSAGE TEXT:	

A SHARP batch program will update the year 2002 Discretionary Day balances the evening of 12/28/01.

Eligible employees may use the year 2002 Discretionary Day on any day from 12/23/01-12/21/02.

Employee's check stubs will display a "DD" if the employee has a Discretionary Day balance. Once the "day" has been used, the "DD" is removed from the checkstub and the balance in SHARP is reduced to zero.

NOTE: During the year, the system is programmed to insert a Discretionary Day for eligible hired and rehired employees once they reach their six-month anniversary. This insert generally occurs one week following the end of the pay period in which the employee was eligible. If the employee wishes to use the discretionary day during the pay period it is earned, it is necessary to send a request to request.sharp@da.state.ks.us to increase the balance.

Return to SHARP Message Page

Page last modified on: